POLS 539  
Program Analysis and Evaluation  
Spring 2016  
M 11:00 - 1:30  
Faner 3075

Instructor: John A. Hamman  
Faner 3132  
618-453-3171  
hamman@siu.edu  
http://www.siu.edu/ (D2L class web page)  
www.johnahamman.com (Personal web page)

Course Description  
The program analysis and evaluation seminar is an overview of techniques and methods for analyzing public sector and nonprofit programs. The primary objectives of the course are to develop: 1) an ability to use and present data to test the effects of governmental programs; 2) an ability to evaluate others’ evaluations, 3) an understanding of the role and potential role of program analysis and evaluation in public management and the policy making process, and 4) an understanding of the issues involved in doing applied analysis in political settings.

Political Science 539 is intended for graduate students enrolled in students in applied and/or professional degree programs like the NASPAA accredited Master of Public Administration program or the Applied Psychology. This course introduces students entering supervisory and managerial positions to assess studies that others have done as well as provide them with elementary skills for conducting evaluation studies. Students learn different types of evaluation and methods for executing them. Students enrolling in the program must have completed POLS 503b, EPSY 506, or a comparable statistics course. Students must use their SIU provided e-mail (check it daily) and be able to access the D2L class web page at online.siu.edu.

Student Evaluation  
Students are required to take on various class responsibilities and to attend class. The course grade will be based on two examinations which cover readings, applied exercises, weekly class reading presentations, discussion and participation. Assignments, exercises, and study guides for the two examinations will be posted on the class web page and will be weighted as followed:

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exercises</td>
<td>75 %</td>
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<tr>
<td>Take-home Midterm</td>
<td>10 %</td>
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<tr>
<td>In-class final</td>
<td>10 %</td>
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<tr>
<td>Attendance-participation</td>
<td>5 %</td>
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The course grade will be figured as follows: 90 to 100 percent of the total points will be an A; 80 to 89 percent will be a B; 70 to 79 percent will be a C. Late work will be penalized one-half letter per day. This means that if an assignment is turned in after class (drop box closes, etc.) it is considered one-half day late for the next 12 hours. After 12 hours it is one day late, etc. Punctuality and accountability are expected in the workplace.

Assignments such as the short exercises and evaluation proposal will be announced and explained in class. The assignments will be posted and turned in on the class D2L website. Students are also expected to come to class prepared and on time. More than one unexcused absence will result in one-half grade reduction. Please allow sufficient time so that you may show up on time. Excuses such as not being able to find a parking place are not valid. Students generally may not leave class early. Incomplete grades will not be given except under the most exceptional circumstances.
Required Textbooks


Academic Honesty Policy
Plagiarism and other forms of academic dishonesty will not be tolerated. “As defined by the SIUC Student Conduct Code acts of academic dishonesty include, but are not limited to: 1) Plagiarizing or representing the work of another as one’s own work; 2) Preparing work for another that is to be used as that person’s own work; 3) Cheating by any method or means; 4) Knowingly or willfully falsifying or manufacturing scientific or educational data and representing the same to be the result of scientific or scholarly experiment or research; 5) Knowingly furnishing false information to a university official relative to academic matters; and 6) Soliciting, aiding, abetting, concealing, or attempting acts of academic dishonesty.” SIU Morris Library further explains on their webpage that plagiarism involves doing things such as: “turning in an essay you found on the internet, not putting quotation marks around a quotation, copying words or sentences without citing where you got the information, making up a source because you couldn't remember where you got the information, and copying the sentence structure of a source even if you change the words” (http://libguides.lib.siu.edu/plagiarism). Substantiated cases of plagiarism will result in a grade of “F” for the course. Students are responsible for knowing the basic principles of academic honesty. Ignorance is not a defense. The instructor is pleased to discuss these principles with anyone beforehand if they are unsure of their meaning and intent.

