

## Graduate Course Change/Removal Proposal

### Form Procedure

- To share the form with others prior to Submitting choose the **Save Progress** option at the bottom.
- Create a PDF of the saved form go to Print and choose **Save as PDF** copy rather than print.
- To access the saved form for editing or to finalize submission visit [forms.fitchburgstate.edu](https://forms.fitchburgstate.edu) to log in and view your Pending/Drafts under My Forms.

This proposal seeks to have the following effect on courses in the catalog. \* ☐ Removal of course(s)  
☒ Change to a course

### Department/Committee Information

The main contact person for the Graduate Curriculum Committee should fill out this form.

<input type="text" value="Kristine Artello"/>	
Members of the Graduate Curriculum Committee:	<div>David Weiss Richard Wiebe Eileen Kirk Randall Grometstein Kristine Artello</div>
Department / Unit Developing:	<input type="text" value="Behavioral Sciences"/> <input checked="" type="checkbox"/>
Department Chair:	<input type="text" value="Dr. Richard Wiebe"/> <input type="text" value="rwiebe@fitchburgstate.edu"/>
Academic Dean :	<input type="text" value="Dr. Sara Levine"/> <input type="text" value="slevine@fitchburgstate.edu"/>
Program Chair	The Program Chair for this request is among the people listed above. * <input checked="" type="radio"/> Yes <input type="radio"/> No
Graduate Program	<input type="text" value="Master of Science Criminal Justice"/> <small>The above program would be responsible for scheduling, staffing &amp; assessing this course.</small>

### Course Change Information

Course Title:	<input type="text" value="CJ 8100 Program Evaluation"/>
Existing Banner Abbreviation:	<input type="text" value="Program Evaluation"/>
Proposed Banner Abbreviation:	<input type="text" value="Program Evaluation"/>
<small>Banner limit of 30 characters, including punctuation, spaces, and special characters.</small>	
Extended Campus Course?	* <input checked="" type="radio"/> Yes <input type="radio"/> No

### Course Revision & Rationale

Nature of the Course Revision:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Level                             | <input type="checkbox"/> Additional Requirements |
| <input type="checkbox"/> Credits                                      | <input type="checkbox"/> Title                   |
| <input type="checkbox"/> Prerequisites                                | <input type="checkbox"/> Description             |
| <input type="checkbox"/> Other (Please Specify): <input type="text"/> |  |

Course Revision Details  
Please provide current and proposed versions

This course provides the best course for the assessment of the program goals. Program evaluation bring together all of the

program goals. It is currently 8100. It should be 9000 level course.

Rationale and expected outcomes of course change.

The movement of this course from 8000 level to 9000 level makes the most logical sense with the new curriculum map on the updated program approved last meeting. This course will provide the culmination of their graduate courses.

How does this change affect the departments Learning Outcomes for the program? List any changes that need to be made.

## Course Syllabus

A syllabus is required when there is a change that impacts 50% or more of the current course content and curriculum or there is a change to the format of the syllabus that is outside of the University guidelines for graduate syllabi.

New Course Syllabus Upload:

CJ 8100 - Program Evaluation.docx

## Signatures

...3035333635  
Kristine Artello 03/23/2025  
Requester Signature Date

...3738353330  
Richard Wiebe 03/27/2025  
Department Chair Approval Date

...3436373934  
Sara Levine 03/27/2025  
Academic Dean Signature Date

...3336393839  
Becky Copper Heng 04/02/2025  
SGOCE Dean Signature Date

### Graduate Council

The Graduate Council Chair Signature indicates that the Council has discussed this proposal and has decided it should move forward.

