

## Part 1: Course Information

### Instructor Information

**Instructor:** Krystin Martens, PhD

**Office Hours:** By appointment. Email to schedule a phone call or Zoom meeting

**E-mail:** [martens9@mail.d2l.msu.edu](mailto:martens9@mail.d2l.msu.edu)

Note: Please email me through the D2L email system. Do NOT send course-related emails to my regular MSU email address (i.e., [martens9@msu.edu](mailto:martens9@msu.edu))

### Course Description

This course will provide students with the knowledge and skills needed to use various data collection tools commonly used in evaluation. Specifically, the course focuses on the following seven data collection methods: surveys, qualitative interviews, focus groups, structured observation protocols, qualitative observations, agency records, and secondary data.

This course uses a team-based learning approach to give students hands-on experience designing and testing data collection instruments and experience working collaboratively on an evaluation project. At the start of the semester, students are divided into small project teams working for Spartan Evaluation Consulting, a simulated evaluation consulting firm operating out of the university. The team is assigned a client and directed to complete a series of tasks in preparation for data collection. Some tasks are completed independently and others are completed collaboratively.

### Course Materials

1. Emerson, Fretz, & Shaw (2011). *Writing Ethnographic Fieldnotes*, 2nd Edition. Chicago, IL: University of Chicago Press.
2. Robinson, S. B. & Leonard, K. F. (2019). *Designing Quality Survey Questions*. Los Angeles: Sage.
3. PSY 882 Electronic Course Pack; purchased for \$66.15 at:  
<https://caps.itservices.msu.edu/roundabout/c72ea958-cb60-44bd-8f20-387c0bf1688f>

## Course Requirements

- A high-speed (broadband) internet connection
- Computer manufactured within the last four years
- Minimum screen resolution of 1024x768
- Access to Desire2Learn (D2L)
- Headset for video conferencing
- Audio recorder
- MSU Google Apps (<http://googleapps.msu.edu/>)
- Access to Zoom
- Access to Microsoft 365
- Access to SurveyMonkey

## Course Structure

All of the course content and assignments will be delivered entirely online through the course management system Desire2Learn (D2L). You will need your MSU NetID to login to the course from the Desire2Learn home page (<http://D2L.msu.edu>).

In D2L, new modules open on **Thursdays at 12:01 AM Eastern Time**. Each module contains three submodules: 1) Task Assignment, 2) Training Activities, and 3) Assessments. The Task Assignment module contains a task memo with detailed instructions for completing the assignment. Always read this first so you have a clear understanding of what is required of you and your team. The Training Activities module contains activities to help you prepare to complete the task. The activities, completed independently, include a combination of readings, video lectures, and/or practice exercises. The Assessments module is where you will submit the products specified each week. Assignments are due on **Wednesdays at 11:59 PM Eastern Time**. Details are included in the Work Plan Overview document which is included in this syllabus and in D2L in the Start Here! module.

## Technical Assistance

If you need technical assistance at any time during the course or to report a problem you can:

- Visit the [Distance Learning Services Support Site](#)
- Visit the [Desire2Learn Help Site](#)

## Part 2: Course Objectives

AEA Evaluator Competencies			MSU PSY882 Alignment to Competencies	
Domain	#	Competencies	#	<u>COURSE</u> Objectives (CO) Upon completion of PSY882 the learner will be able to:
1.0 Professional Practice	1.1	Acts ethically through evaluation practice that demonstrates integrity and respects people from different cultural backgrounds and indigenous groups.	CO1	Act ethically through evaluation practice that demonstrates exercising moral reasoning by applying professional practice guidelines and procedural ethical responsibilities.
	1.2	Applies the foundational documents adopted by the American Evaluation Association that ground evaluation practice.		
3.0 Context	3.2	Engages a diverse range of users/stakeholders throughout the evaluation process.	CO2	Engage a diverse range of users/stakeholders/sources throughout the evaluation process.
2.0 Methodology	2.4	Determines and justifies appropriate methods to answer evaluation questions, e.g., quantitative, qualitative, and mixed methods.	CO3	Determine and justify data collection design decisions to align with evaluation purposes and meet evaluation informational needs.
	2.7	Identifies relevant sources of evidence and sampling procedures.		
	2.12	Identifies strengths and limitations of the evaluation design and methods.		
	2.10	Collects data using credible, feasible, and culturally appropriate procedures.	CO4	Apply strategies for maximizing data quality when planning and conducting evaluation data collection activities.
4.0 Planning & Managing	4.8	Monitors evaluation progress and quality and makes adjustments when appropriate.		
5.0 Interpersonal	4.7	Teams with others when appropriate.	CO5	Work independently and teams with others, as appropriate, to progress a professional, methodologically-sound, contextually-grounded, and well managed evaluation
	5.2	Listens to understand and engage different perspectives.		
	5.8	Manages conflicts constructively.		

