Instructor
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Phone: 850-474-3013
Office hours: online, in person, or by phone, by appointment

Course Description
Develop skills in selecting appropriate models for conducting an evaluation in an administrative environment. A series of models will be evaluated for applicability and use in administrative environments.

About this Course
Evaluation of programs, projects, processes and people are key to organizational success. This course is intended to provide students with a framework for designing and implementing evaluation plans, using models, methods and tools appropriate to the subject and purpose of the evaluation.

Course Objectives
Upon completion of this course students will be able to:
1. Define evaluation and identify the purpose and audience for various evaluations
2. Identify, compare and contrast evaluation models
3. Select appropriate evaluation models based on the evaluation purpose, the organization and the stakeholders.
4. Develop evaluation questions and identify appropriate data collection sources and methods
5. Interpret and report evaluation findings
6. Create a professional evaluation plan addressing all key components of the evaluation process.

Course Topics
Topics addressed in this course include:
1. Defining and applying evaluation in organizational settings
2. Evaluation models and techniques
3. Evaluating efficiency, effectiveness and impact
4. Developing evaluation plans and reports

Textbook
Assignments
Detailed instructions for completing and submitting individual assignments will be released as indicated on the Course Schedule.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Model Comparison</td>
<td>April 2</td>
<td>350</td>
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<tr>
<td>Evaluation Plan</td>
<td>April 23</td>
<td>350</td>
</tr>
<tr>
<td>Participation</td>
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<td>300</td>
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Assignment due dates and point values are subject to change. Please check the Course Schedule for updates.

Course Policies

Grading: I will begin grading assignments immediately following the due date. Grades and feedback will appear in the grade book within one week of submission; sooner if possible. You will receive e-mail notification when grades are posted. The course is based on 1000 points. Weighting of individual assignments is based on % of the total points for the course (e.g. 300 points=30%). Grading criteria for individual assignments will be published with the assignment instructions. Final grades will be based on the UWF Letter Grade System which is as follows:

<table>
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<th>Points</th>
<th>Percentage</th>
<th>Letter Grade</th>
<th>Points</th>
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<td>725-764</td>
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<td>A-</td>
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Late Assignments: Assignments are to be submitted through the dropbox on or before 11:59pm CST/CDT on the posted due date. If you anticipate missing the due date for an assignment please notify me prior to the deadline to discuss the reason for the delay and the possibility of a short extension. Extensions will not be granted without good reason. Please note that poor time management does not constitute an emergency.

Withdrawing/Incompletes: Please discuss any academic concerns with me prior to withdrawing. The withdraw deadline for this course is 04/10/2013. University policy states that “withdraws after this date may only be approved for the following reasons:
1. A death in the immediate family.
2. Serious illness of the student or an immediate family member.
3. A situation deemed similar to categories 1 and 2 by all in the approval process.
4. Withdrawal due to Military Service (Florida Statute 1004.07)
5. National Guard Troops Ordered into Active Service (Florida Statute 250.482)

Please note: Students who do not officially withdraw will be assigned a standard letter grade. Late withdraws must be approved by the students advisor, instructor of the course, department chairperson, and finally, the University Academic Appeals Committee. Students who withdraw are not enrolled as of the date the withdrawal is processed.

**Instructor Availability:** E-mail is the best method of communicating with me. I will respond to e-mails within 24 hours of receipt, 7 days a week. Any exceptions to the above policy regarding my availability (travel, lack of internet access, etc.) will be communicated to you in advance or soon after the fact as possible.

**Please note the following additional communication guidelines:**

1. All general information questions regarding course materials or assignment requirements should be posted to the General Discussion forum. Do not send these types of questions via email.
2. All personal concerns (scheduling issues, missed due dates, grades, etc.) should be sent via email. Do not post these items to the discussion board.
3. All emails MUST include the course number in the subject line and a signature in the body of the message.
4. If you would like to meet with me in person, via phone, or in a real-time online conference, please email me to make arrangements. I am happy to meet with you as needed and will do my best to work around your schedule.

**Written Work:** All written work for the course is to be submitted in APA (6th Edition) format. Tutorials and links are provided in the Course Information Module to assist with this formatting. Additionally, it is not required but you may choose to buy the APA Style Guide (6th edition). APA is the format used throughout the education profession and will be required in most, if not all your courses, making this book a very good investment.

**Class Participation:** As noted throughout the documentation for this course, your participation is essential for both your success and that of your classmates. You are expected to review the course materials at the beginning of each lesson and participate in discussions and other activities periodically throughout the week. **It is not possible to fulfill the participation requirement for this course by completing all of your online work for the week in one day.** You must arrange your schedule in a manner that allows you to remain actively engaged in each lesson, logging in multiple times each week. Any personal situations that may make this difficult for a given period of time (travel, lack of internet access, etc.) should be discussed with me in advance.

**Academic Integrity:** Academic integrity is of the utmost importance. Students are required to refrain from all forms of Academic Misconduct, including but not limited to
copyright infringement and plagiarism. The specific UWF policy on these matters is outlined in the University of West Florida Academic Misconduct Policy. Please use the provided link to familiarize yourself with this policy.

**Student Code of Conduct:** All students are expected to abide by the guidelines set out in the University Of West Florida Student Code Of Conduct, available for review online at: Student Code of Conduct.

**Students with Disabilities:** Students with physical and/or learning disabilities are encouraged to contact the Student Disability Resource Center for assistance. The SDRC will work with you to identify necessary accommodations and forward that information to your instructors. The center can be accessed using the following link: SDRC.

**Weather Emergency Information:** In the case of severe weather or other emergency, the campus might be closed and all classes, including those online, cancelled. Official closures and delays are announced on the UWF website and broadcast on WUWF-FM.

- WUWF-FM (88.1MHz) is the official information source for the university. Any pertinent information regarding closings, cancellations, and the re-opening of campus will be broadcast.
- In the event that hurricane preparation procedures are initiated, the UWF Home Web Page and Argus will both provide current information regarding hurricane preparation procedures, the status of classes and the closing of the university.

Emergency plans for the University of West Florida related to weather or other emergencies are available on the following UWF web pages:

- Information about hurricane preparedness plans is available on the UWF website: [http://uwfemergency.org/hurricaneprep.cfm](http://uwfemergency.org/hurricaneprep.cfm)
- Information about other emergency procedures is available on the UWF website: [http://uwfemergency.org/](http://uwfemergency.org/)