Developing and Conducting Needs Assessments in Extension Settings
AEC 6501
Spring 2022; 9:35 a.m. – 12:35 p.m. (R)
107 Bryant Space Science Center, 3 credits

Instructor:	Dr. Amy Harder Professor amharder@ufl.edu (E-mail is preferred) 117B Bryant Space Science Center 352-273-2569
Office Hours:	Wednesdays 9:00 – 11:00 a.m.; UF E-mail is the fastest way to reach me.
Student Feedback:	Please use UF e-mail rather than Canvas. Students can expect a response within 24 hours from Monday - Friday. Questions sent after close of business on Friday (5 p.m.) may not be answered until Monday.
Required Texts:	Witkin, B. R., & Altschuld, J. W. (1995). *Planning and conducting needs assessments: A practical guide.* Thousand Oaks, CA: Sage. Conducting the Needs Assessment EDIS Series: https://edis.ifas.ufl.edu/topic_series_conducting_the_needs_assessment
Additional Materials:	American Psychological Association. (2020). *Publication manual of the American Psychological Association* (7th ed.). https://doi.org/10.1037/0000165-000 Course assignment descriptions, additional readings, and other critical documents will be posted on the course Web site on Canvas.

Course Description

This course is intended to help educators in the field of extension and other non-formal education organizations: (a) acquire an understanding of needs assessments from theory to practice and (b) strengthen or develop their skills in planning and conducting needs assessments within extension settings.

Course Objectives

Upon successful completion of this course, learners will be able to:

- Explain the relationship between conducting needs assessments and developing programs in extension settings
- Select the appropriate methods for conducting needs assessments based on context in settings
- Evaluate the needs of clientele in extension settings

Course Philosophy

This course is heavily influenced by the philosophers John Dewey and David Kolb, both of whom emphasized the critical importance of actual experience in learning and then reflecting upon that experience to see how it connects with prior knowledge. Accordingly, you will have many opportunities to experience new things and then an equal number of opportunities to process what you have experienced through personal and group reflection activities designed to help you create meaning. I value cultural awareness, critical thinking, real-world experience, diversity, life-long learning and teamwork; this course is guided by those values.

Course Policies

Attendance and Make-Up Work

You will find participating in class on a regular basis provides the best opportunity for success in this course. You are expected to complete all assignments within the course during the time frame specified. Assignments are due on the dates listed in the syllabus.

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:
https://catalog.ufl.edu/UGRD/academic-regulations/attendance-policies/

Course Assignments

Component	Due Date	Total Point Value
Voices in Action	1/13, 1/20, 2/3, 2/10, 2/17, 3/17	10/60
Executive Summary	4/14	125
Communication Product	4/14	40
Learning Lab Participation	2/24, 3/3	25/50
Total		275

Course Grading Scale

A > 395	B+ = 369 - 381	C+ = 327 - 339	D+ = 284 - 296	E < 255
A- = 382 - 395	B = 352 - 368	C = 310 - 326	D = 267 - 283	
	B- = 340 - 351	C- = 297 - 309	D- = 255 - 266	

Grades and Grade Points

For information on current UF policies for assigning grade points, see
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Assignment Descriptions

Voices from the Field: Needs Assessments in Action (10 each, 60 total)
Several weeks of class will feature an expert guest speaker with experiencing conducting needs assessments. They will share their experience and then answer questions from the class. You will need to prepare for the guest speaker by reviewing the assigned readings for the week *before* Thursday. Then, write two questions that you would like to ask the speaker based on that week's reading. You may get information that answers your questions during the speaker's formal presentation; take careful notes. If not, use the discussion time after to ask at least one of your questions. By the end of Thursday, you need to post your questions and answers to the shared Google document available on the course Canvas site.

Learning Lab Participation (25 points each/50 points total)
We will have two learning labs; these are class days that will include peer review of products (e.g., surveys, interview guides) and practicing techniques (e.g., nominal group technique, future wheels) with your peers. The learning labs are designed to provide you with an opportunity to improve your skills prior to collecting data from your real audience for your final project. Participation points will be awarded for showing up to the lab with a product ready for your peers to review, active engagement during the lab, and respectful feedback to your peers.

Final Project (165 points)
Communicating the results of a needs assessment to stakeholders is an important part of building positive relationships and serves as a form of member checking. Therefore, you will need to use the data collected from the needs assessments you conducted during the course to create a written executive summary and a communication product. A rubric will be used to assess the quality of your work. You will need to create:
- Written Executive Summary (125 points)
  - Include detailed description of the individuals/groups whose needs were assessed
  - Methods used to assess needs, including justification for why the methods were appropriate given the context
  - Findings/conclusions
  - Details are required, e.g., quotes or pictures of visuals developed
  - Include copies of needs assessment tools (e.g., survey questionnaires, interview guides, future wheels)
- A communication product designed to be shared with stakeholders, e.g., press release, infographic, or YouTube video (40 points)
  - Highlight findings/conclusions
  - Brief description of the needs assessment process

Helpful Information

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: "*We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.*" You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *"On my honor, I have neither given nor received unauthorized aid in doing this assignment*."

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code.

Online Course Evaluation Process

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at: https://gatorevals.aa.ufl.edu/public-results/.

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation.
0001 Reid Hall, 352-392-8565, https://disability.ufl.edu/

U Matter, We Care

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575,* **www.counseling.ufl.edu/cwc/**
    Counseling Services
    Groups and Workshops
    Outreach and Consultation
    Self-Help Library
    Wellness Coaching

- *Career Connections Center,* First Floor JWRU, 392-1601, **www.career.ufl.edu/**

Software Use

All faculty, staff, and students of the University are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

Student Complaints

Residential Course: https://sccr.dso.ufl.edu/policies/student-honor-code-studentconduct-code/