



School of Business and Technology  
Public Administration  
Course Syllabus

<b>Course</b>	<b>COURSE NUMBER: PADM 5820 Planning and Evaluation</b> <b>SITE:</b> Camp Lejeune, NC	
<b>Term</b>	Fall 2, 2007	
<b>Instructor</b>	Name:	Jolyn Johnson
	Phone:	(252) 847-4512
	Email:	Jolynj@webster.edu
<b>Catalog Description</b>	This course introduces students to the basic methods of inquiry utilized in organizational planning and evaluation. The application of these research techniques to the solution of organizational and policy problems is considered.	
<b>Prerequisites</b>	Students majoring in Public Administration should have completed PADM 5000.	
<b>Course Level Learning Outcomes</b>	The student will: <ul style="list-style-type: none"><li>• Possess the knowledge, skills, and ability necessary to conduct a program evaluation.</li><li>• Know methods for carrying out evaluations, and the essential steps in organizing findings into reports.</li><li>• Understand the role of evaluators in diagnosing social conditions and needs.</li><li>• Be able to use statistical data in the program planning and evaluation process.</li><li>• Understand the importance of impact assessments, why they are undertaken, and whether or not interventions produce their intended effects.</li></ul>	
<b>Course Materials</b>	Sylvia, Ronald and Sylvia, Kathleen. <i>Program Planning and Evaluation for the Public Manager (3<sup>rd</sup> ed)</i> . Waveland Press (2005). ISBN# 1-57766-341-1  Obtain textbook by calling MBS Direct at 1-800-325-3252, by fax 1-800-499-0143, or at <a href="http://bookstore.mbsdirect.net/webster.htm">http://bookstore.mbsdirect.net/webster.htm</a> . MBS Direct accepts credit card charge, money order or personal check, and mails the textbook directly to your physical address. (No P.O. Boxes.)	

<p><b>Course Grading</b></p>	<p><b>Grading procedure:</b></p> <p>Final grades will be based on the examinations, the Case Study, and presentations, weighted as follows:</p> <table border="1" data-bbox="511 388 1356 577"> <tr> <td>Case Study and Presentation (20 % written, 10% oral)</td> <td>30%</td> </tr> <tr> <td>Current Events presentation (3 at 5% each)</td> <td>15%</td> </tr> <tr> <td>Weekly small group work participation and presentation</td> <td>10%</td> </tr> <tr> <td>Written exercises (3 at 5% each)</td> <td>15%</td> </tr> <tr> <td>Final</td> <td>30%</td> </tr> </table> <p>The following table shows the grade associated with each of the different ranges of total possible weighted points:</p> <table border="1" data-bbox="714 724 1144 987"> <tr> <td>A</td> <td>95 – 100 %</td> </tr> <tr> <td>A-</td> <td>90 – 94 %</td> </tr> <tr> <td>B+</td> <td>87 – 89 %</td> </tr> <tr> <td>B</td> <td>84 – 86 %</td> </tr> <tr> <td>B-</td> <td>80 – 83 %</td> </tr> <tr> <td>C</td> <td>75 – 79 %</td> </tr> <tr> <td>F</td> <td>Below 75 %</td> </tr> </table> <p>The criteria for Written and Oral Evaluations are explained in the Student Handbook which is available online from <a href="http://www.webster.edu">www.webster.edu</a>.</p>	Case Study and Presentation (20 % written, 10% oral)	30%	Current Events presentation (3 at 5% each)	15%	Weekly small group work participation and presentation	10%	Written exercises (3 at 5% each)	15%	Final	30%	A	95 – 100 %	A-	90 – 94 %	B+	87 – 89 %	B	84 – 86 %	B-	80 – 83 %	C	75 – 79 %	F	Below 75 %
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<p><b>Activities</b></p>	<p><b>Course Objectives</b></p> <ol style="list-style-type: none"> <li>a. Student will have an in-depth understanding of planned and systematic decision making processes and procedures.</li> <li>b. Student will identify and utilize alternative approaches to analysis and data collection.</li> <li>c. Student will be able to identify and address political, administrative and ethical considerations influencing planning activities.</li> </ol> <p><b>Course objectives will be met over the length of the term through reading, assignments, lectures, in-class discussions, presentations, and exercises.</b></p> <p>Note: Course objectives overlap throughout the nine weeks. Student application, in class discussions and earnest preparation toward the assignments and exams are pertinent to the successful understanding and completion of meeting the course objectives.</p> <p><b>Course Content and Testing</b></p> <p>Students are expected to have read, and be prepared to discuss, the textbook chapters listed for each week. In order to be awarded the full numeric values accumulated from the graded course requirements the student must demonstrate preparation for each week’s lecture. Readings are the basis of the lecture, and in-class exercises; failure to be prepared could result in reduction of one’s final grade.</p>																								

