POGO646-001 — Policy and Program Evaluation

SYLLABUS DRAFT 07/17/18

Credit Hours: 3
CRN 81750
Date/Time: Monday 7:20 pm – 10:00 pm
Classroom: Arlington Campus, Founders Hall 470
Website: http://mymasonportal.gmu.edu
Instructor: Katrin B. Anacker, Ph.D.
Office: Arlington Campus, Founders Hall 673
e-mail: kanacker@gmu.edu
Office Hours: Monday 6:15 pm – 7:15 pm
Tuesday 3:30 pm – 4:30 pm
or by appointment (kanacker@gmu.edu)

Course Description
This course introduces students to policy and program evaluation. Topics include tailoring evaluations; identifying issues and formulating questions; assessing the need for a program; expressing and assessing program theory; assessing and monitoring program process; measuring and monitoring program outcomes; assessing program impacts; detecting, interpreting, and analyzing program effects; and measuring efficiency. The final project will be a program evaluation synthesis of a (a) federal, (b) state, (c) county, or (d) municipal program based on the student’s choice.

Learning Outcomes
At the conclusion of this course, students should
- be knowledgeable about the general fundamental concepts of policy and program evaluation;
- be knowledgeable about and be able to collect select data for policy and program evaluation;
- possess the skills needed to select methods appropriate for policy and program evaluation;
- possess the skills needed to interpret results based on policy and program evaluation; and
- be knowledgeable about and be able to communicate and present evaluation findings to public policy makers and other non-technical audiences in a way understandable to them.
Class Website
This class uses Blackboard in order to enhance the online learning experience of students. This website contains the class syllabus and the class readings. Source:
https://mymasonportal.gmu.edu/ -> courses

Course Materials
Required Readings:

Course Requirements:
Prerequisite
Students who have not yet taken POGO 511, PUBP 511, PUBP 704, or an equivalent class need permission of the instructor.

Class Attendance/Participation/Behavior
Students are required to attend class. Many studies have shown a high causation between class attendance/participation and high grades. If students have to miss class for professional, i.e., a time conflict at work, or medical reasons they are expected to notify the instructor in advance and to familiarize themselves with the materials missed in class. Students are expected to participate in class discussions. Students are also expected to arrive on time.

Reading Assignments
Students are required to familiarize themselves with and understand the class readings before each class. Readings will be discussed during class time.

Writing Assignments/Final Paper/Deadlines
The final project will be a program evaluation synthesis of a (a) federal, (b) state, (c) county, or (d) municipal program based on the student’s choice. Class grades will be based on

- a summary of the chosen policy or program (one page, double spaced, 12 pt. font, to be submitted to kanacker@gmu.edu by September 17th, 7:20 pm; 12.5% of the grade)
- a summary of three (3) evaluations of the chosen policy or program (three pages, double spaced, 12 pt. font, page numbers, references in alphabetical order by last name, consistent style; to be submitted to kanacker@gmu.edu by October 15th, 7:20 pm; 12.5% of the grade)
- a final presentation (15 minutes maximum, prezi; 25% of the grade);
- a final paper, i.e., a program evaluation synthesis (i.e., a summary of the chosen policy or program, a summary of the three (3) evaluations of the chosen policy or program, and a discussion of the chosen policy or program; 10 pages, double spaced, 12 pt. font, page numbers, references in alphabetical order by last name, consistent style; to be submitted in person on paper; 50% of the grade).
Assignment Submission, Late or Missing Assignments

**Drafts are due at the beginning of class. Drafts are due as e-mail submission to the instructor only.** A draft that was submitted after the deadline is considered late. Students will lose 20 (out of 100) points every 24 hours after the deadline. On the first day of class a sign up list for the final presentations will be made available. On presentation day, students are expected to be arrive at the beginning of class (7:20 pm), i.e., students are discouraged from arriving at the presentation time predicted by them. A presentation that was not held in person, i.e., in absence, is not considered a presentation. Students will lose 25 (out of 100) points for a presentation held in absence. **Final papers are due on the day of the presentation at the beginning of the presentation.** A paper that was submitted after the deadline is considered late. Students will lose 20 (out of 100) points every 24 hours after the deadline. After five days assignments will not be evaluated by the instructor (zero grade). **Final papers are due as paper submission to the instructor only.** Students will lose 5 (out of 100) points for not submitting the final paper as a paper submission to the instructor at the beginning of the presentation.