\_\_\_\_\_  
Graduate Council Chair Signature Date

### Notifications

\_\_\_\_\_  
Approval of the President Date

\_\_\_\_\_  
SGOCE Dean Initials Date

\_\_\_\_\_  
Reviewed by the Registrar: Date

# **Program Evaluation (CJ 9XXX)**

Summer 2 2024

3 Credits

Online

## **Instructor Information:**

**Professor:** Katherine Hazen, JD, PhD

**Contact:** khazen@fitchburgstate.edu

**Office Hours:** By Appointment on Zoom

## **About this course:**

This is an online, master's level course that will explore specialized research methods as applied to justice system interventions and programs. You are expected to keep up on the reading each week (between three (3) and four (4) chapters and some papers), keep up on writing and answering discussion-type questions each week, and make progress on your evaluation proposal each week. The work in this class is independent but I am always available to answer your questions via email or in a Zoom call.

## **Course Description:**

Perhaps the most important question for persons and institutions in the helping and public service professions is whether their efforts are accomplishing their goals. Program evaluation is the process of determining how well a program, treatment, or other intervention designed to help ameliorate social or personal problems, including but not limited to crime and delinquency, or otherwise enhance the quality of life and/or the overall well-being of society, has accomplished its goals. This process requires attention to the interests and desires of multiple segments of society who have a stake in the outcome of the intervention as well as to the principles of scientific methodology. In this course, students will learn, among other things, the importance of evaluating not only how well an intervention worked but how well it was implemented in the first place, the value of using the results of evaluations to design new programs or improve existing ones, how to conduct a program evaluation, how to evaluate the validity of a program evaluation, and, perhaps most importantly, the role of program evaluation in designing good public policy.

## **Course Objectives:**

1. Explain what program evaluation is and why it is valuable for your profession.
2. Develop skills to find and critically evaluate program evaluation research to inform policy and intervention decisions in criminal justice.
3. Understand and identify research designs and data collection techniques that are useful and appropriate to evaluate a given program in criminal justice.

## **Course Materials:**

### **Textbook:**

Newcomer, K.E., Hatry, H.P., & Wholey, J.S. (2015). Handbook of Practical Program Evaluation (4<sup>th</sup> Ed.). Jossey-Bass.



In addition to regular textbook readings, you will be asked to read empirical papers and technical reports.

#### Course website:

All of the course materials and assignments are organized as modules on our Blackboard site. Please refer to the site for assignment descriptions, due dates, and rubrics.

#### Information Technology Requirement and Assistance:

Please use **Microsoft Office suite** applications for all assignments.

Blueline is where course content, grades, and communication will reside for this course.

The URL to access Blackboard is:

For Blackboard assistance:

- Phone: 1-978-665-4500
- Website: <https://www.fitchburgstate.edu/campus-life/campus-services/technology/blackboard-student-help>

#### Email etiquette:

Always put CJ 8100 in the subject line (or email through Blackboard) if you want a prompt response. Every effort will be made to reply within 24 hours of receipt (Monday through Friday). I will check and respond to emails between 5:00 pm and 7:00 pm. If you email me after 7:00 pm, expect to hear from me the next morning. If you have an issue with technology, I suggest you reach out to the technical staff first.

A short note about basic email etiquette to best represent yourself professionally when corresponding with the instructors -- it is expected that each email will include a subject alerting the instructor to the content of the email, a simple greeting, at least one sentence, and a closing that includes the student's full name. For more information about email etiquette please

visit: <http://owl.english.purdue.edu/owl/resource/636/1/> (Links to an external site.)

### Course Assignments:

Questions and Answers (400 pts, 40%):

Each week you are responsible for writing and answering questions about the reading materials through Blackboard. Each week, you will be asked to write at least two open-ended, discussion questions about each chapter that was assigned by Thursday at midnight (11:59 PM) (approximately 6 to 8 questions per week). Then, you will choose and answer two (2) questions (each from a different chapter) that were written by your peers by Sunday at midnight (11:59 PM). You are expected to write at least 200 words in response to each question and demonstrate your understanding of the material. This assignment is intended to encourage discourse between students as well as ensure you are keeping up on the reading materials.

Evaluation Proposal (600 pts, 60%):

Over the course of the next five weeks, you and a partner (optional) will choose a program and design an evaluation of that program. The assignment is broken into four

(4) parts to facilitate the research and drafting. This project will demonstrate the skills you have learned throughout this class.