#	<b>COURSE Objectives (CO)</b> Upon successful completion of PSY882 the learner will be able to:	#	<b>Learning Objectives (LO)</b> Upon completion of PSY882 the learner will be able to:
<b>CO1</b>	Act ethically through evaluation practice that demonstrates exercising moral reasoning by applying professional practice guidelines and procedural ethical responsibilities.	LO1.1	Identify the procedural ethical responsibilities of an evaluator.
		LO1.2	Anticipate and mitigate and/or formally document potential benefits and harm to participants.
		LO1.3	Exercise moral reasoning in data collection decisions.
<b>CO2</b>	Engage a diverse range of users/stakeholders/sources throughout the evaluation process.	LO2.1	Design data collection plans, activities, and instruments that engage a diverse range of users/stakeholders/sources.
<b>CO3</b>	Determine and justify data collection design decisions to align with evaluation purposes and meet evaluation informational needs.	LO3.1	Identify the benefits of using quality agency records data.
		LO3.2	Assess the usability of agency records as a data source for a given evaluation.
		LO3.3	Identify potential secondary data sources and assess their appropriateness for a given evaluation.
		LO3.4	Conducts direct observations and records data using fieldnotes techniques.
		LO3.5	Develop instruments with items that align to the evaluation questions and serve the evaluation informational needs.
		LO3.6	Develop a structured observation protocol to collect data for a given evaluation.
		LO3.7	Develop a qualitative interview protocol to collect data for a given evaluation.
		LO3.8	Find an existing measure of a construct of interest in a given evaluation.
		LO3.9	Design a self-administered questionnaire to collect data for a given evaluation.
		LO3.10	Design a cognitive interview protocol to improve a questionnaire.
		LO3.11	Design a plan for conducting a focus group to collect data for a given evaluation.
		LO3.12	Design a focus group protocol to collect data for a given evaluation.
<b>CO4</b>	Apply strategies for maximizing data quality when planning & conducting evaluation data collection activities.	LO4.1	Explain the criteria used to judge the quality of quantitative and qualitative data
		LO4.2	Systematically improve data collection instruments and processes. (structured observation, interview protocol, CI to improve survey).
<b>CO5</b>	Work independently and team with others, as appropriate, to progress a professional, methodologically-sound, contextually-grounded, and well managed evaluation	LO5.1	Situate self as an evaluation team member in the simulated evaluation project
		LO5.2	Demonstrate ability to work effectively with colleagues to complete team-based tasks.

## Part 3: Course Schedule

### Training Activities

Over the course of the semester, you will complete team task assignments to prepare for data collection for a simulated evaluation project: the Fit Families Evaluation. The training activities are designed to prepare you to complete the project assignments. **The weekly schedule for this course runs Thursday – Wednesday.** The schedule below lists the D2L module and associated activities you need to work on each week. Instructions for the activities appear within the corresponding D2L modules. Look at Week 1 below as an example. During Week 1, you will go to the *0. Spartan Evaluation Consulting Orientation* module in D2L and complete the activities in the four submodules—*0.0 Getting Started; 0.1 Simulated Evaluation Project; 0.2 Research & Evaluation Ethics; 0.3 Data Quality Training*. Week 1 closes on Thursday and Week 2 opens on the next Wednesday. Each week, refer to the **Work Plan Overview (pages 6-8)** for guidance on weekly activities. If you have any questions, please contact your instructor.

Note that some training activities include quizzes. The quizzes are set up so that you can see your responses, the correct answer, and feedback immediately after completing the quiz. To assess this information, to go to Assessment > Quizzes, click on the down arrow to the right of the quiz name, select "submissions," and then click "Attempt 1." This should take you to your graded quiz. If you have any trouble with this, contact the helpdesk. <http://help.d2l.msu.edu/>.

