

Course	PADM 5820 - Planning and Evaluation
Term	Spring 1, 2010 Jan 4 – Mar 5
Instructor	Name: Roy Hart Phone: 982-9858; cell 920-9858 Email: alberthart@webster.edu
Catalog Description	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.
Prerequisites	Students majoring in Public Administration should have completed PADM 5000.
Course Level Learning Outcomes	<p>The student will</p> <ul style="list-style-type: none"> • Possess the knowledge, skills, and ability necessary to conduct a program evaluation. • Know methods for carrying out evaluations, and the essential steps in organizing findings into reports. • Understand the role of evaluators in diagnosing social conditions and needs. • Be able to use statistical data in the program planning and evaluation process. <p>Understand the importance of impact assessments, why they are undertaken, and whether or not interventions produce their intended effects.</p>
Materials	<i>Program Planning and Evaluation for the Public Manager</i> , Sylvia, Sylvia, Waveland Press, third edition, 2004 ISBN 1-57766-341-1

<p>Grading</p>	<p>Grading Scale 93-100 A 90-92 A- 87-89 B+ 83-86 B 80-82 B- 70-79 C 0-69 F</p> <p>Course Requirements The GRADUATE catalog provides these guidelines and grading options:</p> <p>A/A– Superior graduate work B+/B/B– Satisfactory graduate work C Work that is barely adequate as graduate-level performance CR Work that is performed as satisfactory graduate work (B– or better). A grade of "CR" is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses. F Work that is unsatisfactory I Incomplete work ZF An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving G.P.A., academic warning, probation, and dismissal. IP In progress NR Not reported W Withdrawn from the course</p>
<p>Activities</p>	<p>Students are expected to come to class prepared to discuss current events in government that are related to planning and evaluation. Comments and critical analysis will be encouraged.</p>
<p>Policy Statements: University Policies</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>A student may submit their term paper to the On-Line Writing Center in St. Louis by email and have a coach make suggestions/corrections. It is up to the student to allow sufficient time for this process to be utilized and still turn in the term paper on the assigned date. Go to http://www.webster.edu/acadaffairs/asp/wc/online.html</p> <p>Academic Honesty 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>Drops and Withdrawals Please beware that, should you choose to drop or withdraw from this 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>Special Services 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>Disturbances Since every student is entitled to full participation in class without interruption, all students are expected to be in class and prepared to begin on time. All pagers, wireless phones, or other electronic devices must be turned off, or switched to vibrate, when you enter the classroom.</p> <p>Disruption of class, whether by latecomers, noisy devices, or 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>Student Assignments Retained 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>Contact Hours for this Course It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, it must be rescheduled.</p>
<p>Course Policies</p>	<p>Students will be responsible for all required readings, lectures, discussions, case studies and exams</p>

Week 1:	Chapter one-Systems Concepts. Discussion of course and student objectives, emphasis will be on systems theory and it's usefulness in designing planning efforts for public sector programs
Week 2:	Chapter two-Planning the Often Ignored Factor. Emphasis will be placed on the importance of short and long term planning and it's relationship to strategic organizational goals and objectives.
Week 3:	Chapter four and Chapter five- Standards-Based Evaluation Monitoring and Improving Internal Processes. Class will explore the usefulness of process evaluations and concentrate on their target audiences. Differences between process and outcome will be discussed.
Week 4:	Case Study- Students will be introduced to a case study on strategic planning at the state level. Case work will reinforce class work and will be used for the remainder of some portions of the course.
Week 5:	Make-up assignments will be presented to class Mid-Term Exam
Week 6:	Chapter six-Outcome Evaluation. More discussion on the important differences between outcome and process evaluations and building consensus on critical issues surrounding major organizational goals and objectives.
Week 7:	Chapter seven- Research Validity and Evaluation Designs. Discussion as to why certain evaluation designs fail while others succeed. What makes an evaluation valid from one organization to another and which are designed best for government programs.
Week 8:	Chapter eight-Cost Benefit Analysis, Chapter nine- Checklist for program evaluators. Students will study the pros and cons of CBA and their application to government projects and programs. Case work on evaluation will continue with emphasis on performance measurement.
Week 9:	Make-up assignments Final Exam
Additional Information	Class will utilize a lap top computer, projector, TV and VCR. Meaningful class participation is expected by all students. Missing class may affect a student's grade.
Approved by	Michael Hostetler, Faculty Coordinator, 7 Dec 2009