Prerequisite Checking

Unless you have either the requisites for this course or written special permission from your Dean to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

Please refer to the current Western Academic Calendar at www.westerncalendar.uwo.ca for a list of prerequisites and/or anti requisites.

Course Information

Health program evaluation planning is an essential step when creating or designing a new program or service. For example, knowing the following questions are important: “Is this program achieving its goals?”, “Is the program being implemented according to plan?” and “Should the program continue to run?”. The purpose of this course is to develop students’ understanding of program evaluation. To accomplish this, students will become familiar with different types of program evaluation and the steps involved in program evaluation. In addition, students will gain practical experience through a series of in class exercises and assignments that will help develop skills and strategies for preparing and conducting evaluation activities.

Course Objectives:

At the outset of this course, you can expect to:

- Have an understanding of the steps involved in program evaluation
- Have an understanding of the different types and methods of program evaluation
- Have had an opportunity to prepare and execute a health program evaluation

Recommended Website

Evaluation

A. Group Project – 65%

- There will be one major assignment for this class that will be done in small groups (approximately 5 students per group). The purpose of the group project is to have students complete a program evaluation utilizing all of the information presented during the course. The project will be divided into 4 assignments. Below is a brief outline of each assignment. See Detailed Group Project Information posted on Sakai for more information.

  Assignment 1 (15%) – Evaluation Introduction
  - Summary of the organization and program you are evaluating
  - Proposed evaluation purpose and questions
  - Program Logic Model

  Assignment 2 (20%) – Evaluation Method
  - Data Collection Plan and Tools

  Assignment 3 (15%) – Results
  - Evaluation findings

  Assignment 4 (15%) – Final Report (Including Action Plan)
  - Submission of Full Evaluation Stakeholder Report

B. Participation – 10%

Participation marks will be based on participating in class discussions, providing peer feedback on group projection presentations and making an equal contribution to your group’s project.

C. In class Test – 25% (Nov. 24)

The exam will consist of multiple choice and short answer questions. See course agenda for test date.

Other important information: See Course Schedule for assignment due dates. A hard copy of each assignment is due at the start of class on the due date (Note. For Assignment #4 only an electronic copy is required). Late hard copy assignments will receive an automatic 5% deduction if not handed in by the end of class on the assigned due date and a subsequent 10% deducted for every 24-hour period after the due date.

Students may select their own groups. Any concerns regarding group assignments should be discussed with the instructor immediately. A more detailed outline of the assignments will be presented in class and posted on OWL.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>DUE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept 15</td>
<td>What is Program Evaluation, Types of Program Evaluation, Evaluation Steps, Course Overview, Group Project Overview</td>
<td>Assigned Task: Read Assignment Program Evaluation Material (PDFs on Sakai)</td>
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<tr>
<td>2</td>
<td>Sept 22</td>
<td>Step 1: Identifying the Purpose of the Evaluation and Creating a Logic Model</td>
<td>Assigned Task: 1) Establish group member strengths and delegate roles and responsibilities 2) Determine questions to ask MLHU program staff regarding project evaluation. Submit Key Questions to ask Program Stakeholder</td>
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<tr>
<td>3</td>
<td>Sept 29</td>
<td>Step 1 Cont’d and MLHU Guest Speaker: Organization and Program Overview, Project Evaluation Q &amp; A</td>
<td>Assigned Task: Prepare Assignment#1 Evaluation Introduction</td>
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<td>4</td>
<td>Oct 6</td>
<td>Step 2: Evaluation Methods</td>
<td>Assign#1: Evaluation Introduction</td>
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<tr>
<td>5</td>
<td>Oct 13</td>
<td>Step 2 Cont’d &amp; Review Assignment #1</td>
<td>Submit Assign#1 Revisions (Due Oct 9th, 11:59pm)</td>
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<tr>
<td>6</td>
<td>Oct 20</td>
<td>Step 3: Develop Tools</td>
<td>Submit your groups top 10 changes to the Y Survey (Due Oct 23rd, 11:59pm)</td>
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<td>7</td>
<td>Oct 27</td>
<td>Step 3 Cont’d</td>
<td>Assigned Task: Work period to develop your questionnaire</td>
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<td>8</td>
<td>Nov 3</td>
<td>Step 4: Gather Data &amp; Analysis, Create Information Letter</td>
<td>Assign#2: Methods</td>
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<td>9</td>
<td>Nov 10</td>
<td>Step 4: Gather Data &amp; Analysis Cont’d, Review of Assignment #2</td>
<td>Assigned Task: Discuss, review and revise Assignment #2, prepare to collect your data Submit Assign#2 Revisions (Due Nov 6th, 11:59pm)</td>
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<tr>
<td>10</td>
<td>Nov 17</td>
<td>Catch up and test review</td>
<td>Evaluation Data Collection</td>
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<tr>
<td>11</td>
<td>Nov 24</td>
<td>In class test</td>
<td>Assign#3: Results</td>
</tr>
<tr>
<td>12</td>
<td>Dec 1</td>
<td>Step 5: Reporting</td>
<td>Assign Task: Prepare Assignment #4 - Stakeholder Report</td>
</tr>
<tr>
<td>13</td>
<td>Dec 8</td>
<td>Wrap up and final assignment due</td>
<td>Assign#4 &amp; Peer Evaluation Questionnaire</td>
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Policy on missed exams
In the event that a student misses an exam for medical reasons, religious reasons or other extenuating circumstances, appropriate supporting documentation MUST BE provided in writing. Medical documentation must be presented to an academic counsellor in the School of Health Studies, not the instructor. Make up exams for the midterm will be arranged by the course instructor and will be held within one week of the scheduled exam. Make up exams for the final exam will be arranged by the School of Health Studies.