### Project Task Assignments

The task assignments for the simulated evaluation project are listed below. Assignments are due no later than 11:59 PM Eastern Time on the date listed. Detailed instructions can be found in the **Work Plan Overview (pages 6-8)**. In combination with the training activities, you can expect to spend an average of nine hours per week on coursework. If you have any questions, please contact your instructor.

## Part 4: Grading Policy

### Graded Course Activities

Your grade for this course will be based on your performance on quizzes, discussions, project task assignments, and your contribution to team assignments.

With the exception of the data quality quiz, quizzes are automatically scored upon completion. You will have access to your grade via the D2L gradebook immediately and the correct answers once the quiz closes.

For the project task assignments, a grading rubric is provided detailing the criteria used to assess your performance on the task. Grades for task assignments will be available within one week of the due date, unless otherwise specified by the instructor.

PSY882 WORK PLAN OVERVIEW 2021

Open Date	Data Collection Source	Data Collection Method Type	Topic	Training Activities	Resource Format/ Location	Assessment	Points	Close/ Due Date (by 11:59 PM EST)
<b>Week 1</b> Wed Sep 1	n/a	n/a  0. Preparation	0.0 Get Started	1. Watch: PSY882 Overview video 2. Review: Syllabus 3. Purchase: Course Pack	Video HTML/PDF HTML/PDF			
			0.1 Simulated Eval Project	1. Read: Spartan Evaluation Consulting 2. Read: Our Client: Fit Families Program 3. Read: Fit Families Evaluation Work Plan	HTML/PDF HTML/PDF HTML/PDF	<b>DF:</b> Self-Introduction-Initial Self-introduction-Reply <b>Teams:</b> Teams Survey	10 10	<u>Sun, Sep 5</u> <u>Tue, Sep 7</u> Wed, Sep 8
			0.2 Ethics	1. Read: Guiding Principles for Evaluators	Link	<b>Quiz:</b> MSU Ethics Training	30	Wed Sep 8
			0.3 Data Quality	1. Read: Singleton & Straits Ch 5 2. Read: Mertens & Wilson Ch 10 (excerpt) 3. Read: Trochim Qualitative Validity 4. Watch: Data Quality video Part 1 5. Watch: Data Quality video Part 2	Course Pack Course Pack Link Video Video	<b>Quiz:</b> Data Quality	10	Wed Sep 8
<b>Week 2</b> Thu Sep 9	Existing Data  <b>Webinar 1</b>	1. Agency Records	1.1 Agncy Rcrds: Usability	1. Read: Hatry, Ch. 13 2. Watch: Potential Problems with Agency Records	Course Pack Video	<b>DF:</b> Collaboration Needs <b>Quiz:</b> Usability of Agency Records <b>Ind Task 1.1:</b> Agency Rcrds	10 10 50	Wed Sep 15
<b>Week 3</b> Thu Sep 16	Existing Data	2. Secondary Data	2.1 Sec Data: Assess	1. Watch: Using Secondary Data 2. Read: MSU Library Guide—How to Find Data...	Video Link	<b>Ind Task 2.1:</b> Recommend Potential Secondary Source(s)	50	Wed Sep 22
<b>Week 4</b> Thu Sep 23	Observations  <b>Webinar 2</b>	3. Qualitative Observations	3.1 Qualitative Observations: Observe & Write Fieldnotes	1. Read: Emerson et al. Ch 2-4 2. Read: Sample Field Notes 3. Read: ...Fieldnote Excerpts & Feedback	Rqrd Text Link HTML/PDF	<b>DF:</b> Observation Plan	10	<u>Fri</u> <u>Sep 24</u>
						<b>DF:</b> Working Groups-Mtg <b>Ind Task 3.1</b> (w/ DF): Observe & Write Fieldnotes	5 50	Wed Sep 29

