

Course	PADM 5820 LC – Planning and Evaluation
Term	Spring 1, 2008, Lackland AFB, Texas
Instructor	Name: Dr. Carl R. Futoran, D.P.A. Phone: (210) 658-4742 Email: futorac@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. • Understand the importance of impact assessments, why they are undertaken, and whether or not interventions produce their intended effects.
Materials	<p>Title: <i>Program Planning and Evaluation for the Public Manager</i> Authors: Sylvia, Ronald D. and Sylvia, Kathleen M. Publisher: Waveland Press ISBN: 1577663411</p> <p>Title: <i>Statistics: Concepts and Controversies, Sixth Edition</i>. (Paperback) Authors: Moore, David S., and Notz, William I. Publisher: W. H Freeman and Company ISBN: 0716786362</p> <p>Students will require access to Microsoft Excel, a similar spreadsheet program, or a statistical program to complete assignments. Microsoft Excel is available on the computers in the Webster Lab at Lackland.</p>
Grading	<u>Computation of Final Grade</u>

	<ul style="list-style-type: none"> (1) 900-1,000 points - A (2) 800-899 points - B (3) 700-799 points - C (4) 600-699 points - D (5) Less than 600 points - F
Activities	<p><u>Graded Events</u></p> <p>b. <u>Graded Events</u></p> <ul style="list-style-type: none"> (1) Exam One - 200 possible points (2) Research Paper – 100 possible points (2) Exam Two - 250 possible points (3) Planning Paper - 200 possible points (4) Presentation - 150 possible points (5) Quizzes and homework - 100 possible points
Policy Statements: University Policies	<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>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 be aware 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, 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>Student Assignments Retained</p> <p>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</p> <p>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>
Course Policies	None
Weekly Schedule	<p>Pre-Assignment for Week 1</p> <ul style="list-style-type: none"> • Sylvia and Sylvia - Chapter 1 • Moore & Notz – Chapter 1, 10, 11
	<p>Week One</p> <p>Topics:</p> <ul style="list-style-type: none"> • Why planning and evaluation? • How do you get started? - Goals and objectives • What are statistics? <p>Assignment for Week 2:</p> <ul style="list-style-type: none"> • Sylvia and Sylvia - Chapter 2 • Moore & Notz – Chapter 12 <p>Week Two</p> <p>Topics:</p> <ul style="list-style-type: none"> • QUIZ 1 • HOMEWORK 1 • Understanding the program – planning • Statistics to describe - central tendency <p>Assignment for Week 3:</p> <ul style="list-style-type: none"> • Sylvia and Sylvia - Chapter 3 • Moore & Notz – Chapter 12 • Topic for the Planning and Evaluation Paper <p>Week Three</p> <p>Topics:</p> <ul style="list-style-type: none"> • QUIZ 2 • Understanding the program – budget • Statistics to describe - distribution <p>Assignment for Week 4:</p> <ul style="list-style-type: none"> • Sylvia and Sylvia - Chapter 8 • Moore & Notz – Chapter 13 <p>Week Four</p> <p>Topics:</p>

- **FIRST PAPER DUE**
- **QUIZ 3**
- Understanding the program - cost/benefit
- Statistics to describe - distribution

Assignment for Week 5:

- Sylvia and Sylvia - Chapter 4 & 5
- Moore & Notz – Chapters 5-7
- Prepare for Mid-Term Exam

Week Five

Assignment: Anderson, Chapter 4.

- **EXAM – Program Planning and Descriptive Statistics**
- Evaluating the program – formative evaluation
- Statistics to infer - stating the problem

Assignment for Week 6:

- Sylvia and Sylvia - Chapter 6
- Moore & Notz – Chapter 1 – 4 & 14

Week Six

Topics:

- **QUIZ 4**
- Evaluating the program – summative evaluation
- Statistics to Infer - Correlation

Assignment for Week 7:

- Sylvia - Chapter 7
- Moore & Notz – Chapter 15

Week Seven

Topics:

- **QUIZ 5**
- Program audit - how to be an outsider
- Statistics to Infer - Regression/ANOVA/MANOVA

Assignment for Week 8:

- Start Presentations
- Moore & Notz – Chapter 5
- Complete Term Paper

Week Eight

Topics:

- **TERM PAPER DUE**
- **DELIVER PRESENTATIONS**
- Research methods
- Advanced statistical analysis

Assignment for Week 9:

- Prepare Presentation
- Prepare for final exam

	Week Nine Topics: <ul style="list-style-type: none">• FINAL EXAM – Program Evaluation and Inferential Statistics• DELIVER PRESENTATIONS
Additional Information	None