#### Part 1: Program description

Choose a strategy or program that is being implemented in your place of work or that could be implemented within your chosen profession. I encourage you to choose a simple strategy or program or focus on a part of a large strategy or program. Write a description of that program that includes: the problem the program/strategy seeks of address (approximately two (2) paragraphs), how that program addresses that problem (approximately one (1) paragraph), and how the program is implemented (including the steps that are needed to implement the program within the administration and any trainings or regular changes that need to occur). The description should be 2-3 pages, double spaced and submitted through Blackboard.

Due: Sunday 7/28 @ 11:59 PM

#### Part 2: Developing and communicating your theory of change

Create a logic model that includes the program inputs, program outputs, intermediate outcomes, and long-term outcomes of the program. Be sure to indicate which inputs are associated with which outcomes to demonstrate the theory of change. Based on your intermediate and long-term outcomes, identify your independent and dependent variables. Create an annotated bibliography of at least three (3) citations of peer-reviewed papers you will use to support your evaluation theory and design. Write two (2) to five (5) sentences about how you will use each paper. These could be papers that explain a theory for why a problem exists (e.g., criminological theories), or why a certain program may be effective at addressing the problem (e.g., evaluations of similar programs).

Due: Sunday 8/4 @ 11:59 PM

#### Part 3: Developing and communicating your evaluation design

Draft the methods section of your evaluation proposal. Be sure to include the following parts:

**Participants:** Describe your sampling procedure. That may include from whom you will collect data and how you will recruit them to participate in your evaluation. This section may also describe the records you will access or how you will identify subjects for observations that you will make depending on the program you select and the design you choose. This will be evaluated based on how appropriate the method is to the program and design.

**Measures:** Describe how you will measure your variables – including questions you will ask in a survey, interview, or focus group; the behaviors you will record from observations; or the indicators you will use to content code records or transcripts. The specific ways of operationalizing your variables should be supported by past research as indicated by citations.

**Procedures:** Describe the process of collecting the data. This could include how you will distribute surveys, conduct interviews, or make observations. Describe the order of events and any participant compensation.



Create an annotated bibliography of another three (3) citations of peer-reviewed papers you will use to find ways of measuring your variables and to support your evaluation theory and design. Write two (2) sentences about how you will use each paper. These could include papers that use similar methods to what you propose – including the interviews questions you want to adapt, or validated scales you wish to use.

Due: Sunday 8/11 @ 11:59 PM

#### Part 4: Evaluation proposal

Submit your evaluation proposal. The proposal incorporates the work done for Parts 1-3 that are edited based on my feedback and to be appropriate for an APA Style research proposal. You will likely need to do write transitional paragraphs or sentences to help the pieces flow together. The paper should include the following components:

- Title page
- Background and context
- Program Description
- Program Logic Model
- Proposed Evaluation Design
- Proposed Data Collection
- Expects Results and Discussion
- References
- Appendix (include you proposed materials as appendices)

The draft may use the template provided with each assignment and must be formatted consistently with APA 7<sup>th</sup> Ed, (including in-text citations and references), should include page numbers, be double spaced with a one-inch margin, and be in Times New Roman, Georgia, or similar font, sized 11-12.

Due: Sunday 8/27 @ 11:59 PM

#### Course Expectations:

##### Academic Integrity:

The Academic Integrity Policy is located on pages 11 to 13 of the ***Code of Conduct and Disciplinary Process Handbook*** and pages 45 and 46 of the ***Student Handbook***. Find the links here: <https://www.fitchburgstate.edu/student-support/office-student-affairs/student-conduct-and-case-management/academic-integrity-policy>

##### Attendance and Participation:

This is an online class – as such, there is not a particular time when you need to show-up for a lecture or meeting. You are expected to engage in student-centered, active learning. Your course work and final grade will reflect whether you actively engaged with the material throughout the five weeks.

