CJ 692 - PROGRAM EVALUATION

ROYAL THAI POLICE ACADEMY FORMAT

(Last Updated: Summer 2008)

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Office Hours:	Always by appointment at "Office Hours" located at the Collaboration site located in the Communications folder located a the class Blackboard Portal
Class Hours:	Asynchronous Offerings
Classroom #:	Royal Thai Police Academy and Blackboard Portal for this class

A. COURSE DESCRIPTION AND OBJECTIVES

Description: The formal Catalogue description of this course says that we will dedicate the semester to the study of "principles and techniques of program evaluation including models and case studies" of evaluation techniques. While this description, in a generic sense is accurate, the primary focus of the class will not emphasize the technical aspects of program evaluation. Instead, the primary objective of the class is to provide you with exposure to a variety of evaluation techniques that have been used in different criminal/juvenile justice settings. By learning about these techniques, you will become a more intelligent "consumer" of evaluation efforts that have been completed within your constituent agency as well as other criminal justice agencies. You will also be able to identify evaluation needs in different areas of the criminal/juvenile justice system in general as well as within a particular agency in the system. As a result of the material discussed in this class, you will also be able to develop a proposal designed to guide this evaluation to a useful conclusion.

Objectives: The four primary objectives of this course are to:
1) Introduce students to the fundamental principles of program evaluation;
2) Enable students to recognize the value and appropriateness of different evaluation strategies;
3) Introduce students to the literature in program evaluation as it is and has been applied in criminal/juvenile justice studies; and
4) Help students in the formulation of a research proposal focusing on a criminal/juvenile justice related issue involving an evaluation strategy.

The overarching goal of this class is to introduce students to the different styles of program evaluation so that they can become "informed consumers" of such studies in the future. Students completing this class will be better able to evaluate the credibility and appropriateness of studies evaluating juvenile/criminal justice related programs.

ONLINE FORMAT: This particular section of this course is being presented in a hybrid format including both in-class and web-based formats. What this means is that part of the material for the class is being made available in a "fully text based" format that can be accessed through the internet and the required reading materials and part of it will be delivered during to consecutive weekend

sessions held onsite at the Royal Thai Police Academy. What it does not mean is that the class can be completed by each student in a fully asynchronous time-frame (as would be the case in a "correspondence course" format). Students enrolled in this section will be required to complete a specific sequence of Learning Modules within a particular time frame in order to complete the class. The timing of these assignments is designed to correspond with the delivery of the same material in the intensive weekend semester format.

The "text" for the class will include assigned reading materials drawing from "conventional" sources including two textbooks which may be purchased through the various bookstores located in Huntsville or through one of the many on-line book vendors. It is each student's responsibility to purchase these materials in a timely manner and to read the assignments as specified in the Class Schedule.

Additional "text based" material will be presented through on-line discussion sessions delivered in an asynchronous format as well as through "Learning Modules" that will include "lecture-like" material and individual work-projects designed by your professor to both supplement and compliment the text book material.

Asynchronous Discussion Sessions will require students to participate in a series of "threaded group discussion sessions" to be held through the class's Blackboard portal. Time will be spent during the first class session to insure that everyone is able to navigate to the necessary location on the internet to be able to complete these assignments.

B. ATTENDANCE POLICY
Class attendance requirements will be followed in accordance with Academic Policy Statement 800401. With adjustments to correspond to the on-line delivery of this class.

Attendance will be recorded as specified in each Learning Module noted below. Students will receive "Cyber-class discussion" points as described in the Grading Policy below. Failure to complete any session within the specified time-frame will result in the unrecoverable loss of the "Cyber-class discussion points" available for that Module.

C. STUDENT ABSENCES ON RELIGIOUS HOLY DAY POLICY

Please see the information located on-line at the following site:

http://www.shsu.edu/catalog/scholasticrequirements.html#holyday

If any of the required activities included in the Learning Modules has a due-date falling on or around a religious holy day, arrangements will be made to accommodate the needs of each individual student involved.

D. READINGS
Required:

>   Greenwood, Peter W. (2007). *Changing Lives Delinquency Prevention as Crime Control
>   Policy*. Chicago, IL: University of Chicago Press.

