

Evaluating Programs in Extension Education



AEC6552

Spring 2025- 3 Credits

Instructor

Sebastian Galindo

Associate Professor of Program Evaluation

Email: sgalindo@ufl.edu

Office location: 113-C Bryant Space Science Center / PO Box 112060

Office hours: By appointment

Teaching Assistants

Arati Joshi

Email: aratijoshi@ufl.edu

Office hours: Fridays, 2pm-3pm (Zoom link: <https://ufl.zoom.us/j/93848081670>)

Dharmendra Kalauni

Email: kalauni.d@ufl.edu

Office hours: Fridays, 2pm-3pm (Zoom link: <https://ufl.zoom.us/j/93848081670>)

Class Times

Tuesdays, 9:35am–12:35pm

Location

0107 Bryant Space Science Center

Course Description

The purpose of this graduate course is to cover concepts and research drawn from the social sciences relevant to evaluating youth and adult extension education programs. This course will give the student an appreciation of the basic skills needed to conduct evaluations.

Course Objectives

Upon completing the course, students will be able to conceptualize and carry out the evaluation of educational programs. Specifically, students will be able to...

- Utilize key terms used by program evaluators;
- Compare and contrast various approaches to program evaluation;
- Assess the strength and weaknesses of evaluations conducted by others;
- Design a technically sound and useful evaluation plan;
- Implement an evaluation plan;
- Identify linkages between program strategies and program goals;

- Explain how program evaluation contributes to program development, implementation, and improvement; and
- Discuss political and ethical issues faced by evaluators in conducting their work.

Course Design

Class participation is a key component of this course since the social construction of knowledge is a chief expectation from students; this will be achieved through transformative dialogue in the form of in-class group discussion and collaborative hands-on experiences. All students are expected to actively participate in the discussion of readings and on the various learning activities planned for the course. In each session, the instructor may use lectures, discussions, reflective exercises, case studies, and other hands-on activities to help the students acquire and apply the relevant knowledge and skills required for designing and implementing an evaluation study.

The course also has an online component available through Canvas, the University of Florida's e-learning system. Within Canvas, the course homepage can be accessed 24/7 and contains everything you will need to complete this course, including the syllabus, details for completion of every assignment, tools for communicating with the instructor and other students, etc. The course is organized by weekly modules which typically contain: 1) the topic and learning objectives for the week; 2) a list of assigned readings from your required textbook and/or additional sources; 3) case studies and/or lecture handouts that will be used during the class sessions; and 4) information about assignments that are due that week. You can access the e-learning platform by directing your browser to elearning.ufl.edu and clicking on "Log in to e-Learning". When prompted, enter your Gatorlink ID and password to log in the system. You can learn more about using Canvas here: <https://elearning.ufl.edu/keep-learning/>.

Requirements

Textbook:

Students are expected to purchase the following text (available at the University of Florida Bookstores or at online providers): Giancola, S. (2021). *Program evaluation: Embedding evaluation into program design and development*. Thousand Oaks, CA: SAGE Publications.

Technology:

To succeed in this course, you must have access to the following technology:

- Desktop Computer or Laptop
 - Audio Capabilities
 - Webcam and Microphone for synchronous sessions
- Microsoft Word - [Microsoft 365 basics video training](#)
- Adobe Reader - [Acrobat tutorials](#)
- Zoom - [Zoom Privacy Policy](#)
- Internet Connection with access to Canvas
 - Canvas is the course management system at the University of Florida in which students will find course content, links to video lectures, assignments, quizzes, discussions, and grades. The use of this system will vary by instructor, but the following videos describe the most common tools in Canvas. The [full student guide](#) is provided if you have additional questions.

- View [Canvas Privacy Policy](#)
- **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can [download it](#).
- University of Florida Email
 - Students are expected to check their my.ufl emails daily. View the [Student Computing Requirements](#) page for information on technology requirements and expectations.

Prerequisite Knowledge:

A basic understanding of research is desirable.

Minimum Technical Skills:

Minimum technical skills required:

- Proficiency in utilizing Canvas and navigating the internet effectively.
- Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.
- Ability to perform online research using a variety of search engines and library databases.

Instructor Response & Feedback

The instructor and teaching assistants are committed to responding to your Canvas and email messages **within 24 hours** when feasible during the work week, Monday through Friday, *except holidays*. We also hold office hours each week via Zoom; link provided in the Contact section above. The major assignments will be graded, with *meaningful feedback* provided, **within 10 business days of their submission**.

Assignments

The main assignment in this class is the creation of a valid evaluation plan for an existing educational program; this will be a cumulative project that builds upon successive topics covered in class. The following are the different components that make up the class project (full descriptions of each component are available within the Assignments section of the course site in Canvas):

- Program Description
- Logic Model & Program Theory
- Evaluation Matrix and Design
- Evaluation Plan & Instruments

Assignment Points & Explanation:

Program Description (200 points, i.e., 20% of final grade)

For the first project component, you will select an existing educational program for your class project. This program will be the focus of the main assignment in the course (make sure that you will have access to all the required information about the program, either through direct contact with its leadership and/or through published materials about it). Throughout the course, you will develop an evaluation plan for this program, including a description of the program, logic model(s), evaluation matrix, and data collection instruments.

Logic Model & Program Theory (200 points, i.e., 20% of final grade)

The second project component requires you to create a logic model for your chosen program and articulate its program's theory. Each of the program's activities, outputs/products, and outcomes/impacts must be identified in the logic model and explained in the program's theory. You must also include a list of the program's contextual conditions and the resources necessary for its implementation. Examples of logic models and program theory will be presented in readings and lectures.

