

Department of Social Sciences
Spring 2020
Program Evaluation
CRIJ 5306-110, 10389
Online

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“Behind every uncomfortable syllabus clause lies an even more uncomfortable teaching experience.” – @AcademicSay (April 22, 2016)

ACADEMIC ACCOMMODATIONS

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university’s programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

STATEMENT OF ACADEMIC FREEDOM

Freedom to teach and freedom to learn are inseparable facets of academic freedom. The University has adopted a policy on the Disruption of University Activities (Policy # 10.4.13), which can be accessed in the Student Code of Conduct through the following link:

<https://www.tamuct.edu/student-affairs/student-conduct.html>

***** Disclaimer: Syllabus may be revised later if needed *****

COURSE GOALS AND METHODS

This course is designed to introduce students to what program evaluation is, the need for program evaluations, and the methods used to conduct evaluations. It also includes

key elements of evaluation for consideration, such as how to develop evaluation questions, logic models, analyze program effectiveness, and conduct a cost-benefit analysis.

Course objectives

- 1) Understand what program evaluation is and its importance in Criminal Justice
- 2) Examine the key issues for consideration in program evaluation
- 3) Understand how to design and implement a program evaluation
 - a) Develop an evaluation question
 - b) Operationalize and conceptualize variables
 - c) Select a sample and design a sampling plan
 - d) Design a method for data collection
 - e) Determine the implications of their proposed evaluation
- 4) Understand the pitfalls and trends in program evaluation
- 5) Demonstrate an ability to critically evaluate research
- 6) Achieve a good standard of academic writing

REQUIRED TEXT

Newcomer, K. E., Hatry, H. P., & Wholey, J. S. (2015). *Handbook of practical program evaluation*. Hoboken, NJ: John Wiley & Sons.

Additional readings will be provided on Canvas.

COURSE POLICIES

Respect

This course will be held online and students are encouraged to fully participate. We will be discussing program evaluations and the methods used to conduct them. All students learn in a variety of ways and at varying paces. I expect everyone to treat one another with respect and help cultivate an environment in which students feel free to ask and answer questions respectfully.

Netiquette

All students must abide by the following core rules of netiquette (excerpted from Shea, 1994¹) for the duration of the course on discussion boards and email.

¹ Shea, V. (1994). Core Rules of Netiquette. In *Netiquette*, (pp. 32-46). Vancouver: Albion Books.

Rule 1: Remember the human - Do unto others as you'd have others do unto you. Imagine how you'd feel if you were in the other person's shoes. Stand up for yourself, but try not to hurt people's feelings.

Rule 2: Adhere to the same standards of behavior online - Standards of behavior may be different in some areas of cyberspace, but they are not lower than in real life.

Rule 3: Know where you are in cyberspace - When you enter a domain of cyberspace that's new to you, take a look around. Spend a while listening to the chat or reading the archives. Get a sense of how the people who are already there act. Then go ahead and participate.

Rule 4: Respect other people's time and bandwidth - ...don't expect instant responses to all your questions, and don't assume that all readers will agree with -- or care about -- your passionate arguments.

Rule 5: Make yourself look good online - As in the world at large, most people who communicate online just want to be liked. Networks -- particularly discussion groups -- let you reach out to people you'd otherwise never meet. And none of them can see you. You won't be judged by the color of your skin, eyes, or hair, your weight, your age, or your clothing.

Rule 6: Share expert knowledge - Don't be afraid to share what you know.

Rule 7: Help keep flame wars under control - ...Netiquette does forbid the perpetuation of flame wars -- series of angry letters, most of them from two or three people directed toward each other, that can dominate the tone and destroy the camaraderie of a discussion group. It's unfair to the other members of the group.

Rule 8: Respect other people's privacy

Rule 9: Don't abuse your power - Some people in cyberspace have more power than others...Knowing more than others, or having more power than they do, does not give you the right to take advantage of them.

Rule 10: Be forgiving of other people's mistakes - ... when someone makes a mistake -- whether it's a spelling error or a spelling flame, a stupid question or an unnecessarily long answer -- be kind about it. If it's a minor error, you may not need to say anything. Even if you feel strongly about it, think twice before reacting. Having good manners yourself doesn't give you license to correct everyone else. If you do decide to inform someone of a mistake, point it out politely, and preferably by private email rather than in public. Give people the benefit of the doubt; assume they just don't know any better. And never be

arrogant or self-righteous about it. Just as it's a law of nature that spelling flames always contain spelling errors, notes pointing out Netiquette violations are often examples of poor Netiquette.

Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the [Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may submit a [report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

Violations in academic integrity will result in score of zero on the assignment for which it is suspected. Any suspected violations of academic integrity will also be reported to TAMUCT's Office of Student Conduct:

<https://www.tamuct.edu/student-affairs/student-conduct.html>

Note: If you submit papers or sections from a paper from another class or previous semester, that counts as a violation of academic integrity.