>   Rossi, Peter H., Freeman, Howard E., and Mark W. Lipsey (2004). *Evaluation a Systematic
>   Approach. Seventh Edition.* Thousand Oaks, Ca: Sage Publications.

E. CLASS REQUIREMENTS AND GRADING POLICY

Exam: There will be one examination at the end of the semester to assess your familiarity with and comprehension of some of the basic terms, concepts, theories, and issues facing program evaluators in general and researchers engaged in the evaluation of criminal/juvenile justice agencies in particular. This exam will be administered on-line through the class's Blackboard portal and will be both short answer and essay in nature. It is designed to assess your familiarity with the material included in the assigned readings and the Learning Modules presented throughout the semester. ***This exam will be worth up to 100 class points to be applied toward the final semester grade.***

Program Evaluation Exemplar Projects: At three times during the semester, students will be required to locate an example of a criminal/juvenile justice related evaluation that exemplifies one of the types of program evaluation being studied in this class and prepare a brief (3-4 page) critique of the methodology used. Each project requires that students locate an example of a research publication evaluating a criminal/juvenile justice agency using one of the methodologies focused upon in the assigned reading material being discussed throughout the semester. Students must submit a copy of the source being used for the exemplar as well as a written critique of the article using material in Rossi *et al*. to help frame your comments.

Students can earn up to 35 class points for each exemplar for a maximum of 105 class points to be applied toward the final semester grade. Points will be awarded on the basis of each Exemplar's salience (10 points) and the critique's clarity (10 points), direct use of Rossi *et al*. (10 points), and full and appropriate source citation process (5 points). Points lost for Exemplar Projects can not be recovered.

Cyber-Source Projects: All students will be required to complete a series of assignments designed to familiarize you with: 1) the use of the World Wide Web as an information resource; and 2) the use of program evaluation in a variety of different contexts. These assignments will be completed on-line through the Blackboard Academic Suite, an e-Education platform we use at SHSU to enhance the educational experiences of our students.

The formal elements of these projects are identified in the "Assignments" folder located in the class Blackboard Portal. All students enrolled in this class have been automatically registered into the platform and can access it by inserting the appropriate user identification information in the spaces provided at <u>http://blackboard.shsu.edu/</u>

The projects will be completed throughout the semester and specific instructions will become

available for completion in the time-frame specified in the **ANNOTATED COURSE OUTLINE AND SCHEDULE OF READINGS AND ASSIGNMENTS** below*. Each Cyber-Source Project will be worth a maximum of 25 class points for a total of 100 class points to be applied toward your final semester grade.*

Class participation/Asynchronous On-Line Small Group Discussion Sessions: Students are required to attend two consecutive weekend class sessions conducted on-site at the Royal Thai Police Academy. *Students will receive up to 20 points for each session for a total of 40 possible points to be applied toward your final semester grade*. In addition to attending and participating fully in all of the "real-time" in-class sessions, all students are required to participate in two different "asynchronous small group discussion sessions" that will require you to reflect on issues related to the material used throughout the semester. Each of these "small group discussion sessions" will be responsive to particular questions or issues raised by your professor and posted to you through the class Blackboard portal.

The class has been divided into three different "Small Groups" where you will hold these discussions. There will be two different "threaded group discussion sessions" required throughout the semester and they will be conducted using **your group's "Discussion Board" platform** located at the class's Blackboard portal. These sessions are designed to provide you with an opportunity to demonstrate your familiarity with the class material by discussing particular issues associated with the different evaluation methodologies being examined.

On the dates specified in the Class Schedule, your professor will publish the specific questions you will be required to discuss and will announce when the discussion sessions will be held. Each discussion session will be scheduled over a several day period and each group member is expected to participate fully in the discussion.

Feedback concerning the quality of each of these discussions will be given to the group as well as to individual students following each assigned session. Individual participants in *each of the sessions will be awarded up to 20 points for each session for a total of 40 class points possible.* These points will be awarded by your professor based on the following criteria:

- Responsiveness (10 points) - Do your comments accurately and fully focus on each of the issues raised in the assignment? ;

- Support (5 points) - Do you rely on the assigned readings along with additional outside information to help inform your discussions and;

- Involvement (5 points) - Do you (individually) contribute to the discussion in a clear and meaningful way?