	<p>The time in class will be spent on lectures, group exercises, and group/class discussions. Some individual exercises will be completed during class. If a class is missed, the student will be responsible for completing any class exercises on time. Of course, in-class group exercises cannot be made up if a class is missed.</p> <p><b>Case Studies/Oral Presentation</b>  Case Studies: The instructor will assign an individual case study for each student to complete. Each student will prepare a 12-15 page (double-spaced) written solution of the case using Webster/APA Guidelines. <u>This written work will be surrendered to the instructor on the 8<sup>th</sup> week of the class.</u> The paper must also be submitted electronically three (3) days before the class meeting (Week 8); a hard copy must be given to the instructor at the beginning of class (Week 8), and a copy should be retained by student for his or her use. Oral presentations will be delivered individually before the class to assist in the learning process on Week 9.</p> <p><b>Current Events and Group Presentations</b>  Each student will present a five (5) minute presentation on a subject or news event related to the chapter(s) scheduled for discussion during each of three (3) weeks as assigned and noted on the calendar. The terms for Written and Oral work assessment are explained in the Evaluations located in the Student Handbook. Throughout the semester and on Week 7 the class will discuss the outcomes of the weekly group assignment(s) that will be provided by the instructor.</p> <p><b>Written Exercises</b>  There will be three (3) written exercises. In-class exercises are posted in the schedule section. They will consist of essay questions taken either from the text book, class discussion, or the instructor's lectures</p> <p><b>Final Examination</b>  The final examination will cover all of the material covered during the term. It will consist primarily of essay questions and will cover the assigned textbook reading, even if the material was not covered in the class lectures. In addition, the exam will cover material not in the text, but covered in lectures, videos, cases, or other assigned or discussed readings.</p>
<p><b>Policy Statements:  University Policies</b></p>	<p>University policies are provided in the current course catalog and course schedules. They are also available on the university website. This class is governed by the university's published policies. The following policies are of particular interest:</p> <p><b>Academic Honesty</b>  The university is committed to high standards of academic honesty. Students will be held responsible for violations of these standards. Please refer to the university's academic honesty policies for a definition of academic dishonesty and potential disciplinary actions associated with it.</p> <p><b>Drops and Withdrawals</b>  Please be aware that, should you choose to drop or withdraw from this</p>

	<p>course, the date on which you notify the university of your decision will determine the amount of tuition refund you receive. Please refer to the university policies on drops and withdrawals (published elsewhere) to find out what the deadlines are for dropping a course with a full refund and for withdrawing from a course with a partial refund.</p> <p><b>Special Services</b> If you have registered as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor at the beginning of the course of the accommodations you will require in this class so that these can be provided.</p> <p><b>Disturbances</b> Since every student is entitled to full participation in class without interruption, disruption of class by inconsiderate behavior is not acceptable. Students are expected to treat the instructor and other students with dignity and respect, especially in cases where a diversity of opinion arises. Students who engage in disruptive behavior are subject to disciplinary action, including removal from the course.</p> <p><b>Student Assignments Retained</b> From time to time, student assignments or projects will be retained by The Department for the purpose of academic assessment. In every case, should the assignment or project be shared outside the academic Department, the student's name and all identifying information about that student will be redacted from the assignment or project.</p>
<p><b>Course Policies</b></p>	<p>All papers will be in accordance with guidelines found in the <i>Publication Manual of the American Psychological Association</i>, latest edition and the Webster APA Guidelines.</p> <p><b>Turnitin.com</b> Students are strongly encouraged to make use of this program's capabilities to help them prevent unintentional plagiarism. The information required to access the program will be forwarded to students by the instructor.</p> <p><b>Passports</b> Students should make full use of the Webster Library's Passport capabilities to perform literature searches. It is important to cite information from reputable sources. Question the validity of information and only cite subject experts, professional journals, government agencies, or similar acceptable sources.</p> <p><b>Class Attendance: The following Webster University Graduate School policy is in effect for this course:</b></p> <ul style="list-style-type: none"> <li>• All classes <b>will meet</b> the entire period a course is scheduled to meet <b>4 hours per night (day) for 9 weeks</b>, or as otherwise scheduled with approval by the Director.</li> </ul>