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course will use the A&M-Central Texas Instructure Canvas learning management system. *We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.*

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address.

Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

Web Chat: [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

COURSE COMMUNICATION

Course announcements will be posted to the Announcements page on Canvas.

I will send correspondence to your Canvas Inbox. Make sure you have access to and regularly check it. I recommend you adjust your Canvas Settings so you receive a notification when I post an announcement, you receive a course message, etc.

OMG, emails should be professional LMBO. When u send a msg, dont write n text talk!! Proofread ur email b4 u send it n dont use emojis :) Include a subject line, a formal salutation, your name and the course you're in, the reason for your email, a formal sign-off with your name, and address me as Professor or Dr. For more information, please go to Modules/Additional Resources/General Resources/How to Email Your Professor.

Do not send emails about things stated in the syllabus/guidelines or where things are located on Canvas unless you are requesting clarification or additional information.

STUDENT-PROFESSOR INTERACTION

Students may speak with me via email, during office hours, or by appointment. I will answer (most) messages within 72 hours. Students who would like to speak to me via

phone must make an appointment. For appointments (in person and by phone), the student and I must confirm the date and time via email.

PARTICIPATION POLICIES

Participation will not count towards your grade. However, it is in your best interest to regularly check Canvas and complete all the assignments. If you do not your grade is likely to suffer. Participation will aid in understanding in the material, which can ultimately improve your grade. If you have a question, I strongly suggest you email me or see me during my office hours (or make an appointment).

ASSIGNMENTS

Reading Assignments

The reading assignments are taken from the required textbook and other resources uploaded to Canvas. It is important to have the textbook when the course begins so you can keep up with the assigned readings. I recommend you purchase the textbook as soon as possible so you are prepared for the course. Reading assignments should be completed by the date listed on the Course Schedule. But I suggest you complete them earlier in the week so you have plenty of time to work on the assignments. I suggest that you reread the chapters/articles throughout the semester.

Journal

You will complete weekly journal entries related to the topic. Each entry is worth 20 points. The topic will be posted by 12:00a on Monday morning and the completed entry is due by Sunday at 11:59p. I will place a link to each week's journal topic under Modules within the appropriate week, i.e., Modules/Week 4/Journal 4. The approximate percentage distribution will be as follows:

Journal Entry Elements	Percentage of grade
Content – Correct and thorough	85%
Writing mechanics (APA format)	15%

Program Evaluation Proposal

Each student will write a program evaluation proposal as if it is being submitted to a funding agency for review. It will be completed throughout the semester, and will provide you with an opportunity to apply the evaluation methods you learn in this course. I will provide you with feedback on each assignment, and you will submit the final proposal at the end of the semester. Pay attention to the deadlines for each assignment, as late submissions will receive a late penalty, and late submissions will not be accepted once the assignment grades are posted. **Note:** The assignment

submissions *are not* drafts. I will only grade final versions. If you submit a draft or incomplete version of an assignment, I will not grade it and you will have to resubmit it. Students who submit a draft or incomplete assignment and resubmit their final version late will receive a late penalty if it's submitted before I post assignment grades. Students who submit a draft or incomplete assignment and resubmit their final version after I post assignment grades will receive a 0. **Late final proposal submissions will not be accepted after May 8 at 5:00p. No exceptions.**

Your selected program must receive approval. Each student must select a different program.

The approximate grade distribution will be as follows:

Program Evaluation Proposal Elements	Percentage of grade
Content – Correct and thorough	75%
Writing mechanics and quality	20%
Formatting (APA format)	5%

GRADING

Your grade will be weighted and will not be curved. Grades will be posted on Canvas within approximately one week. Students will be notified if it will take longer to post the grades.

	Number of Points	Percent of Grade
Journal Entries	20 points each (260 points)	20%
Statement of the Problem	100 points	15%
Evaluation Proposal Submission 1	200 points	25%
Program Evaluation Proposal	200 points	40%
	Total: 760 points	

COPYRIGHT NOTICE

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

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5436; Fax 254-519-5781; liana.taylor@tamuct.edu.

