Department of Social Sciences
Spring 2022
Program Evaluation
HLS 5306-110, 11698

Online

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Students can also send messages to me through Canvas

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

ACADEMIC ACCOMODATIONS

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 Warrior Center for Student Success, Equity 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 Canvas page (log-in required) [https://tamuct.instructure.com/courses/717]

SPRING 2022 RETURN TO CAMPUS PLAN

For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Spring 2022 Return to Campus Plan [https://www.tamuct.edu/covid19/]

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:

*** 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, and analyze program effectiveness.

By the end of the course, students will be able to:

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
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

American Psychological Association. (2020). *Publication Manual of the American Psychological Association* (7th ed.)*.* Washington, D.C.: American Psychological Association.

Additional readings will be provided on Canvas.

COURSE POLICIES

Respect

This course will be fully online and you are encouraged to participate. 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 everyone feels free to ask and answer questions respectfully.

Netiquette

All students must abide by the following core rules of netiquette (excerpted from Shea, 1994[1]) for the duration of the course on discussion boards and email.

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

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

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.

<u>Academic Integrity</u>

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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. 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].

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].

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 REQUIREMENT 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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.

Do not send Canvas messages/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 Canvas Inbox or by appointment. I will answer (most) messages within 24 hours, Monday through Friday. Students who would like to speak to me via WebEx must make an appointment. For appointments, the

student and I must confirm the date and time via Canvas Inbox. There is a link for WebEx available on Canvas.

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 make an appointment to speak with me.

ASSIGNMENTS

Grading Policies

The assignments in this course have flexible deadlines (see the course schedule). As such, there are no late penalties. You are not required to meet these flexible deadlines, though it is in your best interest to do so. **However, all assignments must be submitted via the appropriate Canvas link by the end of the semester: May 13 at 11:59p.**

Reading Assignments

The reading assignments and other resources are uploaded to Canvas. Reading assignments should be completed by the date listed on the Course Schedule. But I suggest that 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 and PowerPoints throughout the semester.

Journals

You will complete weekly journal entries related to the reading. 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. In addition to the accuracy and quality of your answers, you will also be graded on your writing mechanics/quality and citations and references (APA 7th format). Make sure you include a references page. Do not use any quotes or lists. Write in complete sentences and paragraphs. **The latest you can submit these assignments and receive detailed feedback is April 24 at 11:59p.**The approximate percentage distribution will be as follows:

Journal Entry Elements	Percentage of grade
Content – Correct and thorough	85%
Writing mechanics and APA 7th 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 opportunities to apply the evaluation methods you learn in this course. I will provide you with timely feedback on each assignment that you can use to incorporate in the final proposal, which is due **Friday, May 13 at 11:59p**.

Prior to the final submission you will turn in the statement of the problem and a polished draft of the full proposal. See the course syllabus for the flexible due dates. **The latest you can submit these assignments and receive detailed feedback for revision is April 24 at 11:59p.**

The approximate grade distribution will be as follows:

Program Evaluation Proposal Elements	Point Distribution
Content – Correct and thorough	160 points
Writing mechanics and quality	30 points
Formatting (APA 7th format)	10 points

GRADING

Grades will be posted to the Grade Center on Canvas within approximately one week. Students will be notified if it will take longer to post the grades.

Your grade will be calculated as a weighted average:

	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	

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Course Schedule

Week	Dates	Topic	Assignment Due
Week 1	01/18-01/23	Overview of Program Evaluation and Research Methodology	Royse - Ch. 1 ***Journal 1 due 01/23 at 11:59p***
Week 2	01/24-01/30	Ethics	Royse - Ch. 2 ***Journal 2 due 01/30 at 11:59p*** ***Program selection due 01/30 at 11:59p***
Week 3	01/31-02/06	Planning an Evaluation	Linfield – Ch. 2 ***Journal 3 due 02/06 at 11:59p***
Week 4	02/07-02/13	Program Theory	Linfield – Ch. 3 ***Journal 4 due 02/13 at 11:59p***
Week 5	02/14-02/20	Recruitment and Retention	Royse – Ch. 8 Newcomer - Ch. 9 ***Journal 5 due 02/20 at 11:59p***
Week 6	02/21-02/27	Outcome Evaluations	Linfied - Chs. 9-10 ***Journal 6 due 02/27 at 11:59p***
Week 7	02/28-03/06	Variable Relationships Measurement	Royse – Chs. 11-12 ***Statement of the Problem due 03/06 at 11:59p***
Week 8	03/07-03/13	Data Collection – Part 1	Newcomer - Chs. 13-14 Lynam et al. (1999) ***Journal 7 due 03/13 at 11:59p***
Week 9	03/14-03/20	Spring Break	
Week 10	03/21-03/27	Data Collection – Part 2	Linfield – Ch. 8 Anderson et al. 2021 ***Journal 8 due 03/27 at 11:59p***

Week 11	03/28-04/03	Needs Assessment	Linfield – Ch. 6 ***Journal 9 due 04/03 at 11:59p***
Week 12	04/04-04/10	Performance Measurement	Newcomer - Ch. 5 ***Proposal Submission 1 due 04/10 at 11:59p***
Week 13	04/11-04/17	Process Evaluation Logic Models	Royse – Ch. 5 Baltimore City Drug Treatment Court Process Evaluation (Executive Summary) ***Journal 10 due 04/17 at 11:59p***
Week 14	04/18-04/24	Community Change Programs Culturally Responsive Evaluation	Newcomer - Ch. 11 Frey - 2018 ***Journal 11 due 04/24 at 11:59p***
Week 15	04/25-05/01	Providing Evaluation Feedback	Linfield – Chs. 13-14 ***Journal 12 due 05/01 at 11:59p***
Week 16	05/02-05/08	***Review and Catch Up***	
Week 17	05/09-05/13	***Evaluation Proposal due 05/13 at 11:59p***	

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

SAFEZONE

SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the SafeZone website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:

o iPhone/iPad: [https://apps.apple.com/app/safezone/id533054756]

o Android Phone / Tablet [https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp]

2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)

3. Complete your profile and accept the terms of service

DROP POLICY

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2FSubmit%2FForm%2FStart%2F53b8369e-0502-4f36-be43-f02a4202f612].

Faculty 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. Once you submit the completed 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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit Tutor Matching Services [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 except writing support. Access Tutor.com through Canvas.

THE UNIVERSITY WRITING CENTER

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Spring 2022 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 making an appointment via WCOnline [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WCOnline [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, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. Schedule an appointment here [https://tamuct.libcal.com/appointments/?g=6956]. 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].

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/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines 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 Wellness and 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/compliance/titleix.html].

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, 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/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

IMPORTANT UNIVERSITY DATES

https://www.tamuct.edu/registrar/academic-calendar.html