##### Accommodations:

If you are entitled to any accommodations, please schedule a meeting with me in the first two weeks of the semester to discuss how I can best teach and support you this semester.

If you believe you would benefit from accommodations, please contact Disability Services, in their office in Hammond Hall Rm 303, by phone at 978-665-4020, via email [disabilityserviceslist@fitchburgstate.edu](mailto:disabilityserviceslist@fitchburgstate.edu), or their website <https://www.fitchburgstate.edu/student-support/disability-services>

#### Late work:

Due dates are intended to provide structure and manage the workload of the semester. However, it is more important to me that you do and turn in your best work. I understand that things come up and sometimes work takes longer than expected. If you need to turn something in an hour, two hours, or up to 24 after hours after the due date, please do not stress out! Submit the assignment when you are confident it is your best work.

If for some reason you are unable to complete any of the course materials within 24 hours of the due date, please email me with your plan for completing the assignment. However, course materials turned in after the end of the course will not be accepted.

#### Grades:

Assignments	Points	Percentage
Program Evaluation Proposal	600	60%
Questions and Answers	400	40%
Total	1000	100%

#### Grade Distribution:

4.0	A	95-100	2.3	C+	74-76
3.7	A-	92-94	2.0	C	71-73
3.5	A-/B+	89-91	1.7	C-	69-70
3.3	B+	86-88	1.5	C-/D+	67-68
3.0	B	83-85	1.3	D+	64-66
2.7	B-	80-82	1.0	D	60-63
2.5	B-/C+	77-79	0.0	F	0-59

### Course Schedule (Table):

Date	Topic	Reading Assignment	Other
Week 1 7/10-14	What is program evaluation?	Ch. 1 Planning and designing useful evaluations CDC: Developing an effective evaluation plan pp. 1-29	1. Introduction discussion board (7/11 @ 11:59 PM) 2. Discussion questions (7/12 @ 11:59 PM) 3. Discussion answers (7/14 @ 11:59 PM)
Week 2 7/15-21	Evaluation Design	Ch. 5 Performance measurement Ch. 6 Comparison group design Ch. 7 Randomized Controlled Design Adams et al., 2022	1. Discussion questions (7/18 @ 11:59 PM) 2. Discussion answers (7/21 @ 11:59 PM)
Week 3 7/22-28	Quantitative Data Collection	Ch. 9 Recruitment and retention of study participants Ch. 13 Using agency records Ch. 14 Using Surveys McLean et al., 2020	1. Discussion questions (7/25 @ 11:59 PM) 2. Discussion answers (7/28 @ 11:59 PM) 3. Evaluation Proposal: Part 1 (7/28 @ 11:59 PM)
Week 4 7/29-8/4	Qualitative Data Collection	Ch. 17 Collecting data in the field Ch. 19 Conducting semi-structured interviews Ch. 20 Focus group interviewing Padilla et al., 2022	1. Discussion questions (8/1 @ 11:59 PM) 2. Discussion answers (8/4 @ 11:59 PM) 3. Evaluation Proposal: Part 2 (8/4 @ 11:59 PM)
Week 5 8/5-8/11	Statistics and Culturally Responsive Evaluation	Ch. 23 Using statistics in evaluation (skim) Ch. 12 Culturally responsive evaluation	1. Discussion questions (8/8 @ 11:59 PM) 2. Discussion answers (8/11 @ 11:59 PM) 3. Evaluation Proposal: Part 3 (8/11 @ 11:59 PM)
Week 6 8/12-8/18	Special Topics in Evaluation	Ch. 27 Providing recommendations, suggestions, and options for improvement Ch. 28 Writing for impact	1. Discussion questions (8/15 @ 11:59 PM) 2. Discussion answers (8/18 @ 11:59 PM)
Week 7 8/19-8/27	Revising and Finishing Evaluation Proposal	No new reading	1. Evaluation Proposal: Part 4 (8/27 @ 11:59 PM)