



Course Syllabus: Program Evaluation
Gordon T. and Ellen West College of Education
EDLE 6023 Section X20/DX1
Fall 2025, August 25-Dec 6

Contact Information

Instructor: Matthew Capps
Office: Bridwell 104F
Office hours: M 9-11 T 9:00-11 W 10:00-11:00 and By appointment
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Instructor Response Policy

The best way to contact me is through email. I usually respond quickly. You can expect a response within 24 hours; however, it could be a little longer on weekends or holidays.

Textbook & Instructional Materials

Killion, J. (2018). *Assessing Impact: Evaluating Professional Learning*. Corwin. 978 1 5063 9595 1

Course Description

This course will focus on evaluating district programs designed to improve student achievement and well-being. There will also be an emphasis on the evaluation of professional learning from multiple sources to make judgments about its efficacy.

Course Objectives/Learning Outcomes/Course Competencies

Course Objectives

Candidate will:

- explore how to evaluate the impact of professional learning.
- practice the use of logic models, KASAB planning document, and evaluation frameworks as tools for professional learning evaluation.

NELP Standards

- Component 3.2 Program completers understand and demonstrate the capacity to evaluate, cultivate, and advocate for equitable access to safe and nurturing schools and the opportunities and resources, including instructional materials, technologies, classrooms,

teachers, interventions, and adult relationships, necessary to support the success and well-being of each student.

- Component 4.1 Program completers understand and can demonstrate the capacity to evaluate, design, and implement high-quality curricula, the use of technology, and other services and supports for academic and non-academic student programs.
- Component 6.3 Program completers understand and demonstrate the capacity to develop, implement, and evaluate coordinated, data-informed systems for hiring, retaining, supervising, and developing school and district staff in order to support the district's collective instructional and leadership capacity.

Student Handbook

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

More specifically, plagiarism can occur in many ways. If a student uses another student's work and presents it as the student's own, that is considered plagiarism and will result in a 0 on the assignment. If a student has a significant amount of narrative from other sources presented as his/her own (determined by % match in Turnitin), that is considered plagiarism and will result in a 0 on the assignment. All other material must be cited AND original to the student.

Artificial Intelligence (AI) advances have now provided generative and creative applications such as Chat GPT, Google Bard, Guru, Microsoft Copilot, and others. Indeed, these tools can be helpful in the learning process; however, the content they generate does not represent the student's effort and learning. Submitting AI-generated work in place of the student's original and genuine work will be considered a form of academic misconduct and will fall under the plagiarism rule.

Grading/Assessment

Assignments	Points
Midterm	100
Final	100
Evaluation Plan	200
Discussion Threads	120
Total Points	520

Total points for final grade.

Grade	Points
A	468
B	416-467
C	364-415
D	312-414
F	What are you even doing?

Assignments/Grades

Midterm – This exam will include material from weekly presentations, course notes, discussions, reading, etc.. from week 1-6. It will be an open format.

Final - This exam will include material from weekly presentations, course notes, discussions, reading, etc.. from week 1-12. It will be an open format.

Evaluation Plan – This will be a condensed action research plan similar to Chapter 3 of the proposal format required for DIP or Paper 3 of the Three Paper Model. The plan will be one of three types.

- An evaluation of a curriculum/instruction initiative
- An evaluation of a professional development initiative
- An evaluation of a policy change

The evaluation plan will include both quantitative and qualitative analysis strategies (mixed methods).

Discussion Threads – Each weekly assignment will have a discussion thread/prompt. The class will be divided into groups and you only need to respond within your group. You may receive up to 10 points, depending upon your level of interaction. If you respond to only the initial prompt and do not interact/respond to anyone else, that is a minimal effort and will receive minimal points. If you have a virtual discussion that indicates a response to others with phrases like “I agree, Good point”, that will receive additional points commensurate with the effort. To maximize points, maximize your responses. Each group only needs to have one initial response to the prompt. Divide the questions among the members of the group so that only one discussion is occurring for each response.

Attendance Policy

This is an online course so attendance is not part of the requirement. However, the course is challenging. If you do not stay on top of the reading, you will quickly get left behind.

General guidelines for time commitment are as follows.

2-3 hours per hour of course credit for class preparation (reading)

1 hour per hour of course credit for course engagement (course engagement, watching videos, discussion etc..)

This means for a 3 hour course you should expect to devote 10-12 hours per week. This does not include time spent working on the literature review.

This course will likely utilize synchronous zoom sessions. Students are encouraged but not required to attend those. They will be recorded and made available.

References/Scientifically-Based Research/Additional Readings:

Chyung, S. (2019). 10-Step Evaluation for Training and Performance Improvement. Sage.

Rohanna, K. (2022). Leading Change Through Evaluation: Improvement Science in Action. Sage.

Vallance Barrington, G. & Triana-Tremain, B. (2023). Evaluation Time: A practical guide for Evaluation. Sage.

Important Dates

Last day for term schedule changes: August 26-28. Check date on [Academic Calendar](#).

Deadline to file for graduation: September 22 Check date on [Academic Calendar](#).

Last Day to drop with a grade of "W:" November 24th Check date on [Academic Calendar](#).

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. *Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.* Computers are available on campus in various areas of the buildings as well as the Academic Success Center. Your computer being down is not an excuse for missing a deadline!! There are many places to access your class! Our online classes can be accessed from any computer in the world that is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the [Schedule of Classes](#) each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be

returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by MSU TEXAS. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [Safety / Emergency Procedures](#). Students are encouraged to watch the video entitled "Run. Hide. Fight." which may be electronically accessed via the University police department's webpage: ["Run. Hide. Fight."](#)

Obligation to Report Sex Discrimination under State and Federal Law

Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University's Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

Laura Hetrick
Title IX Coordinator
Sunwatcher Village Clubhouse
940-397-4213
laura.hetrick@msutexas.edu

You may also file an online report 24/7 at [Online Reporting Form](#)

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit [Title IX Website](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

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Course Schedule

Week or Module	Activities/Assignments/Exams	Due Date
Week One 8/25-9/1	Orientation to course	
Week Two 9/2-9/8	Chapter 1 Evaluation as Normative Practice	
Week Three 9/9-9/15	Chapter 2 Professional Learning Program Evaluation Overview	
Week Four 9/16-9/22	Chapter 3 Evaluating Professional Learning and	

Week or Module	Activities/Assignments/Exams	Due Date
Week Five 9/23-9/29	Chapter 4 Assess Evaluability	
Week Six 10/30-10/6	Chapter 5 Formulate Evaluation Questions	
Week Seven 10/7-10/13	Chapter 6 Evaluation Framework	
Week Eight 10/14-10/20	Midterm	10/20
Week Nine 10/21-10/27	Chapter 7 Collecting Data	
Week Ten 10/28-11/3	Chapter 8 Organizing, Analyzing, and Displaying Data	
Week Eleven 11/4-11/10	Chapter 9 Interpreting Data	
Week Twelve 11/11-11/17	Chapter 10 Report, Disseminate and Using Findings	
Week Thirteen 11/18-11/25	Chapter 11 Assessing our Work	
Week Fourteen 11/25-12/5	Chapter 12 Shifting Perspectives	
Week Fifteen 12/8-12/10	Final Evaluation Plan	12/10