Open Date	Data Collection Source	Data Collection Method Type	Topic	Training Activities	Resource Format/ Location	Assessment	Points	Close/ Due Date (by 11:59 PM EST)
<b>Week 5</b> Thu Sep 30	Observations.	4. Structured Observations	4.1 Structured Observations: Design Protocol	1. Read: Taylor-Powell & Steele 2. Read: Cohn Berman & Vasquez Ch. 16 3. Review: Sample Instrument 1 4. Review: Sample Instrument 2 5. Watch: Designing an Observation Form	HTML/PDF Course Pack Link PDF	<b>Quiz:</b> Design Obs Protocol <b>Grp Task 4.1</b> Obs Protocol <b>DF:</b> Wrkg Agreement-Grps	10 50 5	Wed Oct 6
<b>Week 6</b> Thu Oct 7	Observations.	4. Structured Observations	4.2 Strctrd Obs: Test & Revise	Review materials presented in prior weeks, as needed.		<b>Teams:</b> TPA Obs Protocol <b>Ind Task 4.2</b> Test Observation Protocol	10 50	Wed Oct 13
<b>Week 7</b> Thu Oct 14	People  <b>Webinar 3</b>	5. Interviews	5.1 & 5.2 Qualitative Interview: Planning	1. Read Patton Ch 7 2. Read Adams Ch 16 3. Review Sample Qual Interview Protocols 4. Review MSU HRP Informed Consent Template 5. Review Sample Consent Forms	Course Pack Course Pack Link Link Link	<b>Quiz:</b> Writing Qualitative Interview Questions <b>Grp Task 5.1:</b> Develop Consent Form <b>Grp Task 5.2</b> Design Interview Protocol	10 20 40	Wed Oct 20
<b>Week 8</b> Thu Oct 21	People	5. Interviews	5.3 Qualitative Interview: Test Protocol	1. Watch: Five Principles of Qual Interview 2. Read: Unplanned Probing 3. Watch: Holland & Elander, Good Interview 4. Watch: Chrzanowska, ...Demo w/ Mistakes 5. Watch: Chrzanowska, How It Should be Done 6. Watch: Callanan, Not So Good Qual Interview 7. Watch: Callanan, Better Qual Interview	Video Link Video Video Video Video Video	<b>Teams:</b> TPA Interviews <b>Ind Task 5.3.</b> Test Interview Protocol	10 50	Wed Oct 27
<b>Week 9</b> Thu Oct 28	People  <b>Webinar 4</b>	6. Surveys	6.1 Survey: Developing Aligned Questions	1. Watch: Anatomy of Survey Question Pt 1 2. Watch: Anatomy of Survey Question Pt 2 3. Read: Robinson & Leonard Ch 1-6 4. Read: Dillman et al., Ch 5	Video Video Rqrd Text Course Pack	<b>Quiz:</b> Anatomy Survey Q <b>Quiz:</b> Writing Good Qs	10 10	Wed Nov 3
						<b>Ind Task 6.1</b> (w/DF): Develop Aligned Questions	50	Sun Oct 31
						<b>Grp Task 6.1:</b> Select Qs & provide alignment table	40	Wed Nov 3
<b>Week 10</b> Thu Nov 4	People	6. Surveys	6.2 Survey: Find Existing	1. Watch: Google Scholar-Find Instruments 2. Watch: Using Measurement Databases 3. Do: Exercise: Finding Existing Measures	Video Video HTML/PDF	<b>Ind Task 6.2</b> (w/ DF): Find & Summarize Existing Instrument	50	Sun Nov 7

