

# Syllabus

HMSR-420: Program Planning and Evaluation in Human Services

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## Course Description

The class will focus on skills necessary for matching the needs of a community with available resources as well as the effectiveness of services rendered.

**Credit Hours:** 3

**Prerequisite Courses:** MAT-112

**Prerequisite Skills and Knowledge:** None

## Course Outcomes

Upon completion of this course, you should be able to:

1. Perform an elementary community-needs assessment.
2. Demonstrate technical competence in creating and managing spreadsheets and databases to conduct a basic program evaluation.
3. Synthesize research findings and other information for community education and public relations.
4. Design a social service program based on a community needs assessment.
5. Evaluate services and operational functions of a program in a social service organization.

## Course Textbook

Soriano, F. (2013). *Conducting needs assessments: A multidisciplinary approach*. 2nd ed. Thousand Oaks, CA: Sage Publications, Inc.

## Course Technology

- Computer with Internet access

## Grading Scale

Grade	Quality Points Per Credit	Percentage	Score
A	4.0	95%-100%	950-1000
A-	3.7	92%-94.9%	920-949
B+	3.3	89%-91.9%	890-919
B	3.0	85%-8.9%	850-889
B-	2.7	82%-84.9%	820-849
C+	2.3	79%-81.9%	790-819
C	2.0	75%-78.9%	750-789
C-	1.7	72%-74.9%	720-749
D+	1.3	69%-71.9%	690-719
D	1.0	65%-68.9%	650-689
F	0.0	0%-64.9%	0-649

## Grading Policies

Your grading policy for this course depends on your school and program. Your grading policies can be found in the IWU Catalog.

## Letter Grade Equivalencies

Grade	Description of Work
<b>A</b>	Clearly stands out as excellent performance. Has unusually sharp insights into material and initiates thoughtful questions. Sees many sides of an issue. Articulates well and writes logically and clearly. Integrates ideas previously learned from this and other disciplines. Anticipates next steps in progression of ideas. Example "A" work should be of such nature that it could be put on reserve for all cohort members to review and emulate. The "A" cohort member is, in fact, an example for others to follow.
<b>B</b>	Demonstrates a solid comprehension of the subject matter and always accomplishes all course requirements. Serves as an active participant and listener. Communicates orally and in writing at an acceptable level for the degree program. Work shows intuition and creativity. Example "B" work indicates good quality of performance and is given in recognition for solid work; a "B" should be considered a good grade and is awarded to those who submit assignments of quality less than the exemplary work described above.
<b>C</b>	Quality and quantity of work in and out of class is average. Has marginal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at least minimally.
<b>D</b>	Quality and quantity of work is below average. Has minimal comprehension, communication skills, or initiative. Requirements of the assignments are addressed at below acceptable levels.
<b>F</b>	Quality and quantity of work is unacceptable and does not qualify the student to progress to a more advanced level of work.

## Course Workshop Summary

Workshop	Devotional*	Discussion*	Assignment*	Quiz*	Total Points per Workshop
<b>Workshop One</b>	1/20	1/40	2/120	1/40	220
<b>Workshop Two</b>	1/20	1/50	2/120	0/0	190
<b>Workshop Three</b>	1/20	1/50	2/130	1/40	240
<b>Workshop Four</b>	1/20	1/50	1/70	0/0	140
<b>Workshop Five</b>	1/20	1/50	2/140	0/0	210
<b>TOTAL</b>	<b>5/100</b>	<b>5/240</b>	<b>9/580</b>	<b>2/80</b>	<b>1000</b>

\* Number of Activities/Sum Point Totals

## Course Assignments

### Workshop One Outline

Title	Due Dates	Estimated Time	Points
<b>1.1 Discussion: Faith in Action</b>	Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop.	<b>2 hours</b>	20
<b>1.2 Discussion: Beginning the Needs Assessment</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	<b>4 hours</b>	40
<b>1.3 Assignment: Collecting Data</b>	Due by the end of the workshop.	<b>4 hours</b>	50

<b>1.4 Quiz: Video Questions</b>	Due by the end of the workshop.	<b>3 hours</b>	40
<b>1.5 Assignment: Writing a Needs Assessment Plan</b>	Due by the end of the workshop.	<b>6 hours</b>	70
Totals		<b>19 hours*</b>	<b>220</b>

## Workshop Two Outline

Title	Due Dates	Estimated Time	Points
<b>2.1 Discussion: Faith in Action</b>	Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop.	<b>2 hours</b>	20
<b>2.2 Discussion: The Value of Information</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	<b>4 hours</b>	50
<b>2.3 Assignment: Analyzing Information</b>	Due by the end of the workshop.	<b>6 hours</b>	60
<b>2.4 Assignment: Technology and Information</b>	Due by the end of the workshop.	<b>6 hours</b>	60
Totals		<b>18 hours*</b>	<b>190</b>

## Workshop Three Outline

Title	Due Dates	Estimated Time	Points
<b>3.1 Discussion: Faith in Action</b>	Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop.	<b>2 hours</b>	20
<b>3.2 Discussion: Reporting Findings</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	<b>5 hours</b>	50
<b>3.3 Assignment: Cultural Considerations</b>	Due by the end of the workshop.	<b>5 hours</b>	60
<b>3.4 Quiz: Interpreting Findings</b>	Due by the end of the workshop.	<b>3 hours</b>	40
<b>3.5 Assignment: Human Services Program Plan: Drafting Your Plan</b>	Due by the end of the workshop.	<b>6 hours</b>	70
Totals		<b>21 hours*</b>	<b>240</b>

## Workshop Four Outline

Title	Due Dates	Estimated Time	Points
<b>4.1 Discussion: Faith in Action</b>	Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop.	<b>2 hours</b>	20

<b>4.2 Discussion: Data</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	<b>5 hours</b>	50
<b>4.3 Assignment: Data Collection Methods</b>	Due by the end of the workshop.	<b>6 hours</b>	70
Totals		<b>13 hours*</b>	<b>140</b>

## Workshop Five Outline

Title	Due Dates	Estimated Time	Points
<b>5.1 Discussion: Faith in Action</b>	Initial post due by the end of the fourth day of the workshop; one response due by the end of the workshop.	<b>2 hours</b>	20
<b>5.2 Discussion: Needs and Evaluation</b>	Initial post due by the end of the fourth day of the workshop; two responses due by the end of the workshop.	<b>5 hours</b>	50
<b>5.3 Assignment: Human Services Program Plan: Improving Your Plan</b>	Due by the end of the workshop.	<b>6 hours</b>	70
<b>5.4 Assignment: Executive Summary</b>	Due by the end of the workshop.	<b>6 hours</b>	70
<b>Survey/Quiz: End of Course Survey</b>	Due by the end of the workshop.	<b>6 hours</b>	70
Totals		<b>19 hours*</b>	<b>210</b>

\* These times are only estimates. Actual assignment completion times will vary.

## Course Development Resources

Cross T., Bazron, B., Dennis, K., & Isaacs, M. (1989). *Towards a culturally competent system of care, volume I*. Washington, D.C.: Georgetown University Child Development Center, CASSP Technical Assistance Center,

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## Expectations, Policies, and Important Student Information

School/Division	Link
DeVoe School of Business Division of Liberal Arts School of Services and Leadership	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
School of Educational Leadership	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
Wesley Seminary @ IWU	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
Nursing - Undergraduate	<a href="#">View School/Division Expectations, Policies, and Student Information</a>
Nursing - Graduate	<a href="#">View School/Division Expectations, Policies, and Student Information</a>