Much of the time in class will be spent in asynchronous form involving interactions with the professor and other student(s) also completing the class. As such, you become largely responsible for the learning process both on the individual level as well as on the collective level. I will assume primary responsibility for the substance of what you are supposed to learn; we share responsibility for how you learn it and, therefore, for how well you learn it!

Students who fail to participate in one or more of the Asynchronous Small Group Discussion Sessions for any reason will loose the points available for those sessions.

Final Semester Grades will be awarded using the following scale:

A = 347 - 385 (90-100%)
B = 308 - 346 (80-89%)
C = 270 - 307 (70 - 79%)
F = < 270 (< 70%)

F. MAKE-UP EXAMS

If a student fails to complete the exam during the time set forth in the Annotated Course Outline, a make-up exam will be designed and administered as soon as possible. This exam will be graded based on the same criteria as the regularly scheduled exam but **will be reduced by one grade-point for each day beyond the regularly scheduled date it is administered (e.g. an exam taken three days late will be graded and the points earned will be reduced by three points)**.

G. ACADEMIC HONESTY

The Faculty of the College of Criminal Justice expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University.
Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion - the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentation of credentials or accomplishments as a member of the college.

The University's policy on academic honesty and appeal procedures can be found in the manual entitled *Student Guidelines,* distributed by Division of Student Services (Reference Section 5.3 of the SHSU Student Guidelines).

Students are encouraged to review the statements presented in the Sam Houston State University's Guidelines that refer to instances of "academic dishonesty" (available in the Office of Student Life or on-line at http://www.shsu.edu/students/guide/studlife.html#conduct). In accordance with the statement, any student engaged in academic dishonesty in this class will receive an "F" for the semester and will, consequently, be terminated from the graduate program.

The professor may require that written material submitted in fulfillment of any of the requirements for this class (including exams) be submitted for an evaluation through Turnitin.com so all work submitted must include appropriate source citation and must represent the original work of the student with appropriate source attributions. Information about Turninin.com can be found at their web-site http://www.turnitin.com .

H. DISABLED STUDENT POLICY:
"Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired." The physically impaired may contact the Director of the Counseling Center as chair of the Committee for Continuing Assistance for Disabled Students by telephone (ext. 1720).

Any student in this class may request special learning assistance by submitting a written statement describing your particular need. If it is necessary, you will be directed to the University's Counseling Center for additional assistance, however, most needs should be able to be accommodated directly through your professor. Please feel free to discuss any particular need you may have with your professor. The University Policy governing special learning needs is available at the attached link: http://www.shsu.edu/students/guide/studlife.html#disabilities.

I. SERVICES FOR STUDENTS WITH DISABILITIES
Please see the information located on-line at the following site

http://www.shsu.edu/~counsel/sswd.html

J. CONNECTIVITY PROBLEMS
This class requires that you be able to regularly gain access to the World Wide Web. That means you are responsible for maintaining connectivity with a computer compatible with the technical requirements to fully participate in the assignments. Any material submitted to your professor for grading must be sent in a format compatible with Microsoft Word or saved as a "Rich Text Format" (RTF) document and you are advised to keep a "hard copy" as well as a back-up copy of your material in case of technical problems.

K. COPYRIGHT STATEMENT

This class is being offered under the auspices of Sam Houston State University's College of Criminal Justice. All material produced and distributed for this class is protected under the policies and laws governing the instructional practices of this institution. Duplication and/or use of this material, in part or in whole, must first receive the express written consent of the instructor.

L. ANNOTATED COURSE OUTLINE AND SCHEDULE OF READINGS AND ASSIGNMENTS

July 12 - 13   OVERVIEW LEARNING MODULE – Overview of Class
This Module will be dedicated to the introduction of students to one another and to the professor as well as to a review of the class requirements and deadlines.

LEARNING MODULE 1: Evaluation Research in Context
Styles of Science
The Role of Theory
Ethical Issues
ASSOCIATED READING: Rossi *et al*. - Preface; Chapters 1, 2, and 3.

