

Evaluation II: Evaluating Products, Personnel, and Policy

EMR 6430

Course Syllabus

Spring Term 2018 (January 8, 2018 - April 28, 2018)

The course meets on Tuesdays from 6:00 p.m. to 8:45 p.m.

The course will meet in Sangren room 2130

Instructor

Gary Miron, Professor, Evaluation, Measurement, and Research,
Department of Educational Leadership, Research & Technology
College of Education and Human Development, WMU

Office Hours

I am very flexible to meet by appointment. You can usually find me in my office in the ELRT department on the third floor of Sangren Hall (3865). I am willing to schedule appointments before or immediately after class, which can be a convenience for students that commute from out of town. You are welcome to call my cell. If you wish to schedule a private conversation by phone, skype, or live chat, you can do this by e-mail or phone. If you think your question(s) have a wider appeal, please use the course discussion board so that all students can benefit from the exchange.

Contact information:

Cell phone: 269- 599-7965

Office phone: 269- 387-5122 (not preferred)

e-mail: gary.miron@wmich.edu

Skype: Gary.Miron

Required Text:

Green, M. E. (2006). *Painless performance evaluations: A practical approach to managing day-to-day employee performance*. Upper Saddle River, NJ: Pearson, Prentice Hall. ISBN: 0-13-170675-6.

Mintrom, M. (2012). *Contemporary Policy Analysis*. Oxford UK: Oxford University Press.
ISBN: 978-0199730964.

Other reading materials will be distribute in class or made available on the elearning system for this course.

Course Description

This 3-credit course is an advanced graduate seminar designed to provide an overview of theory and practice related to evaluating products, personnel, and policy. Participants will learn how to design and conduct evaluations of products, personnel, and policy. The course will require that participants design evaluations of products, personnel, and policies.

Additional details

The course will provide a review of relevant theoretical and methodological knowledge related to evaluation. Also the course will focus on specific skills that are relevant and often used in conducting evaluations. Group work, regular written assignments, and course projects will provide opportunities to apply knowledge and skills. Each class meeting will be divided into a few distinct components/segments that will allow us to switch between diverse activities and learning modalities, e.g., lecture, student-led discussion, group work, and occasional skill-building activities.

Critical thinking, verbal communication, and writing skills are essential for success in this course. These are some of the most important skills you will need for success in your careers and they will be heavily emphasized in this course.

Modes of instruction

Weekly class sessions with lecture, discussion, and small group activities, reading assignments, asynchronous discussion, and individual & group assignments.

Course Expectations

In order to receive the greatest benefit from your participation in this course, you are expected to attend all course sessions, read the course materials and related documents, complete all assignments, and actively engage in the online discussion board. Documentation of your mastery of the course content is demonstrated through engagement in class and group activities, successful completion of assignments and final examination.

- Students are expected to attend scheduled class sessions and to fully participate during the diverse classroom activities. If you are sick, snowed in, or away on business you are expected to contact a classmate with a laptop and arrange to participate electronically via Skype or AdobeConnect. If your health or other circumstances limit your ability to participate electronically, then contact the instructor via phone and/or email before class or as soon thereafter as possible.
- Please turn cell phones/pagers and other electronic communications devices to silent mode (or off) during class, this includes online class sessions.
- When sending e-mails regarding the class, please include “EMR 6970” in the start of the subject line.
- The usual expectations exist regarding Academic Honesty, the Student Code of Honor (i.e., do not represent as your own work the work of others, cite all sources appropriately, etc.) and general academic policies on such issues as diversity, religious observation, student disabilities, etc. The policies can be found at <<http://catalog.wmich.edu>> under Academic Policies, Student Rights and Responsibilities. Unless I am advised otherwise, by an administrator in a supervisory position, these policies will all apply as they are presented.

- Students with disabilities who foresee the need for accommodation or those with known conflicts with any course session should see me at the beginning of the course, or as needs/expectations change during the course.

Diversity Statement

The Department of Educational Leadership, Research, and Technology and the Evaluation, Measurement & Research graduate program maintain a strong and sustained commitment to the diverse and unique nature of all learners and high expectations for each student.

Grading

Professionalism in all course-related endeavors and active online participation is expected. All work will be evaluated based on accuracy, adherence to guidelines and due dates, thoroughness, evidence of effort, evidence of professionalism, evidence of data integration, coherence, and appearance. Be sure to check, proof, and edit all work submitted.

Course participation

Participants are expected to be actively engaged in the class. Participation will be evaluated based on (i) attendance, (ii) level and quality of engagement in class activities and on-line discussions, (iii) role in leading classroom discussions, and (iv) performance in group activities and submission of group assignments. Total of 24 points (12 points assigned after mid-term, and 12 points for participation assigned at end of course).

Course assignments

There will be 4-5 course assignments that will vary in nature and scope. Points assigned for each assignment will reflect the scope and level of difficulty of each assignment. The course assignments will be worth a total of 46-48 points. More details regarding each one of these assignments will be made available during the course.

All course assignments are to be sent to the elearning drop-box for submission. You must submit your assignments by 11:30 p.m. on the due day. All course assignment write-ups (when appropriate) are to be prepared in APA style. Two exceptions to the APA format are (i) you are required to use single space for all assignments, and (ii) do not create a separate cover page for assignments.

Examinations

There will be no midterm exam unless requested by a majority of participants. The final exam will be worth 28-30 points. You will have 2 hours and 45 minutes to complete the exam which will be comprised of knowledge-related items as well as applied/practical questions. The final exam is scheduled for April 24, 2018 from 6 - 8:45 p.m.

<i>Grading scale</i>	100 - 93.0 percentage points	A
	92.9 - 88.0 percentage points	BA
	87.9 - 83.0 percentage points	B
	82.9 - 77.0 percentage points	CB
	76.9 – 72.0 percentage points	C
	Below 72 percentage points	E

Incompletes will only be considered in the most dire of circumstances.

Late & careless work

Timely completion and the quality of your work will contribute to your overall course grade. In fairness to all, a penalty equivalent to a 10% deduction in percentage points will be imposed for late course assignments. Re-writes requested by the instructor will also be subject to a deduction. Extenuating circumstances will be considered with proper documentation.

If you require help with your writing, please contact the WMU Writing Center. The Writing Center provides short courses and individualized support which can help strengthen your writing. This is an important and valuable service that is paid for with your tuition dollars. Please plan to use the Writing Center. The ELRT Department also has a writing specialist who will be available to assist students, with preference given to students enrolled in ELRT graduate programs.

Submission of Assignments and Digital Drop-Box

Unless otherwise noted, participants are required to submit assignments to the digital drop-box in Microsoft Word file format. If you are unable to meet this requirement, please inform the instructor immediately. The Word attachment requirement allows for easy handling from the course instructor and TA back to the students (with feedback included in the attached file).

The file names should identify the course assignment numbers as well as your first and last name; use the following file naming example as a guide: hw1_Gary_Miron.doc. **No spaces can be used in the file name.** Please get this correct!

The following information **MUST** be included at the top of all assignments dropped into the Digital Drop Box:

	<u>Example</u>
1. <i>Your first and last name</i>	Gary Miron
2. <i>Abbreviated course title</i>	EMR6430
3. <i>Course Assignment</i>	HW5: Work Analysis Plan
4. <i>Date</i>	April 10, 2018