FYC 6620 (11021): Program Planning and Evaluation for Human Service Delivery*
Summer 2020

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*Note that the instructor reserves the right to adjust the syllabus as needed. Version provided in footer.

Course Description: This course provides graduate students in family, youth and community sciences with the necessary skills for the development, delivery, and evaluation of health and human services programs. Emphasis will be placed on widely used program planning and evaluation models and on initiatives for promoting behavior change. Course assignments and projects may be tailored to the interests of students.

Course Objectives
One or more of the following process-related and substantive objectives must be met during the course of the semester:

- Students will practice skills required to plan, monitor, and evaluate health and human services programs.
- Students will apply behavior change theories to inform program actions and guide evaluation of outcomes.
- Students will create a program and evaluation plan for a health and/or human services agency.

For the content area of *Program Planning*, students will

- Describe the basic elements and principles of program planning
- Develop a logic model to describe program outcomes and processes
- Identify theories to inform program actions
- Compare and contrast various methods of assessing community needs and assets
- Compose measurable program objectives and design a feasible program to meet objectives

For the content area of *Evaluation*, students will

- Describe the major concepts and principal methods in program evaluation
- Understand the purposes and uses of evaluation
- Understand the balance between scientific rigor and programmatic considerations in real-world evaluation

- Analyze program evaluation models and designs to inform their work
- Explore ethical issues in evaluation
- Develop an evaluation plan to measure program implementation, outcomes, and impacts
- Apply evaluation concepts to their research interests

Course Purpose and Procedure

This course is designed to provide students with an opportunity to gain or enhance their knowledge related to program planning and evaluations of family, youth and community sciences programs. This course is completely online and is asynchronous. Students should expect assignments designed to facilitate inquiry surrounding course concepts. Please complete all assigned readings and all assignments on schedule. Students are expected to engage both actively and constructively in this course as a regular participant in the online discussion forum. Discussion among colleagues is an important form of learning as it promotes critical thought and exposes us to diverse perspectives. We should all make every effort to create an engaging environment for substantive discussion from which we can all benefit. Students will contribute to online discussions by responding to the instructor's and other students' posts. Failure to participate in online discussions may result in a lower grade than expected. You will receive an email notification regarding low participation prior to assignments being graded.

Required Text and Readings

Handbook of practical program evaluation (4th edition; 2015) Edited by Kathryn E. Newcomer, Harry P. Hatry, and Joseph S. Wholey. ISBN: 978-1-118-89360-9

Any additional required readings will be made available on Canvas at http://elearning.edu.edu.

Course Requirements/Assignments

1. *Reflection Papers.* Short reports, no less than 2 pages and no more than 3 pages, on the assigned readings will be required most weeks. These papers are designed to help students reflect on the readings and apply course concepts to their areas of interest. Students should complete all assigned readings and be prepared to critique the readings and apply them to their professional practice or interests. Assignments should be uploaded to Canvas by ***noon on Monday of each week.*** Each student will complete a total of six reflection papers. (***25 points X 6 assignments = 150 points total***)

2. *PPE* **Assignments**

   PPE Assignments will center on practical aspects of program planning and evaluation to meet process-related course objectives. The Instructor will post on Monday and students should respond **by noon on Thursday**. Each student will complete a total of four PPE Assignments. (**25 points X 4 assignments= 100 points**).

3. *PPE Design and Data Collection Presentations*
   Each student will select **two** readings for which they will serve as lead discussant. Selections will fall under two categories: 1) Evaluation Design and 2) Data Collection. Students may select a topic based on their personal interest when possible. Students will post a PowerPoint presentation (with voiceover) describing their topic (methods and data collection procedures) along with identifying and discussing three recent and relevant journal articles on the topic. (**50 points X 2 assignments = 100 *points***)

4. *Program Planning and Evaluation Project.* Students will develop a program plan and evaluation proposal related to their area of interest. This project will be divided into four parts, including: 1) Situation Statement and Planned Approach 2) Objectives, Activities, and Outcomes 3) Performance Measurement and Evaluation Plan and 4) Full Proposal and Presentation. (***400 points***)

Evaluation and Grading:
Students may earn a maximum of 750 points in this course. Grades will be based on performance related to course requirements and assignments. All deadlines must be met. Any assignment turned in late will receive a 10 percentage point reduction in the final grade. The following grading system will be used: A (95% or higher), A- (90-94%), B+ (87%-89%), B (83%-86%), B- (80-82%), C+ (77%-79%), C (73%-76%), C- (70-72%), D+ (67-69%), D (63%-66%), D- (60-62%), and E ($\leq$59%).

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Course/University Policies

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Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at: catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Course Communication
o Check your ufl email and the Canvas announcements page each week for notices about class.
o When emailing, please use only your ufl account. I will not respond to emails from g-mail or another server/provider. If you have not received a reply within 36 hours, please email me again.

Academic Honesty
The University requires all members of its community to be honest in all endeavors. Cheating, plagiarism, and other acts diminish the process of learning. UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: "On my honor, I have neither given nor received unauthorized aid in doing this assignment." The Honor Code (http://www.dso.ufl.edu/sccr/process/student-conduct-honorcode/) specifies a number of

behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

Academic dishonesty includes plagiarism, defined in the University Honor Code. "A student shall not represent as the student's own work all or any portion of the work of another. Plagiarism includes but is not limited to: (1) Quoting oral or written materials including but not limited to those found on the internet, whether published or unpublished, without proper attribution; (2) Submitting a document or assignment which in whole or in part is identical or substantially identical to a document or assignment not authored by the student." (http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php.)
This policy will be vigorously upheld at all times. Academic dishonesty of any sort will not be tolerated. Students are expected to do their own work, use their own words in papers, and to reference outside sources appropriately, following APA guidelines (APA Publication Manual, 7th ed.). Students who do not follow APA guidelines and who violate the University's plagiarism policy will receive a zero for the assignment and will be referred the Dean of Students Office and the student judicial court.

- o All written work should be completed independently.
- o All written work must be turned in to Canvas and put through the *Turn-It-In* Anti-Plagiarism software. If you do not submit your written work to Canvas/ *Turn-It-In* by the deadline posted on Canvas, your assignment will not be accepted and you will lose the points for that assignments

Students Requiring Accommodations
The Dean of Students Office coordinates the needed accommodations of registered students with disabilities*: "Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester. Accommodations are not retroactive, therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations."*

Campus Helping Resources
Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the University's counseling resources. U Matter We Care and The Counseling & Wellness Center provide confidential counseling services at no cost for currently enrolled students.
- o U Matter, We Care: If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575 so that a team member can reach out to the student.
- o Counseling and Wellness Center: http://www.counseling.ufl.edu/cwc/Default.aspx, 392-1575

- The University Police Department: 392-1111 or 9-1-1 for emergencies. http://www.police.ufl.edu/
- Sexual Assault Recovery Services (SARS), Student Health Care Center, 392-1161.

Online Course Evaluations

Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at gatorevals.aa.ufl.edu/public-results/.

Software Use

All faculty, staff and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.