Course Schedule

Week	Dates	Topic	Assignment Due
Week 1	01/13-01/19	Research Methodology Review Overview of Program Evaluation	Ch. 1 <i>Journal 1 due 01/19 at 11:59p</i>
Week 2	01/20-01/26	Stakeholders	Ch. 2 <i>Journal 2 due 01/26 at 11:59p</i> <i>Program selection due 01/26 at 11:59p</i>
Week 3	01/27-02/02	Logic Models	Ch. 3 Logic Model Development Guide <i>Journal 3 due 02/02 at 11:59p</i>
Week 4	02/03-02/09	Performance Measurement	Ch. 5 Boyle et al. (2013) <i>Journal 4 due 02/09 at 11:59p</i>
Week 5	02/10-02/16	Process Evaluation	BCDTC Process Evaluation <i>Journal 5 due 02/16 at 11:59p</i>
Week 6	02/17-02/23	Recruitment and Retention	Ch. 9 <i>Journal 6 due 02/23 at 11:59p</i>
Week 7	02/24-03/01	Data Collection – Part 1	Chs. 13-14 Lynam et al. (1999) <i>Statement of the Problem due 03/01 at 11:59p</i>

Week 8	03/02-03/08	Data Collection – Part 2	Ch. 17 <i>Journal 7 due 03/08 at 11:59p</i>
Week 9	03/09-03/13	Spring Break	
Week 10	03/16-03/22	Data Collection – Part 3	Chs. 19-20 <i>Journal 8 due 03/22 at 11:59p</i>
Week 11	03/23-03/29	Cost-Effectiveness & Cost-Benefit Analysis	Ch. 24 Welsh & Farrington (2000) <i>Journal 9 due 03/29 at 11:59p</i>
Week 12	03/30-04/05	Community Change Programs	Ch. 11 <i>Journal 10 due 04/05 at 11:59p</i>
Week 13	04/06-04/12	Culturally Responsive Evaluation	Ch. 12 <i>Proposal Submission 1 due 04/12 at 11:59p</i>
Week 14	04/13-04/19	Pitfalls of Evaluations	Ch. 26 <i>Journal 11 due 04/19 at 11:59p</i>
Week 15	04/20-04/26	Providing Evaluation Feedback	Ch. 27 <i>Journal 12 due 04/26 at 11:59p</i>
Week 16	04/27-05/03	Evaluation Challenges	Ch. 31 <i>Journal 13 due 05/03 at 11:59p</i>
Week 17	05/04-05/08	<i>Evaluation Proposal due 05/08 at 5:00p</i>	

WARRIOR SHIELD

EMERGENCY WARNING SYSTEM FOR TEXAS A&M UNIVERSITY-CENTRAL TEXAS

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [https://portal.publicsafetycloud.net/Account/Login] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

DROP POLICY

If you discover that you need to drop this class, you must complete a Drop Request Form

[https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

TUTORING

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111. Tutor.com tutoring **will not offer writing support** beginning August 1, 2019, but will continue to offer other tutoring support.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and

receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

THE UNIVERSITY WRITING CENTER

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC and/or need any assistance with scheduling.

UNIVERSITY LIBRARY

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles

in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

IMPORTANT INFORMATION FOR PREGNANT AND/OR PARENTING STUDENTS

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

A NOTE ABOUT SEXUAL VIOLENCE AT A&M-CENTRAL TEXAS

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors

and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

BEHAVIORAL INTERVENTION

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, who are exhibiting concerning behaviors, or individuals causing a significant disruption to our community, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](#) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team website](#) for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

IMPORTANT UNIVERSITY DATES

January 13, 2020	Classes Begin for Spring Semester
January 13, 2020	Add, Drop, and Late Registration Begins for 16- and First 8-Week. \$25 fee assessed for late registrants
January 15, 2020	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
January 20, 2020	Martin Luther King Jr. Day (University Closed)
January 21, 2020	Deadline to Drop First 8-Week Classes with No Record
January 29, 2020	Deadline to Drop 16-Week Classes with No Record
February 21, 2020	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
March 6, 2020	Classes End for First 8-Week Session
March 9-12, 2020	Spring Break (No Classes - Administrative Offices Open)
March 13, 2020	Spring Break (University Closed)

March 16, 2020	Add, Drop, and Late Registration Begins for Second 8-Week Classes \$25 fee assessed for late registrants
March 16, 2020	Classes Begin for Second 8-Week Session
March 18, 2020	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
March 23, 2020	Class Schedule Published for Summer Semester
March 23, 2020	Deadline to Drop Second 8-Week Classes with No Record
March 27, 2020	Deadline for Graduation Application for Ceremony Participation
March 30, 2020	Registration Opens for Seniors, Post-Bacc, and Graduate Students for Summer Semester
April 1, 2019	Deadline for GRE/GMAT Scores to Graduate School
April 3, 2020	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
April 6, 2020	Registration Opens for Summer Session
April 17, 2020	Deadline for Final Committee-Edited Thesis with Committee Approval Signatures to Graduate School for Spring Semester
April 24, 2020	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
May 8, 2020	Deadline for Degree Conferral Applications to the Registrar's Office \$20 Late Application Fee
May 8, 2020	Deadline to Withdraw from the University for 16- and Second 8-Week Classes
May 8, 2020	Spring Semester Ends
May 9, 2020	Spring Commencement Ceremony