Classroom Protocol and Decorum
A positive attitude, a willingness to listen and learn, and an embrace of differences as well as similarities are highly regarded values in public administration as well as education. Please turn off your cell phone before you get to class. Texting is not allowed during class. Using cell phones and all other wireless communication devices is prohibited in class, too. Wireless use of laptops, tablets, and other devices is prohibited. Violation will lead to loss of points and dismissal from class. The classroom is a public forum where consideration and compassion for others are not negotiable. Electronic devices are not allowed. Classroom computers are not for personal use and will not be used except when the instructors call for them. Finally, do not eat in class. This is not a “brown bag” lunch type of situation. You may drink water, soda or coffee.

Major Topics
Reading assignments are made on a class by class basis and updated on the class D2L website. This listing is a guide; assignments may be changed based on the progress and needs of the class. Updates are given on the class home page and in class. Readings are taken primarily from the Handbook required for the course. Additional materials are available online, on the class web page, and from Morris Library.

I. Program Evaluation Foundations
   Overview:
   http://www.socialresearchmethods.net/kb/intres.php
   http://www.socialresearchmethods.net/kb/evaluation.php

   Reading:
Ethics:

Readings:

II. Evaluation Planning and Design
Readings:
Bryson & Quinn (2010) “Analyzing and engaging stakeholders”
Newcomer, Hatry & Wholey (2010) “Planning and designing useful evaluations”
McLaughlin and Jordan (2010) “Using logic models”
Wholey (2010) “Exploratory evaluation”
Henry (2010) “Comparison group designs”
Martinson & O’Brien (2010) “Conducting case studies”

References:
Berman Chapter 2, 3, 4 (63-68)
http://www.socialresearchmethods.net/kb/design.php

III. Data Collection
Readings
Berman Chapter 5 (80 – 102) (review)
Nightingale & Rossman (2010) “Collecting data in the field”
Newcomer & Triplet (2010) “Using surveys”
Adams (2010) “Conducting semi-structured interviews”
Krueger & Casey (2010) “Focus group interviewing”

Reference:
http://www.socialresearchmethods.net/kb/sampling.php

IV. Analyzing Data and Presenting Findings
Readings:
Rogers & Goodrick (2010) “Qualitative data analysis”
Cellini & Kee (2010) “Cost effectiveness and cost-benefit analysis”
Boruch & Petrosino (2010) “Meta analyses, systematic reviews, and evaluation syntheses”

Write-up - http://www.socialresearchmethods.net/kb/writeup.php
Reference:
Berman Chapter 14, 15, 16 (287 - 308)
V. Use of Evaluation

Readings:

Emergency Procedures

Southern Illinois University Carbondale is committed to providing a safe and healthy environment for study and work. Because some health and safety circumstances are beyond our control, we ask that you become familiar with the SIUC Emergency Response Plan and Building Emergency Response Team (BERT) program. Emergency response information is available on posters in buildings on campus, available on the BERT'S website at www.bert.siu.edu, Department of Public Safety's website www.dps.siu.edu (disaster drop down) and in the Emergency Response Guidelines pamphlet. Know how to respond to each type of emergency.

The instructor will provide guidance and direction to students in the classroom in the event of an emergency affecting your location. It is important that you follow these instructions and stay with your instructor during an evacuation or sheltering emergency. The Building Emergency Response Team will provide assistance to your instructor in evacuating the building or sheltering within the facility.
IMPORTANT DATES *
Semester Class Begins: ........................................01/19/2016
Last day to add a class (without instructor permission):.................01/24/2016
Last day to withdraw completely and receive a 100% refund: .........01/31/2016
Last day to drop a course using SalukiNet:............................04/03/2016
Last day to file diploma application (for name to appear in Commencement program): ....................................................02/12/2016
Final examinations: ......................................................05/09-05/13/2016

Note: For outreach, internet, and short course drop/add dates, visit Registrar’s Academic webpage http://registrar.siu.edu/

SPRING SEMESTER HOLIDAYS
Martin Luther King, Jr.’s Birthday Holiday 01/18/2016
Spring Break 03/12—03/20/2016

