

PA 405
PROGRAM PLANNING AND EVALUATION
TR 5:00-7:30 pm
McClelland Hall, Room 134

Instructor: Amy Fish

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Office Hours: Thursday 4-4:45 or by appointment

Course Description

This course is designed to introduce you to the practical and theoretical aspects of developing managing and evaluating social service programs. You will learn how to define social problems and assess community needs. You will then learn how to design a program and evaluate it. Finally, you will learn how to use your program plan to create a grant proposal to “sell” your program to a funding agency.

Course Requirements

There are no official prerequisites for this class. However, you will need a basic understanding of statistics. Additionally, you should have a working knowledge of Microsoft Office (or similar word processing, spreadsheet and presentation software). You will need to have reliable access to a computer and familiarity with using internet search engines, as well as article searches through the library. This class requires a lot of group work, so you need to be able to work well in groups and be able to fit group work into your busy schedule.

There is a required text:

Kettner, P.; R. Moroney and L. Martin. (2008). *Designing and Managing Programs: An Effectiveness Based Approach (Third Edition)*. Thousand Oaks, CA: Sage Press.

It is available in the bookstore and readily available on-line. This is the most recent version of the text and has some significant changes from the other editions, so make sure you have the Third Edition.

Grades will be based on both individual and group assignments. There are **no exams** in this class. The assignments are as follows (further instructions for each will be discussed/handed out in class):

Individual assignments:

1. Questions/Participation/Attendance- Each class period, I ask that you hand in two questions about the assigned reading for the day. These questions should reflect questions

you had about the reading, not simply picking a definitional question (i.e. “What is a budget?”). The questions must be turned in at the beginning of class. If you have to miss a day, you can turn the questions in anyway for partial credit for attendance. Your participation grade is a combination of these questions, your attendance in class and your participation during group discussions and lectures.

2. Group evaluations- At midterm and the end of the course you will be asked to evaluate your group members and yourself on group participation and effectiveness. I will provide you with the forms.

Group assignments:

The group assignments seem numerous but really are a series of assignments moving toward a final program plan/grant proposal. In other words, you’ll be working on the final all semester, getting feedback at each stage of the process. The group assignment instructions are posted on Blackboard.

- 1. Needs Assessment/Problem Analysis**
- 2. Goals and Objectives**
- 3. Program Design**
- 4. Budget**
- 5. Evaluation**
- 6. Revised Program Plan/Response to Grant Proposal**
- 7. Presentation**

The grading system is based on the traditional grade system:

A=100-90, B=89-80, C=79-70, D=69-60, E=59-0

The value for each activity is as follows:

Group Assignments 1-5	40%
Grant Proposal Paper:	35%
Group presentation:	10%
Questions/Attendance/Participation:	10%
Evaluations:	<u>5%</u>
	100%

Attendance and participation only count for ten percent of your grade, but that ten percent can make or break you. No amount of reading outside of class can capture what occurs in class. **If you miss more than two days, there will be no way you will get an A regardless of your performance.** This of course does not include absences that occur because of illness, death in the family, etc. I do, however, require some kind of documentation (i.e., doctor’s notes) for illnesses.

Course Schedule:

The schedule is fairly stable; however, *I reserve the right to change it as we move along.*
Specified readings will not be changed, but supplemental readings may be added.

- August 28: Course Introduction
Reading: Ch. 1 text
- September 4: Theory in Program Planning
Social Problems
Reading: Ch. 2, 3 text
- September 11: Needs Assessment
Reading: Ch. 4, 5 text
- September 18: Needs Assessment- practical application
Questionnaire development
Reading: What is a survey? (Blackboard)
Sampling (Blackboard)
- September 25: Appropriate Interventions
Reading: Ch. 6, text
- October 2: Goals and Objectives
Reading: Ch. 7, text
Needs Assessment due
- October 9: Designing Programs
Reading: Ch. 8, text
Logic modeling (Blackboard)
- October 16: Managing Information
Budgeting
Reading: Ch 9, 10 text
Goals and objectives due
- October 23: Budgeting, cont.
Reading: Ch. 11
Program Design due
Midterm Group Evaluations due
- October 30: Program Monitoring, Evaluation
Reading: Ch. 12, 13 text
Budget due
RFP Posted

November 6:	No class- Start working on Response to RFP
November 13:	Evaluating programs after they are in operation Selling your proposal/transitioning a program plan to a response to RFP Reading: n/a Evaluation due
November 20:	Response to RFP workshop- Reading: n/a
November 27:	No class- Thanksgiving
December 4:	Final presentations
December 11:	Dead Day
December 15:	Final papers due Group Evaluations due

Things to Remember:

1. **PLAGIARISM/CHEATING:** I am required to remind you of the University's policy on plagiarism and cheating. I will uphold the standards in the University Code of Conduct. (<http://dos.web.arizona.edu/uapolicies/cai1.html>) If you are using someone else's ideas-give him/her credit! You are graded on YOUR ideas not the ideas of others. If you choose to "borrow" the ideas of others without proper citation, you will fail. Additionally, I will pursue action per the Code of Conduct to the "fullest extent of the law." If you need help identifying how to cite something, please let me know. I'll be happy to help you!
2. **Students with Disabilities:**
If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.