Creating and maintaining a respectful and productive learning environment
Disrespectful and disruptive behaviour during class (e.g. persistent talking during lectures, wearing headphones, using cell phones, facebooking, emailing, and/or surfing the Internet for non-class purposes) is considered disrespectful. The professor will use her discretion in deciding how best to deal with the situation. If disruptive behaviour persists, the professor may ask the offending student/s to stop talking and/or leave the classroom. The professor has the right to end class early and without warning should noise levels persist. In the case that class is ended without warning due to disruptive behaviour, the uncovered material will be considered testable and students will be responsible for this material on future exams.

Electronic Devices
The use of laptops in the classroom is permissible for note taking and in class projects/assignments.

Electronic devices will not be allowed during tests and examinations. For final exams, use of communication equipment (e.g., cell phones) is prohibited unless authorized by the examiner.

ADDITIONAL STATEMENTS

Student Code of Conduct
The purpose of the Code of Student Conduct is to define the general standard of conduct expected of students registered at The University of Western Ontario, provide examples of behaviour that constitutes a breach of this standard of conduct, provide examples of sanctions that may be imposed, and set out the disciplinary procedures that the University will follow. For more information, visit http://www.uwo.ca/univsec/board/code.pdf.

English Proficiency for the Assignment of Grades

Accommodation for Medical Illness or Non-Medical Absences
http://www.uwo.ca/univsec/handbook/appeals/accommodation_medical.pdf
The University recognizes that a student’s ability to meet his/her academic responsibilities may, on occasion, be impaired by medical illness. Illness may be acute (short term), or it may be chronic (long term), or chronic with acute episodes. The University further recognizes that medical situations are deeply personal and respects the need for privacy and confidentiality in these matters. However, in order to
ensure fairness and consistency for all students, academic accommodation for work representing 10% or more of the student’s overall grade in the course shall be granted only in those cases where there is documentation indicating that the student was seriously affected by illness and could not reasonably be expected to meet his/her academic responsibilities.

A UWO Student Medical Certificate (SMC) is required where a student is seeking academic accommodation. This documentation should be obtained at the time of the initial consultation with the physician or walk-in clinic. An SMC can be downloaded under the Medical Documentation heading of the following website: https://studentservices.uwo.ca/secure/index.cfm.

Documentation is required for non-medical absences where the course work missed is more than 10% of the overall grade. Students may contact their Faculty Academic Counselling Office for what documentation is needed.

Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Students must follow up with their professors and their Academic Counselling office in a timely manner. Documentation for any request for accommodation shall be submitted, as soon as possible, to the appropriate Academic Counselling Office of the student’s Faculty of registration. For BHSc students, you may go to the School of Health Studies Office in HSB room 222.

**Scholastic Offences**

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at the following website: http://www.uwo.ca/univsec/handbook/appeals/scholastic_discipline_undergrad.pdf.

Additionally,

1. All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (http://www.turnitin.com).

2. Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating.

**Support Services**

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- http://www.sdc.uwo.ca/ssd/
2. Student Health -- http://www.shs.uwo.ca/student/studenthealthservices.html
3. Registrar's Office -- http://www.registrar.uwo.ca/
4. Ombuds Office -- http://www.uwo.ca/ombuds/