	<ul style="list-style-type: none"> <li>• The <b>student should</b> notify the instructor prior to class if an absence is anticipated and should <b>not miss more than 4 contact hours</b>. Makeup work <u>will be</u> assigned and, if the absence is unexcused, the work may exceed the material presented in class.</li> <li>• Persistent lateness or leaving class early could result in grade point reduction.</li> <li>• For absences of 8 hours, (other than documented, pre-approved absences), the instructor can opt to lower the students grade significantly if all make up work is not completed in a timely fashion. The Instructor should fail the student if the assigned makeup work has <b>not</b> been completed upon return of absences, or the student fails to notify the instructor prior to the absences.</li> <li>• If a student is absent 12 hours or more, the instructor <b>will assign</b> the grade of “F”. It is the student’s responsibility to withdraw from the course.</li> <li>• For pre-approved excused absences (<i>in an extreme case</i>) when the instructor chooses to award a grade of I (Incomplete) for 6 to 12 hours missed, the student must provide acceptable documentation to verify that the absences were unavoidable (e.g. illness, military TAD, etc.). These actions will be coordinated with the Director. Students will only be allowed 30 days from date of last scheduled class to complete all outstanding tests and assignments.</li> <li>• In all cases, the student needs to withdraw from the regular course if he/she has more than 16 hours of credit absences. Students who fail to comply with this policy should realize they become responsible for the full tuition rate, will then receive the grade of “F” for the course and will have to retake the course in its entirety.</li> </ul>
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<b>Weekly Schedule (May be changed at the instructor’s discretion upon the director’s approval)</b>		
	<b>Week 1</b>	Course introduction and class overview. Discuss course objective, policies, procedures, oral and written requirements and evaluation process. Discussion of planning process and program evaluation’s purpose, significant trends, and role of evaluators. <b>In-class written exercise</b> pertaining to discussed material: open book. Assignment: Chapters 1 and 2. Objective (a) partly accomplished.
	<b>Week 2</b>	Discussion of planning and evaluation procedure, selection criteria and standards and system thinking. Assignment: Chapters 3 and 4. <b>Current event presentations and discussions.</b> <b>Written / Oral Case Study term project assignments.</b> Small group work. Objective (b) partly met.

	<b>Week 3</b>	Discussion of internal process monitoring and improvement, and measurement principles. Assignment: Chapter 5. <b>In-class written exercise.</b> Small group work. Objective (c) partly met.
	<b>Week 4</b>	Discuss Outcomes Evaluation and research validity. Assignment: Chapters 6 and 7. <b>Current event presentations and discussions.</b> Small group work. Objective (a) met.
	<b>Week 5</b>	Discussion of Cost benefit Analysis Assignment: Chapter 8. <b>In class written exercise.</b> Small group work. Objective (b) partly met.
	<b>Week 6</b>	Assignment: Chapter 9. <b>Current event presentations and discussions.</b> Small group work. Ten point Checklist for evaluators.
	<b>Week 7</b>	Assignment: Each student will bring to class an article for analysis and discussion by the class on any topic covered during this term. This will serve as a review for the final as well as for makeup for any missed classes for those students needing it. Failure to participate will result in a 10 point deduction from the final exam. Presentation of small group work outcomes.
	<b>Week 8</b>	<b>Final Exam</b> – Chapters 1 through 9 and class discussions. Objectives (b) and (c) met. <b>Individual Case study presentations (if needed).</b>
	<b>Week 9</b>	Discuss and review individually written and oral case study results as well as small group work case study evaluations. Review results of final exam. Discuss applicability of course material to organizational management and operations. Course Objectives and Outcomes met.

Reviewed/Approved by: Cynthia A. Rose

Approved Date: 7/24/07