Open Date	Data Collection Source	Data Collection Method Type	Topic	Training Activities	Resource Format/ Location	Assessment	Points	Close/ Due Date (by 11:59 PM EST)
			Instrument	4. Watch: Selecting Right Instrument for Job 5. Review: Instrument Comparison Tables	Video HTML/PDF	<b>Grp Task 6.2:</b> Compare & Select Existing Instrument	20	Wed Nov 10
<b>Week 11</b> Thu Nov 11	People	6. Surveys	6.3 Survey: Develop a Questionnaire	1. Read: Robinson & Leonard Ch 8 2. Read Dillman Ch 6 3. Read Dillman Ch 7 4. Review: Sample Questionnaires	Rqrd Text Course Pack Course Pack Link	<b>Grp Task 6.3:</b> Design Survey	80	Thu Nov 17
<b>Week 12</b> Thu Nov 18	People	6. Surveys/ Interviews	6.4 Survey: Develop Cognitive Interview Protocol	1. Read: Willis, Ch 1 2. Read: Willis, How to Guide 3. Read: Willis, Appendix I 4. Read: Willis, Appendix II 5. Watch: Example Cog Interview Process 6. Review: Example Cog Interview Docs	Course Pack Link Course Pack Course Pack Video HTML/PDF	<b>Teams:</b> TPA Survey Design <b>Grp Task 6.4</b> Design CI Protocol	10 50	Wed Nov 24
<b>Week 13</b> Thu Nov 25	People	6. Surveys/ Interviews	6.5 Survey: Use CI to Test & Revise Survey	Review materials presented in prior weeks, as needed.	Various	<b>Teams:</b> TPA CI Protocol <b>Ind Task 6.5</b> Test CI Protocol to Revise Survey	10 50	<b>Wed Dec 1</b>
<b>Week 14</b> Thu Dec 2	People  <b>Webinar 5</b>	7. Focus Groups	7.1 Focus Group: Plan	1. Watch Overview of Focus Groups 2. Read: Krueger & Casey, Ch 2 Plan a FG 3. Read Krueger & Casey, Ch 4 Participants in FG	Video Course Pack Course Pack	<b>Quiz:</b> Planning a Focus Group <b>Grp Task 7.1</b> Plan Focus Group	10 50	Wed Dec 8  <i>Wed Dec 15</i>
<b>Week 15</b> Thu Dec 9	People	7. Focus Groups	7.2 Focus Group: Develop Protocol	1. Read: Krueger & Casey, Ch 3 2. Review Sample FG Questioning Routes	Course Pack	<b>Grp Task 7.2</b> Develop Q Route Protocol  <i>Submit 7.1 FG Plan</i>	50	<b>Wed Dec 15</b>
<b>Exam</b> Thu Dec 16						<b>Teams:</b> TPA FG	10	<u>Fri Dec 17</u>





**Late Work Policy**

Late work will only be accepted if you email the instructor about the delay prior to the assignment deadline. An assignment is considered late if it is submitted after 11:59 PM Eastern Time of the due date. Assignments that are turned in late will be marked down 10% for each day late.

**Grading Scale**

Final grades are determined based on your mastery of the course materials and demonstration of the required skills. All of these components will contribute to the final grade, which will be determined by professional standards at the graduate level. You can view the total points earned at any given point in the semester via the gradebook in D2L.

Grades will be assigned using the following grading scale:

<b>PERCENT</b>	<b>POINTS</b>	<b>GRADE</b>
90 – 100%	676 – 751	4.0
85 – 89%	630 – 675	3.5
80 – 84%	585 – 629	3.0
75 – 79%	541 – 584	2.5
70 – 74%	498 – 540	2.0
65 – 69%	456 – 497	1.5
60 – 64%	415 – 455	1.0
Less than 60%	414 or less	0.0

**Part 5: Course Policies****Participate**

Students whose names do not appear on the official class list for this course may not participate with this class. Students who fail to log-in during the first week will be dropped from the course.

You are expected to participate in all online activities as listed on the course schedule. If you miss more than two consecutive weeks of class, i.e., do not participate actively in class activities or assignments, and have not communicated with the instructor to be excused from class, you will receive a failing grade of 0.0 in the course.

If you are going to be absent from class for a week (or more) and unable to complete an assignment on time, you must inform the instructor in advance to be formally excused and still receive credit for the assignment. You must provide the instructor with an explanation in writing at least 24 hours before the absence. Emails received later than this will not be honored and your assignment(s) will not be accepted (see Late Work Policy).

If you have an emergency situation, the instructor must to be contacted prior to the assignment due date to make alternative arrangements. Otherwise, you will receive a 0.0 for the missed assignment(s).

## **Complete Assignments**

All assignments for this course will be submitted electronically through Desire2Learn unless otherwise instructed. Assignments must be submitted by the given deadline or special permission must be requested from instructor before the due date (see Late Work Policy).

All discussion assignments must be completed by the assignment due date and time. Late or missing discussion assignments will affect your grade.

## **Understand When You May Drop This Course**

It is your responsibility to understand when you need to consider un-enrolling from a course. Refer to the Michigan State University Office of the Registrar for important dates and deadlines.

### **Drops and Adds**

The last day to add this course is the end of the first week of classes. The last day to drop this course with a 100 percent refund and no grade reported is **9/27/2021**. The last day to drop this course with no refund and no grade reported is **10/20/2021**. You should immediately make a copy of your amended schedule to verify you have added or dropped this course. This information is available in the [MSU Schedule of Courses](#).