This section of the class will introduce students to the basic principles and history of program evaluation as it has been applied in both private and public sector settings. Included will be a review of the social and political context of program evaluation, the role theory plays in both the development of social service/intervention programs and the development of evaluation questions designed to examine such programs. Ethical issues facing social science researchers in general and criminal justice evaluators in particular will also be examined.

LEARNING MODULE 2: Needs Assessments, Program Theory Explication, and Strategies for Monitoring and Accountability
ASSOCIATED READING: Rossi *et al*. – Chapters 4, 5, and 6.

This section of the class is designed to introduce students to the use of needs assessments, theory explication, program monitoring, and program accountability in the review of social programs. Special attention is also given to the use of these techniques in criminal/juvenile justice contexts.

CYBER-SOURCE PROJECT 1 WILL BECOME AVAILABLE AT THE CLASS Bb SITE ON JULY 14th AND MUST BE COMPLETED NO LATER THAN July 20th.

July 19 - 20   LEARNING MODULE 3: Evaluation Strategies for Impact Assessment and Evaluating Full-Coverage Programs
ASSOCIATED READING: Rossi *et al*. – Chapters 7, 8, and 9.

This section of the class is designed to introduce students to the use of the different forms of impact assessment used in the evaluation of social programs. Special attention is also given to the use of these techniques in criminal/juvenile justice contexts.

EXEMPLAR PROJECT 1 DUE July 19th.
Find a journal article involving a criminal/juvenile justice based needs assessment; theory explication, program monitoring, or program accountability and bring it to class with a brief written methodological critique drawing from Rossi *et al*.'s material to help frame your critique.

LEARNING MODULE 4: Meta Analysis, and Cost/Efficiency Evaluations
ASSOCIATED READING: Rossi *et al*. – Chapters 10 and 11.

This section of the class is designed to introduce students to the different evaluation strategies available for the evaluation of full coverage programs and the efficiency analysis of social programs. Special attention is also given to the use of these techniques in criminal/juvenile justice contexts.

Jul 21 – Jul 27	CYBER SOURCE PROJECTS 2 WILL BECOME AVAILABLE AT THE CLASS Bb SITE ON JULY 21st.

SMALL GROUP DISCUSSION SESSION 1 WILL BECOME AVAILABLE ON 7/23 AND MUST BE COMPLETED BY NO LATER THAN 7/27

CYBER SOURCE PROJECT 3 WILL BECOME AVAILABLE AT THE CLASS Bb SITE ON JULY 27th.

EXEMPLAR PROJECT 2 DUE NO LATER THAN JULY 26th (Find a journal article involving criminal/juvenile justice based impact assessment or full coverage program evaluation and bring it to class with a brief written methodological critique drawing from Rossi *et al*.'s material to help frame your critique.)

Jul 28 – Aug 3   LEARNING MODULE 5: Dissemination of Evaluation Results and Encouragement of Effective Utilization
ASSOCIATED READING: Rossi *et al*. – Chapter 12
This section of the class is designed to introduce students to the different methods available to disseminate the results of program evaluation and to encourage the maximal use of such studies. Special attention is also given to the use of these techniques in criminal/juvenile justice contexts.

SMALL GROUP DISCUSSION SESSION 1 WILL BECOME AVAILABLE ON 7/30 AND MUST BE COMPLETED BY NO LATER THAN 8/3

LEARNING MODULE 5 AND CYBER-SOURCE PROJECT 4 WILL BECOME AVAILABLE AT THE CLASS Bb SITE ON JULY 28th.

EXEMPLAR PROJECT 3 DUE NO LATER THAN AUG 3rd (Find a journal article involving a cost or efficiency analysis of a justice related program and bring it to class with a brief written methodological critique drawing from Rossi *et al*.'s material to help frame your critique.)

Aug 4   EXAM (Comprehensive Exam Covering All Class Material) WILL BECOME AVAILABLE AT THE CLASS Bb SITE ON AUGUST 4th AND MUST BE COMPLETED NO LATER THAN 8:00 a.m. ON AUGUST 10th.