Class Information: Pafford 106, Tues 5:30-8:00 P.M.
Instructor: Winston Tripp
Office: 205-A Pafford
Email: Email through CourseDen
Office Hours:
   Monday: 2:00-3:30 P.M.
   Thursday: 10:00-11:30 A.M.
   Friday (Online): 12:00-1:30 P.M

Overview
This course is designed to introduce you to techniques and theory of program evaluation and planning. This class is essentially a course in applied research methods. We utilize a wide variety of research methods to conduct program evaluation and assist with planning.

Required Texts:
All course materials will be available on CourseDen.

Learning Objectives
By the end of the course, the student should be able to accurately and effectively do the following as they apply to program evaluation and planning:

- Describe the difference between traditional research and program evaluation.
- Explain how program evaluation is used and communicated
- Demonstrate a mastery of methodological approaches within Sociology.
- Demonstrate a mastery of communicating in writing how sociology contributes to an understanding of social reality
- Identify and accurately apply at least three techniques commonly used in program evaluation.

Course Evaluation
Your grade in this course will come from the areas below and will be assigned as follows:

1. Weekly Reflection & Analysis Papers (highest 10 will be counted) 40%
2. Exam 30%
3. Group Evaluation Project 25%
4. Facilitation 5%
1. **Weekly Reflection & Analysis Papers (4% each)**
   Each week there will be a paper due that is both a reflection of the material from the preceding week and an analysis of the reading material for the current week. I will give you a question (or questions) to prompt you and direct your responses each week. I will count your top 10 papers out of 11. Each paper should be 300-500 words. Spelling, grammar, and your writing in general absolutely affect the quality of your response (and therefore your grade) so make sure to revise and edit your paper thoroughly.

2. **Exam (30%)**
   To ensure you have mastered the techniques covered in this course before you use them in the evaluation project, you will take an exam to test your knowledge and ability to apply the concepts.

3. **Group Evaluation Project (25%)**
   This is a larger scale group project that is due at the end of the semester. Your group will identify an issue or group, and propose a solution/assessment/project in some way. This is a very flexible project, but make sure to discuss your ideas with me to make sure that you are working on something that I will be able to assess.

4. **Facilitation (5%)**
   You will also lead a short discussion on a particular technique. You will be responsible for selecting the relevant chapter from a text that I will share with you, scanning the chapter, uploading it to CourseDen to be available to the class, then teaching the class about the technique and leading a discussion on its use. You will sign up for dates later in the semester.

**Technological Requirements**
CourseDen will be used for this course. It is your responsibility to secure reliable access to a computer with an internet connection so that you are able to utilize CourseDen. If you have problems with the CourseDen system you should contact the Distance Learning center or ITS (855-933-8946). Make sure you plan ahead, because unless I am explicitly notified by the Distance Learning Center that CourseDen has experienced an outage, there will be no extensions given on assignments if you were not able to get CourseDen to function correctly. Internet problems are not acceptable excuses for turning your work in late.

**Attendance**
Regular attendance at all class meetings is expected. You are also expected to be in the class on time for the entire duration of the class. If you absolutely must arrive late or leave early I expect you to let me know beforehand, to sit by the door, and to be as quiet as possible in order to avoid disturbing others. You are responsible for all content disseminated in class, including discussions, films, lectures, handouts, and in-class assignments. If you must miss a class, it is up to you to obtain any notes or materials from your classmates.
Email Policy
The best way to contact me is through my CourseDen email. I will make every effort to respond with you within 24 hours, during normal business hours (M-F, 9:00 A.M.-5:00 P.M). However, do not expect to email me with a question the night before an exam or a paper is due and have a response before the deadline. I use the CourseDen system for the course so that I am better able to manage my courses, so I will only respond to emails sent through CourseDen. Papers sent as an email attachment to any email address will not be accepted. Email is considered official correspondence at UWG and, as such, must be written in a professional manner. You are expected to include a subject line, a proper salutation and valediction, and include proper punctuation. I will not respond to emails that do not follow this format.

Office Hours
My office hours are listed at the top of the syllabus. If you plan to come see me, I strongly suggest that you email me to make an appointment during this time to ensure that I am available when you come to my office. Once we schedule a time to meet make sure not to miss your appointment.

UWG Common Course Syllabi Link
Students are responsible for reviewing the information provided through the following link each semester:
https://www.westga.edu/UWGSyllabusPolicies/

Policy on Student Responsibilities and Classroom Conduct
1. Students are responsible for attending all classes and arriving to class on time, taking notes, and obtaining other materials provided by the instructor, taking tests, and completing assignments as scheduled by the instructor.
2. Students are responsible for keeping track of changes in the course syllabus made by the instructor throughout the semester.
3. Students are responsible for monitoring their grades. Grades are continually posted and updated on CourseDen. Any errors need to be brought to the instructor’s attention within two weeks of being posted. Your scores are available on CourseDen, and I will not calculate your grade for you.
4. Behaviors that disrupt other students’ learning are not acceptable (e.g., arriving consistently late for class; cell phone use, reading non-course related materials, or social conversation during class).
5. Students are expected to respect others in our discussions, even when we disagree with their ideas. Personal attacks or harassing behavior is NOT acceptable. Students are expected to be able to engage the topics and material for the course whether they agree with the author or not.
**Academic Integrity**
All students are expected to act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through their efforts. In this course, it is considered dishonest to utilize any helps when taking exams, plagiarizing, and fabricating information. This list is not inclusive. Remember that it is your responsibility to ensure that you are not plagiarizing from another student or other author. Students who are found to be dishonest will receive a zero for the work, and potentially the course depending on the severity of the incident, and they will be reported to the University’s Judicial Affairs office for possible further disciplinary sanctions.

**Accommodation Statement**
Students who seek accommodations related to documented disabilities should first contact the Office of Disability Services, located in the Student Development Center (123 Row Hall, Phone: 678-839-6428). The coordinators in Disability Services will communicate with me to make accommodations based on your needs.

**Tentative Schedule**
The schedule is available on CourseDen and is tentative and subject to change at any time. It is the student's responsibility to be aware of any changes that may be necessary.