**Appeals on the paper grade must be made in writing within 72 hours after commented papers have been made available. Final class grades are non-negotiable.**

**Academic Accommodation for a Disability**
If you are a student with a disability and you need academic accommodations, please see the instructor and contact the Office of Disability Services. All academic accommodations must be arranged through Disability Services ([http://ds.gmu.edu/](http://ds.gmu.edu/)).

**GMU/Schar School Policy on Plagiarism**
The profession of scholarship and the intellectual life of a university as well as the field of public policy inquiry depend fundamentally on a foundation of trust. Thus, any act of plagiarism strikes at the heart of the meaning of the university and the purpose of the Schar School. It constitutes a serious breach of professional ethics and it is unacceptable. **Plagiarism is the use of another’s words or ideas presented as one’s own.** It includes, among other things, the use of specific words, ideas, or frameworks that are the product of another’s work. Honesty and thoroughness in citing sources is essential to professional accountability and personal responsibility. Appropriate citation is necessary so that arguments, evidence, and claims can be critically examined.

Plagiarism is wrong because of the injustice it does to the person whose ideas are stolen. But it is also wrong because it constitutes lying to one’s professional colleagues. From a prudential perspective, it is shortsighted and self-defeating, and it can ruin a professional career.

The faculty of the Schar School takes plagiarism seriously and has adopted a zero tolerance policy. Any plagiarized assignment will receive an automatic grade of “F.” This may lead to failure for the course, resulting in dismissal from the University. This dismissal will be noted on the student’s transcript. For international students who are on a university-sponsored visa (e.g., F-1, J-1 or J-2), dismissal also results in the revocation of their visa.
To help enforce the Schar School policy on plagiarism, all written work submitted in partial fulfillment of course or degree requirements must be available in electronic form so that it can be compared with electronic databases, as well as submitted to commercial services to which the School subscribes. Faculty may at any time submit student’s work without prior permission from the student. Individual instructors may require that written work be submitted in electronic as well as printed form. The Schar School policy on plagiarism is supplementary to the George Mason University Honor Code; it is not intended to replace it or substitute for it. http://schar.gmu.edu/current-students/masters-advising/academic-policies-forms/

**Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:** As a faculty member, I am designated as a Responsible Employee and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1412. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (703.380.1434) or Counseling and Psychological Services (CAPS) (703.993.2380). You may also seek assistance from Mason’s Title IX Coordinator by calling 703.993.8730 or e-mailing cde@gmu.edu.

**Resources:**
- GMU Writing Center [http://writingcenter.gmu.edu/](http://writingcenter.gmu.edu/)
- GMU Libraries [http://library.gmu.edu/](http://library.gmu.edu/)
- GMU Libraries Arlington POGO646: infoguides.gmu.edu/pogo646
- GMU Counseling and Psychological Services [http://caps.gmu.edu/](http://caps.gmu.edu/)

**Course Outline**

**August 27**  
**Topic:** Introduction to Class, Introduction to Policy and Program Evaluation

**Study Assignment for August 27th:**  

**September 3**  
Labor Day – University closed

**Assignment (due September 7th):**  
Think about a (a) federal, (b) state, (c) county, or (d) municipal program to be synthesized for the final project. Be prepared to present your thoughts in class.
September 7  Topic: Introduction to Designing Evaluations  
(Friday 6 pm) Study Assignments for September 7th:  


Please bring the worksheet “Wolf et al. (2013)” to class, available on Blackboard.

Assignment (due September 10th):  
Think about a (a) federal, (b) state, (c) county, or (d) municipal program to be synthesized for the final project. Be prepared to present your thoughts in class.

