

**PDAP 8640  
Program Evaluation  
Spring 2019**

**Department of Public Administration and Policy  
School of Public and International Affairs  
University of Georgia**

**Course Information**

Professor: Amanda J. Abraham, Ph.D.  
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Office Location: 280F Baldwin Hall, 355 South Jackson Street  
Office hours: Wednesdays 2:00-3:30pm and by appointment

**Course Meeting Time and Location**

Location: Baldwin Hall, Room 301  
Time: Tuesday 3:30pm-6:15pm

**Textbooks and Other Required Course Material**

**Required Readings:** Required readings are posted on eLC. **Students are responsible for checking eLC prior to each class period for assigned readings and coming to class prepared to participate in discussion.**

**Course Description and Objectives**

The purpose of this course is to give students a broad understanding of program evaluation concepts and methods. Although other types of program evaluation will be discussed, this course will focus primarily on impact evaluation. The core objectives of this course are:

- 1) Understand the basic concepts and methods of evaluation research
- 2) Understand and develop logic models
- 3) Specify evaluation question(s) to be answered by a program evaluation
- 4) Identify and understand how to measure program outcomes
- 5) Understand types of evaluation design, data collection methods, and data analysis techniques commonly used in impact evaluation
- 6) Develop an appropriate evaluation plan to assess the impact of a program

**Course Assignments and Grading Policy**

**ASSIGNMENTS**

Students will develop an evaluation plan over the course of the semester. Students are strongly encouraged to partner with a local organization and work with them to produce an evaluation plan that meets the needs of their program.

**1. Program Statement (I):** Students will provide a short description of the selected program and describe the problem addressed by the program, the intended beneficiaries/targets of the program, and the intended benefits of the program. Students will identify and describe the program's key stakeholders. Additional details of this assignment will be provided separately on eLC. **(5 points)**

**2. Logic Model (G):** Students will develop the logic model underlying the program. Additional details of this assignment will be provided separately on eLC. **(5 points)**

**3. Evaluation Question(s) and Literature Review (G):** Students will specify the evaluation question(s) that will be addressed and summarize the existing literature on the proposed evaluation topic. **(5 points)**

**4. Evaluation Design (G):** Students will describe the proposed evaluation design and discuss the strengths and weaknesses of the proposed evaluation design. Additional details of this assignment will be provided separately on eLC. **(10 points)**

**5. Data Collection, Measurement, and Data Analysis (G):** Students will specify the type of data collection method(s), measurement of variables, and data analysis technique(s) that will be used to evaluate the program. Students will also identify overall strengths and weaknesses related to their choice of data collection, measurement and data analysis. Additional details of this assignment will be provided separately on eLC. **(10 points)**

**6. Short Assignments (I):** Each student will complete five (5) additional assignments over the course of the semester. Additional details of these assignments will be provided separately on eLC. **(15 points)**

**7. Class discussion (G):** Each group will be responsible for leading class discussion (approximately 20 minutes) on a data collection method commonly used in program evaluation. Groups will prepare a PowerPoint presentation to help guide the class discussion. Additional details of this assignment will be provided separately on eLC. **(10 points)**

**8. Evaluation Plan Presentation (G):** Each group will give a twelve (12) minute presentation of their final evaluation plan. Groups will prepare a PowerPoint presentation to help guide the presentation. Additional details of this assignment will be provided separately on eLC. **(5 points)**

**9. Final Evaluation Plan (G):** Each group will prepare a final evaluation plan based on feedback provided by the instructor and peers throughout the semester. In addition to the components included in prior assignments, the final evaluation plan will include: 1) ethical considerations of the evaluation; 2) the practical significance of the proposed evaluation to administrators and policy-makers; and 3) the relevance and contribution of the proposed evaluation to the extant literature. Additional details of this assignment will be provided separately on eLC. **(25 points)**

**10. Group evaluation (I):** Each student will evaluate the performance of the members of their group. Additional details of this assignment will be provided separately on eLC. **(5 points)**

*\*I= Individual Assignment; G= Group Assignment*

Note: For each assignment completed in a group, students will describe the contribution of each group member to the assignment and report the percentage of effort each group member contributed to the assignment. Percentage should total 100.

