PUBP713-001 — Policy and Program Evaluation (Session 1)

SYLLABUS

Credit Hours: 3
CRN 42773
Date/Time: Monday 5:00 pm – 8:30 pm (Session 1)
Classroom: Arlington Campus, Founders Hall 121
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 4:00 pm – 5:00 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 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 first draft of the introduction (Microsoft Word document to be submitted to kanacker@gmu.edu by June 18th, 5 pm; 12.5% of the grade)
- a second draft of the introduction and a first draft of the literature review (Microsoft Word document to be submitted to kanacker@gmu.edu by July 9th, 5 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** (eight evaluations minimum; 10 pages minimum, 12 pt. font, double spaced, including page numbers, including references in alphabetical order listed in a reference section, any author style guideline yet consistency throughout the paper; 50% of the grade).
Assignment Submission, Late or Missing Assignments

**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 (5:00 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 handed in 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 end of the presentation. Students will lose 2.5 (out of 100) points for not listing references in alphabetical order in a separate reference section in the paper.

**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/).

**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/
GMU Libraries http://library.gmu.edu/
GMU Libraries Arlington PUBP 713: infoguides.gmu.edu/pubp713
GMU Counseling and Psychological Services http://caps.gmu.edu/
GMU Emergency Preparedness Guides
https://ehs.gmu.edu/emergencymanagement/plans-guides/

Course Outline
May 21 Topic: Introduction to Class, Introduction to Policy and Program Evaluation
Study Assignment for May 21st:

May 28 Memorial Day – University closed

Assignment (due June 4th):
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.
June 4

**Topic: Introduction to Designing Evaluations**

**Study Assignments for June 4th:**


Guest Speaker: Helen McManus, Schar School Library Liaison.

infoguides.gmu.edu/pubp713

**Please bring a laptop or tablet to class.**

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

Assignment (due June 11th):
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.

June 11

**Topic: Program Evaluation: A Prelude**

**Study Assignments for June 11th:**


**Please bring the worksheet “Weathers & Bailey (2014)” to class, available on Blackboard.**

Assignment (due June 18th):
Prepare a first draft of the introduction of your program evaluation synthesis for a (a) federal, (b) state, (c) county, or (d) municipal program. Submit this draft to kanacker@gmu.edu.
June 18  
Topic: Evaluation Questions and Evidence of Merit  
Study Assignments for June 18th:  
Please bring the worksheet “Bowen et al. (2014)” to class, available on Blackboard.  
Assignment (due June 25th):  
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.

June 25  
Topic: Designing Program Evaluations  
Study Assignments for June 25th:  
Please bring the worksheet “Browne & LaLumia (2014)” to class, available on Blackboard.  
Assignment (due July 2nd):  
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.
July 2  

**Topic: Sampling**

**Study Assignments for July 2nd:**


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

**Assignment (due July 9th):**
Prepare a second draft of the introduction and a first draft of your literature review of your program evaluation synthesis for a (a) federal, (b) state, (c) county, or (d) municipal program. Submit this draft to kanacker@gmu.edu.

July 9  

**Topic: Collecting Information: The Right Data Sources**

**Study Assignments for July 9th:**


Please bring the worksheet “Hemelt & Marcotte (2013)” to class, available on Blackboard.

**Assignment (due July 16th):**
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.
July 16  Topic: Evaluation Measures
Study Assignments for July 16th:


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

Assignment (due July 23rd):
Be prepared to talk about the status of your program evaluation synthesis in class.

July 23  Topic: Analyzing Evaluation Data
Study Assignments for July 23rd:


Please bring the worksheet “Leos-Urbel (2014)” to class, available on Blackboard.

July 30  Topic: In-class presentation of final project

August 6  Topic: In-class presentations of final project

note: August 10th to 14th instructor at academic conference of the American Sociological Association (ASA) in Philadelphia, PA– intermittent access to e-mail – apologies for delay in responding
Grades will be posted on patriotweb.gmu.edu after August 8\textsuperscript{th}, 10pm.

Graded finals will be available after August 8\textsuperscript{th}, 10 pm. Contact kanacker@gmu.edu.