September 10 Topic: Program Evaluation: A Prelude  
Study Assignments for September 10th:  


Guest Speaker: Helen McManus, Schar School Library Liaison.

infoguides.gmu.edu/pogo646

Please bring a laptop or tablet to class.  
Please bring the worksheet “Weathers & Bailey (2014)” to class, available on Blackboard.

Assignment (due September 17th, 7:20 pm):  
Prepare a summary of the chosen policy or program. Submit this summary to kanacker@gmu.edu.
September 17 Topic: Evaluation Questions and Evidence of Merit

Study Assignments for September 17th:


Please bring the worksheet “Bowen et al. (2014)” to class, available on Blackboard.

Assignment (due September 24th):
Think about a (a) federal, (b) state, (c) county, or (d) municipal program to be synthesized for the final project. Be prepared to present your thoughts in class.

September 24 Topic: Designing Program Evaluations

Study Assignments for September 24th:


Please bring the worksheet “Browne & LaLumia (2014)” to class, available on Blackboard.

Assignment (due October 1st):
Think about a (a) federal, (b) state, (c) county, or (d) municipal program to be synthesized for the final project. Be prepared to present your thoughts in class.
October 1  Topic: Sampling  
Study Assignments for October 1st:  
(Section O: How Do We Plan a Process-Focused Evaluation?; Section P: How Do We Plan an Outcome-focused Evaluation?; Section Q: How Do We Manage the Evaluation?)


Please bring the worksheet “Heinrich et al. (2014)” to class, available on Blackboard.

note: October 7th to 12th instructor at academic conference of the Housing Education and Research Association (HERA) in Savannah, GA – intermittent access to e-mail – apologies for delay in responding

October 8  Columbus Day Recess (university closed): Monday classes meet on Tuesday

October 9  Class held on Friday, September 7th at 6 pm

Assignment (due October 15th, 7:20 pm):
Prepare a summary of three (3) evaluations of the chosen policy or program. Submit this summary to kanacker@gmu.edu.

October 15  Topic: Collecting Information: The Right Data Sources  
Study Assignments for October 15th:  
(Section R: How Are Quantitative Data Analyzed?; Section S: How Are Qualitative Data Analyzed?; Section T: How Are Analyzed Data Used to Answer Questions?)


Please bring the worksheet “Hemelt & Marcotte (2013)” to class, available on Blackboard.
Assignment (due October 22\textsuperscript{nd}):  
Be prepared to talk about the status of your program evaluation synthesis in class.

October 22  Topic: Evaluation Measures  
Study Assignments for October 22\textsuperscript{nd}:  


Please bring the worksheet “Bennear et al. (2013)” to class, available on Blackboard.

note: October 24\textsuperscript{th} to 27\textsuperscript{th} instructor at academic conference of the Association of Collegiate Schools of Planning (ACSP) in Buffalo, NY – intermittent access to e-mail – apologies for delay in responding

Assignment (due October 29\textsuperscript{th}):  
Be prepared to talk about the status of your program evaluation synthesis in class.

October 29  Topic: Analyzing Evaluation Data  
Study Assignments for October 29\textsuperscript{th}:  


Please bring the worksheet “Leos-Urbel (2014)” to class, available on Blackboard.
Assignment (due November 5\textsuperscript{th}):

Be prepared to talk about the status of your program evaluation synthesis in class.

November 5 Topic: Analyzing Evaluation Data

Study Assignments for November 5\textsuperscript{th}:


Please bring the worksheet “Feigenberg et al. (2014)” to class, available on Blackboard.

Assignment (due November 12\textsuperscript{th}):

Be prepared to talk about the status of your program evaluation synthesis in class.

November 12 Topic: Wrap Up

Study Assignment for November 12\textsuperscript{th}:


Please bring the worksheet “Pacula et al. (2015)” to class, available on Blackboard.

November 19 Topic: In-class presentations of final project

November 26 Topic: In-class presentations of final project

December 3 Topic: In-class presentations of final project

December 10 Reading Day – no class

December 17 Topic: In-class presentations of final project

Grades will be posted on patriotweb.gmu.edu after December 19\textsuperscript{th}, 10pm.
Graded finals will be available after December 19th, 10 pm. Contact kanacker@gmu.edu.