## **ASSIGNMENT SUBMISSIONS**

All assignments must be submitted via Assignment Dropbox on eLC unless otherwise noted. Formatting requirements for each assignment will be specified in the instructions provided for each assignment.

## KEY DUE DATES

1	Program Statement	1/29
2	Logic Model	2/5
3	Evaluation Questions and Literature Review	2/12
4	Evaluation Design	2/26
5	Data Collection, Measurement and Data Analysis	4/9
6	Short Assignments	TBD
7	Class Discussion	Week of 3/5 and 3/19
8	Evaluation Plan Presentation	Week of 4/16 and 4/23
9	Final Evaluation Plan	May 3
10	Group Evaluation	May 3

## GRADING

Grades will be calculated based on the following:

	<b>Points</b>
Program Statement	5
Logic Model	5
Evaluation Questions and Literature Review	5
Evaluation Design	10
Data Collection, Measurement and Data Analysis	10
Short Assignments (5)	15
Class Discussion	10
Evaluation Plan Presentation	5
Final Evaluation Plan	25
Group Evaluation	5
Class Participation	5
<b>Total Points</b>	<b>100</b>

### Attendance Policy and Class Etiquette

Students are expected to attend each scheduled class meeting, to be on time, and to be prepared for each class session. **If you miss more than 2 (two) class sessions, the instructor may drop your final grade by 1 (one) letter grade for each unexcused absence and you may receive 0 (zero) points for class participation.**

Only medical emergencies (your own medical emergency), a death in the immediate family, personal medical illness accompanied by a doctor's note, official religious holidays, and academic related absences (e.g., academic conference attendance) will be considered excused. If you miss class for any other reason (e.g., work, veterinary appointments, etc.) you will be considered absent from class and the attendance penalty will be applied to your final grade.

Note that students must inform the instructor **in advance** if they are unable to attend class. **This includes sending an email if you are unable to attend class due to a medical illness.**

### CLASS ETTIQUETTE

Make sure that all newspapers, cell phones, and other extraneous materials are put away before class. To make sure that all students feel comfortable, it is expected that all students will follow the following etiquette rules:

- be in your seat and ready to begin class promptly at the official start time
- refrain from talking to your neighbors while someone else is talking

- turn off or put on "vibrate mode" all electronic devices
- put away all electronic devices
- do not bring children or guests to class without prior authorization

**\*\*Unless specifically required for a class activity or by prior approval of the course instructor, students should not use computers, cell phones or other electronic devices during class.**

Students who violate these policies will be asked to leave class immediately. Repeat offenders may be dropped from the class and/or points may be deducted from the student's class participation grade.

### **Make-Up Policy**

Assignments that are late without advance arrangement will not be accepted, and the student will receive 0 (zero) points for the assignment. If personal circumstances will prevent completion of an assignment as scheduled, arrangements for an alternative delivery date must be made **in advance** of the assignment due date with the instructor.

### **University Honor Code and Academic Honesty Policy**

All academic work must meet the standards contained in "A Culture of Honesty." All students are responsible to inform themselves about those standards before performing any academic work. All students are expected to abide by the University Honor Code as found in *A Culture of Honest*, which includes the following statement:

*The University of Georgia seeks to promote and ensure academic honesty and personal integrity among students and other members of the University community. A policy on academic honesty (and procedural guidelines for adjudication of alleged violations of academic honesty) has been developed to serve these goals. Academic honesty means performing all academic work without plagiarizing, cheating, lying, tampering, stealing, receiving assistance from any other person or using any source of information that is not common knowledge (unless that assistance or use is authorized by the person responsible for supervising that academic work or fairly attributed to the source of assistance or information).*

Further details can be found at the following UGA site:  
<http://www.uga.edu/honesty/ahpd/procedures.html>.