WITHDRAWAL POLICY ~ Undergraduate only
Students who officially register for a session may not withdraw merely by the stopping of attendance. An official withdrawal form needs to be initiated by the student and processed by the University. For the proper procedures to follow when dropping courses and when withdrawing from the University, please visit http://registrar.siu.edu/catalog/undergraduatecatalog.html

INCOMPLETE POLICY ~ Undergraduate only
An INC is assigned when, for reasons beyond their control, students engaged in passing work are unable to complete all class assignments. An INC must be changed to a completed grade within one semester following the term in which the course was taken, or graduation, whichever occurs first. Should the student fail to complete the course within the time period designated, that is, by no later than the end of the semester following the term in which the course was taken, or graduation, whichever occurs first, the incomplete will be converted to a grade of F and the grade will be computed in the student's grade point average. For more information please visit: http://registrar.siu.edu/grades/incomplete.html

REPEAT POLICY
An undergraduate student may, for the purpose of raising a grade, enroll in a course for credit no more than two times (two total enrollments) unless otherwise noted in the course description. For students receiving a letter grade of A,B,C,D, or F, the course repetition must occur at Southern Illinois University Carbondale. Only the most recent (last) grade will be calculated in the overall GPA and count toward hours earned. See full policy at http://registrar.siu.edu/catalog/undergraduatecatalog.html

GRADUATE POLICIES
Graduate policies often vary from Undergraduate policies. To view the applicable policies for graduate students, please visit http://gradschool.siu.edu/about-us/grad-catalog/index.html

DISABILITY POLICY
Disability Support Services provides the required academic and programmatic support services to students with permanent and temporary disabilities. DSS provides centralized coordination and referral services. To utilize DSS services, students must come to the DSS to open cases. The process involves interviews, reviews of student-supplied documentation, and completion of Disability Accommodation Agreements. http://disabilityservices.siu.edu/

PLAGIARISM
Student Conduct Code http://srr.siu.edu/student_conduct_code/
MORRIS LIBRARY HOURS
http://www.lib.siu.edu/about

SAFETY AWARENESS FACTS AND EDUCATION
Title IX makes it clear that violence and harassment based on sex and gender is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. If you or someone you know has been harassed or assaulted, you can find the appropriate resources here: http://safe.siu.edu

SALUKI CARES
The purpose of Saluki Cares is to develop, facilitate and coordinate a university-wide program of care and support for students in any type of distress—physical, emotional, financial, or personal. By working closely with faculty, staff, students and their families, SIU will continue to display a culture of care and demonstrate to our students and their families that they are an important part of the community. For Information on Saluki Cares: (618) 453-5714, or siucares@siu.edu, http://salukicare.siu.edu/index.html

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INCLUSIVE EXCELLENCE
SIU contains people from all walks of life, from many different cultures and sub-cultures, and representing all strata of society, nationalities, ethnicities, lifestyles, and affiliations. Learning from and working with people who differ is an important part of education as well an essential preparation for any career. For more information please visit: http://www.inclusiveexcellence.siu.edu/

LEARNING AND SUPPORT SERVICES
Help is within reach. Learning support services offers free tutoring on campus and math labs. To find more information please visit the Center for Learning and Support Services website:
Tutoring : http://tutoring.siu.edu/
Math Labs http://math.siu.edu/courses/course-help.php

WRITING CENTER
The Writing Center offers free tutoring services to all SIU students and faculty. To find a Center or Schedule an appointment please visit http://write.siu.edu/

AFFIRMATIVE ACTION & EQUAL OPPORTUNITY
Our office's main focus is to ensure that the university complies with federal and state equity policies and handles reporting and investigating of discrimination cases. For more information visit: http://diversity.siu.edu/

Additional Resources Available:

SALUKINET: https://salukinet.siu.edu/CP/home/displaylogin

ADVISEMENT: http://advisement.siu.edu/

PROVOST & VICE CHANCELLOR: http://pvcaa.siu.edu/

SIU ONLINE: http://online.siu.edu/