Evaluation Matrix & Design (200 points, i.e., 20% of final grade)

This third project component requires you to create a complete evaluation matrix for your chosen program. You must also describe the specific evaluation design(s) that you will follow (this description should identify and explain the evaluation form(s) and approach(es) that you will use).

Evaluation Plan & Instruments (400 points, i.e., 40% of final grade)

The fourth and final project component integrates materials from all the previous components with new content into a full evaluation plan and data collection instruments. You can use the example of an evaluation plan provided by Owen as a guide for this final assignment (see readings from Module 8).

Activity/Assignment	Due Date	Total Point Value
Program Description	02/18/2025	200 (20%)
Logic Model & Program Theory	03/11/2025	200 (20%)
Evaluation Matrix & Design	04/01/2025	200 (20%)
Evaluation Plan & Instruments	04/22/2025	400 (40%)
	Total Points (%)	1000 (100%)

Course Grading:

The instructor and teaching assistants will complete the grading process and post grades within 10 business days from the assignment's due date specified in the syllabus. The points obtained by the student in all the assignments will be added to calculate the final grade in alignment with the Course Grading Scale shown below. Grades will be posted on Canvas where students can securely and privately access them. Please, carefully read the whole syllabus for information on other university's policies and services relevant to grades and grading – contact the instructor if additional information is required.

In your assignments, cite all references using APA style format. APA (American Psychological Association) has a reference manual available at the University of Florida

Library and they have different resources available on their website (<http://www.apa.org/>). The format to be used for papers is double-spacing; one-inch margins, and typed in 12-point font, unless otherwise noted.

A consistent style is used for grading written papers. Primarily, show that you have learned and are able to apply the course material through your writing. In grading, the instructor and teaching assistants look for student's cognitive understanding and application of theories, principles, concepts, ideas, and approaches that have been covered in readings and the course.

Grading Scale

A = 93-100%	C+ = 76 – 79.99%	F = Below 60%
A- = 90 – 92.99%	C = 73 – 75.99%	
B+ = 86 – 89.99%	C- = 70 – 72.99%	
B = 83 – 85.99%	D+ = 66 – 69.99%	
B- = 80 – 82.99%	D = 63 – 65.99%	
	D- = 60 – 62.99%	

Further information about UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>

Reading & Assignment Schedule:

	Week	Topics	Readings*	Due
1	01/14/2025	Course Introduction		
2	01/21/2025	Evaluation Matters	Giancola: Chapter 1	
3	01/28/2025	History of Evaluation	Giancola: Chapter 2	
4	02/04/2025	Evaluation Ethics	Giancola: Chapter 3	
5	02/11/2025	Ideologies and Approaches	Giancola: Chapter 4	
6	02/18/2025	Understanding the Program	Giancola: Chapter 5	Program Description
7	02/25/2025	Modeling the Program	Giancola: Chapter 6	
8	03/04/2025	Planning the Evaluation	Giancola: Chapter 7	
9	03/11/2025	Designing the Evaluation	Giancola: Chapter 8	Logic Model & Program Theory

--- SPRING BREAK (03/15 – 03/23) ---				
10	03/25/2025	Implementing the Evaluation	Giancola: Chapter 9	
11	04/01/2025	Analyzing the Data	Giancola: Chapter 10	Evaluation Matrix & Design
12	04/08/2025	Interpreting the Results	Giancola: Chapter 11	
13	04/15/2025	Using Evaluation Results	Giancola: Chapter 12	
14	04/22/2025	Case studies	Giancola: Chapter 13	Evaluation Plan & Instruments

Academic Integrity

UF's Academic Honesty Statement:

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 dishonesty to the instructor, department chair, college dean or Student Honor Court. **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: [UF Student Code of Conduct Webpage](#).

Plagiarism:

Plagiarism includes taking **verbatim phrases of just a few words** without permission or full attribution. It includes **quoting too much** from your sources, thereby substituting their expression for your own, or quoting too much from one source, effectively taking more than a *fair use* of their work. **Over quoting (direct quotes)** comprising more than 10% of any assignment will be considered plagiarism. Plagiarism includes **unique expression**, which can be a phrase of a few words or a simple moniker. Our writing is mostly *our own expression*. When writing for science and business, we base our work on **facts** obtained from a variety of **credible sources**. We give credit where it is due. We **cite our sources** so

others can access the information we present. When appropriate, we very carefully, ethically, and lawfully use others' expression of that information. We obtain permission to use our sources' expression or give full credit for a *limited, fair use*, including direct quotes.

Attendance Policies

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: [UF Attendance Policies](#).

Institutional Policies

Recording Statement

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code. [UF IN-CLASS RECORDING](#)

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. [UF ACCEPTABLE USE POLICY](#)

Course Evaluations

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/>

Student Services

Health & Wellness

- U Matter, We Care
 - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center
 - Visit the [Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
 - 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.
- Student Health Care Center
 - Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the [Student Health Care Center website](#).
- University Police Department
 - Visit [UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services
 - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

- E-learning technical support
 - Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- [Career Connections Center](#)
 - Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#)
 - Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#)
 - Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#)
 - 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.

- Student Complaints On-Campus
 - Visit the [Student Honor Code and Student Conduct Code webpage](#) for more information.
- On-Line Students Complaints
 - View the [Distance Learning Student Complaint Process](#).

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, [UF Disability Resource Center](#).
[Canvas Accessibility Standards](#)
[Zoom Accessibility Information](#)

Disclaimer About Syllabus

Serious effort and consideration were used in formulating the syllabus presented by the instructor. While viewed as an educational contract between the instructor and student, unforeseen events may cause changes to the scheduling of assignments, readings, etc. The instructor reserves the right to make any changes deemed necessary to best fulfill the course objectives. Students registered for this course will be made aware of any changes in a timely fashion using reasonable means. This disclaimer does not abrogate any student rights as described by University rules and regulations.