## **Inform Your Instructor of Any Accommodations Needed**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. If you have a documented disability and verification from the Resource Center for Persons with Disabilities (RCPD), and wish to discuss academic accommodations, please contact your instructor as soon as possible. It is the student's responsibility to provide documentation of disability to RCPD and meet with an RCPD specialist to request special accommodation before classes start.

Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("VISA") form. Please present this form to the instructor at the start of the term and/or two weeks prior to the accommodation date (test, project, etc). Requests received after this date will be honored whenever possible.

RCPD may be contacted by phone at (517) 884-7273 (884-RCPD), or via their website (<http://www.rcpd.msu.edu>). RCPD is located in 120 Bessey Hall, near the center of the MSU campus, on the southwest corner of Farm Lane and Auditorium Road.

## **Commit to Integrity**

### **Academic Honesty**

Article 2.3.3 of the Academic Freedom Report states that "The student shares with the faculty the responsibility for maintaining the integrity of scholarship, grades, and professional standards." In addition, the Psychology Department adheres to the policies on academic honesty as specified in General Student Regulations 1.0, Protection of Scholarship and Grades; the all-University Policy on Integrity of Scholarship and Grades; and Ordinance 17.00, Examinations. (See Spartan Life: Student Handbook and Resource Guide and/or the MSU Web site: [www.msu.edu](http://www.msu.edu).)

Academic integrity is a minimal expectation of this course. Academic dishonesty in any form will not be tolerated. Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, and submitting work of another person. Any student involved in academic dishonesty will be reported to the Office of Academic Affairs and the Office of Student Affairs and a grade of 0.0 may be issued for the course.

Lectures and other course materials must remain the property of the Department of Psychology and must not be copied from the internet for distribution to anyone who is not registered for this course. Online discussions and exercises are confidential and should not be discussed with others who are not enrolled in the class.

It is important for each course participant to express his/her ideas. All ideas need to be respected in discussions and exercises. Any "group projects" that are required, still require individual work as a minimal expectation.

All assignments are to be done on your own, without the assistance of additional materials, i.e., internet, texts, articles, other people, etc., unless you are instructed to do otherwise. This includes weekly assignments and exams.

### **Plagiarism**

Taking credit for someone else's work or ideas, submitting a piece of work (for example, a paper, assignment, discussion post) which in part or in whole is not entirely your own work without fully and accurately attributing those same portions to their correct source. This includes information taken from the Internet.

Unless authorized by their instructors, you are expected to do your own, original work on each assignment in each class. If you recycle your own course work from one class to another, you may face an allegation of academic dishonesty. If your instructor believes you have committed an act of plagiarism, he/she may take appropriate action, which includes the issuing of a "penalty grade" for academic dishonesty. Article 11 of the Academic Freedom Report for Students at Michigan State University, or the "AFR," defines a penalty grade as "a grade assigned by an instructor who believes a student to have committed academic dishonesty. . . ." A penalty grade can include, but is not limited to, a failing grade on the assignment or in the course. For examples of what constitutes plagiarism, see:

- [Indiana University Writing Tutorial Services](#)
- [Purdue Online Writing Lab](#)
- [University of Alberta Guide to Plagiarism](#)

### **Use of Course Materials**

Lectures and other course materials must remain the property of the Department of Psychology and must not be copied from D2L for distribution to anyone who is not registered for this course. Online discussions and activities are confidential and should not be discussed with others who are not enrolled in the class.

### **Evaluate the Course**

Michigan State University takes seriously the opinion of students in the evaluation of the effectiveness of instruction, and has implemented the SIRS (Student Instructional Rating System) process to gather student feedback. This course utilizes the “online SIRS” system, and you will receive an e-mail sometime during the last two weeks of class asking you to fill out the SIRS at your convenience. As a reminder to be sure to fill out the SIRS evaluation form, the final grade for this course will not be accessible on STUINFO during the week following the submission of grades for this course unless the SIRS online form has been filled out. You have the option on the online SIRS form to decline to participate in the evaluation of the course – we hope, however, that you will be willing to give us your frank and constructive feedback so that we may instruct students even better in the future.”

**Note: The instructor reserves the right to make changes to the syllabus during the course of the semester. Changes will be announced in D2L email.**