

**Department of Psychology
MA in Program Evaluation
PSY 889: Evaluation Practicum
Fall 2020 Syllabus**

Part 1: Course Information

Instructor Information

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Course Description

Program Evaluation Practicum is a two-semester supervised practical application course in which students work alongside evaluation practitioners in a professional evaluation setting to gain a first-hand understanding of how to apply the theory, methods, and skills learned in prior classes. The practicum sequence provides students with the opportunity to further develop their evaluation skills by immersion in a real-world setting in which evaluations are currently being conducted.

This course is the second of the two-semester sequence. From September 2 to December 11, students are required to work in their placement for 210 total hours (avg. 15 hours/week for 14 weeks), as well as maintain a weekly activity log, complete assigned readings, participate in group discussions with classmates, and ultimately create a portfolio highlighting and reflecting on their work. These requirements are further detailed in the Course Activities section starting on Page 3.

Course Materials

King, J. A., & Stevahn, L. (2014). Interactive evaluation practice: mastering the interpersonal dynamics of program evaluation. Los Angeles, CA: Sage.

Technological Requirements

- A high-speed (broadband) internet connection
- Computer manufactured within the last four years
- Minimum screen resolution of 1024x768
- Access to Desire2Learn.

Course Structure

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

In Desire2Learn, you will access online lessons, course materials, and additional resources. Activities will consist of readings, worksheets, and discussions.

This course is built on a weekly framework. The modules will open on **Monday at 12:00AM Eastern Time** for that week. Assignments may be completed and submitted at any time during the week they are due, however, all materials need to be posted by no later than **11:59 pm Eastern Time on the following Sunday**, or on the date indicated in the course outline below. Weekly course folders will remain open throughout the semester.

Technical Assistance

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

- Visit the [Desire2Learn Help Site](#)

Accommodations

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD (7273) or on the web at rcpd.msu.edu. 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 us 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.

Part 2: Course Activities

Hours Requirements

To fulfill the requirements for the MA degree in Program Evaluation, students must complete a total of 12 credit hours of practicum over the course of two semesters (6 credits the first semester and 6 credits the second semester). Each semester, students are required to spend 18 hours per week on practicum activities (3 hours per week per credit hour). At least fifteen of those hours must be spent in the practicum placement working toward accomplishing self-defined learning objectives (210 total hours for the semester; 15 hours x 14 weeks). In the remaining three hours, students are expected to maintain a weekly activity log, participate in group discussions, and create a portfolio describing and reflecting on their work. These activities are described in the Assignments section below.

Assignments

Weekly Log of Activities and Learning

The purpose of the weekly log of field placement activities is to provide you with a convenient format for communicating with the instructors about how your field placement is going. The weekly log will also help you document the information you will need to complete your Practicum Portfolio at the end of the semester.

Students are provided with a weekly log template in which they are to record weekly field placement activities, progress on learning objectives, challenges encountered, and important lessons learned. The template is available in the Course Materials: Start Here! module in D2L.

Weekly logs are worth 10 points. Each log contains five elements, each worth 2 points. Points will be assigned as follows: 0 = Element missing; 1 = Element partially completed (carelessly and superficially); 2 = Element fully completed (thoroughly and thoughtfully).

The cumulative weekly logbook is due no later than **11:59 pm Eastern Time on the Sunday following the week of field placement activities.**

Interactive Evaluation Practice (IEP) Discussion Forum

During weeks 3, 6, 9, and 12 of the semester, students must participate in a discussion forum centered on select readings from the book *Interactive Evaluation Practice (IEP)* by King and Stevahn (2014). The table below shows the discussion topic and posting schedule:

Week	Chapter	Posting Due Dates
3	Ch. 6 – Managing Conflict	Sep 23, 25, 29
6	Ch. 8 – Dealing with the Unexpected	Oct 14, 16, 20
9	Ch. 9 – The Evaluator is in Charge	Nov 4, 6, 10
12	Ch. 11 – The Evaluator as Coach	Nov 25, 27, Dec 1

Each IEP discussion is worth 12 points. The grading rubric is available in D2L.

Peer Support Discussion Forum

The purpose of the peer support discussion forum is to provide a venue for ongoing, open dialogue about experiences, challenges, or topics of interest to students as they progress through their practicum.

Students can access the discussion forum via the Peer Support Module in D2L. Students must post an issue, problem, or challenge they are experiencing to the discussion forum at least twice during the semester. In addition, they are expected to provide a response to all of their peers' initial posts with a helpful response. To ensure they are alerted to new posts, students must subscribe to the peer support discussion forum at the start of the semester.

The peer support discussion forum is worth 24 points. Each student's score is based on their peers' ratings of the quality of their posts along the following six dimensions: Respectful, Constructive, Insightful, Relevant, Supportive, and Clear using the following Likert scale: Never, Rarely, Sometimes, Often, and Always. A score will be calculated by taking the average of the peer ratings.

Ratings will be gathered with an online survey. Students can access the survey via the Peer Helpfulness Questionnaire link in the Peer Support Module in D2L. **Complete the questionnaire between December 14 and 17.** The questionnaire will NOT be accepted late.

Practicum Portfolio

The primary purpose of the Practicum Portfolio is for students to critically reflect on their practicum experience by: (a) describing the practicum experience, (b) assessing progress on learning objectives, (c) identifying any challenges experienced in meeting learning objectives, (d) reflecting on how well they handled challenges, (e) discussing the development of learning products and how they were used, and (f) providing an overall reflection on the practicum experience and its implications for their career.

The thorough completion of weekly logs establishes a solid foundation for the production of student portfolios.

The portfolio is worth 50 points. The grading rubric is available to students in D2L. *We strongly recommend that you review the rubric while creating your portfolio.*

The portfolio must be submitted via the D2L Dropbox no later than 5:00pm on Thursday, December 17.

Student Evaluation of Practicum Site

We would like to know your impressions of your practicum site. What was positive? What needs to be improved? Would you recommend it to others?

The Student Evaluation of Practicum Site survey is located in the Week 14 module in D2L. **Complete the survey between December 14 and 17.** The survey is due by 5pm on December 17 and will NOT be accepted late.

Part 3: Grading

This course is graded on a Pass/No Pass basis. Students can earn up to 272 points over the semester by completing the assignments listed in the table below. Students must earn a minimum of 217 points (80%) to pass the class.

Assignment	Points
Weekly logs	140
IEP Discussion Forums	48
Peer Support Discussion	24
Portfolio	50
Student Evaluation of Practicum site	10
Total Points Possible	272

Late Work Policy

Late work will only be accepted if you email the instructor regarding the delay within 24 hours of the due date. 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.

Viewing Grades

Grades will be available in the D2L Gradebook within one week of the assignment due date.

Part 4: 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 two weeks will be dropped from the course.

You are expected to participate in all online activities as listed on the course calendar. If you miss more than two consecutive weeks of class, i.e., do not participate actively in class assignments or activities, and have not communicated 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 will not be accepted.

If you have an emergency situation, the instructor must 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 September 9 at 8:00 pm Eastern. The last day to drop this course with a 100 percent refund and no grade reported is September 28 at 8:00 pm Eastern. The last day to drop this course with no refund and no grade reported is October 21 at 8:00 pm Eastern. You should immediately make a copy of your amended schedule to verify you have added or dropped this course.

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 Michigan State University 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: <http://splife.studentlife.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 more information about plagiarism and its consequences, see:

- [MSU Plagiarism Policy](#)

Note: The instructors reserve the right to make changes to the syllabus during the course of the semester. Changes will be announced in the course announcement area.