Lack of knowledge of the academic honesty policy is not a reasonable explanation for a violation. Questions related to course assignments and the academic policy should be directed to the instructor. Any violation will be reported to the Office of Academic Affairs.

### **Students with Disabilities**

Students with disabilities who require accommodations to participate in course activities or meet course requirements should contact the course instructor during regular office hours or by appointment. To request academic accommodations due to a disability, you can also contact the Disability Resource Center, 114 Clark Howell Hall, 706-542-8719 voice, 706-542-7719 fax, or 706-542-8778. If you have a letter from Disability Services indicating you have a documented disability that requires academic accommodations, please present the letter to me as early as possible so we can discuss the accommodations you might need for class. If we do not meet in person to review the form (which can be found at <http://drc.uga.edu>) two weeks prior to the exam you will not be assigned any accommodation for the exam.

## Course Outline

*The course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.*

Date	Topic	Readings
<b>WEEK 1</b> 1/15	Introduction to Course	
<b>WEEK 2</b> 1/22	Introduction to PE	Chapters 1 and 2, Wholey, Hatry & Newcomer  Chapter 1, World Bank
<b>WEEK 3</b> 1/29	Frameworks for Program Evaluation;  Logic Models & Evaluation Questions <b>*Assignment 1 Due</b>	Chapter 3, Wholey, Hatry & Newcomer  Chapter 2, World Bank  Chapter 3, Rossi  Review PE framework, logic model and literature review materials on eLC.
<b>WEEK 4</b> 2/5	Evaluation Design: Randomized Experimental Design <b>*Assignment 2 Due</b>	Chapter 7, Wholey, Hatry & Newcomer  Chapters 3 and 4, World Bank  Nye, Hedges, & Konstantopoulous, 2000  See additional readings on eLC.
<b>WEEK 5</b> 2/12	Evaluation Design: Quasi-Experimental Design <b>*Assignment 3 Due</b>	Chapter 6, Wholey, Hatry & Newcomer  Chapters 5-8 & 11, World Bank  See additional readings on eLC.
<b>WEEK 6</b> 2/19	Evaluation Design: Non-Experimental Design	Chapter 8, Wholey, Hatry & Newcomer  See additional readings on eLC.
<b>WEEK 7</b> 2/26	Ethics in Program Evaluation <b>*Assignment 4 Due</b>	Blustein, 2005  AEA Guiding Principals  Chapter 13, World Bank
<b>WEEK 8</b> 3/5	Data Collection Methods <b>*Groups lead class discussion</b> <b>(Assignment 7)</b>	Chapters 13-21, Wholey, Hatry & Newcomer  Chapters 15 and 16, World Bank

<b>WEEK 9</b> 3/12	SPRING BREAK	
<b>WEEK 10</b> 3/19	Data Collection Methods *Groups lead class discussion <b>(Assignment 7)</b>	Chapters 13-21, Wholey, Hatry & Newcomer  Chapters 15 and 16, World Bank
<b>WEEK 11</b> 3/26	Measurement & Data Analysis	Chapters 5 and 20, Wholey, Hatry & Newcomer  See additional readings on eLC.
<b>WEEK 12</b> 4/2	Data Analysis	See readings on eLC.
<b>WEEK 13</b> 4/2	Data Analysis	See readings on eLC.
<b>WEEK 14</b> 4/9	Writing and Dissemination * <b>Assignment 5 due</b>	Chapters 23-25 and 28, Wholey, Hatry & Newcomer  Chapters 14 and 17, World Bank
<b>WEEK 15</b> 4/16	Course Review & Evaluation Plan Presentations <b>(Assignment 8)</b>	See readings on eLC.
<b>WEEK 16</b> 4/23	Evaluation Plan Presentations <b>(Assignment 8)</b>	
5/3	<b>Assignments 9 &amp; 10 due</b>	