APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

1. General Information.
   a. Submitted by the College of: **Education**
      Today’s Date: **10/15/2010**
   b. Department/Division: **EDSRC**
   c. Is there a change in “ownership” of the course?  YES ☐  NO ☑
   d. What type of change is being proposed?  ☑ Major ☐ Minor
   e. Contact Person Name: **Malachy Bishop**  Email: **mbishop@uky.edu**  Phone: **257-4291**

2. Designation and Description of Proposed Course.
   a. Current Prefix and Number: **RC 740**  Proposed Prefix & Number: **No Change**
   b. Full Title:  **Administration, Supervision & Program Evaluation in Rehabilitation Counseling**
      Proposed Title: **No Change**
   c. Current Transcript Title (if full title is more than 40 characters): **Admin, Super & Pgm Eval in Rehab Counsel**
      Proposed Transcript Title (if full title is more than 40 characters): **no change**
   d. Current Cross-listing:  ☑ N/A  OR  Currently* Cross-listed with (Prefix & Number): ____
      Proposed – ☑ ADD* Cross-listing (Prefix & Number): ____
      Proposed – ☐ REMOVE** Cross-listing (Prefix & Number): ____
   e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours3 for each meeting pattern type.
      Current:  1 Lecture  ____ Laboratory3  ____ Recitation  ____ Discussion  ____ Indep. Study
               ____ Clinical  ____ Colloquium  ____ Practicum  ____ Research  ____ Residency
               ____ Seminar  ____ Studio  ____ Other – Please explain: ____
      Proposed:  2.5 Lecture  ____ Laboratory  ____ Recitation  ____ Discussion  ____ Indep. Study
                ____ Clinical  ____ Colloquium  ____ Practicum  ____ Research  ____ Residency
                ____ Seminar  ____ Studio  ____ Other – Please explain: ____
   f. Current Grading System:  ☑ Letter (A, B, C, etc.)  ☐ Pass/Fail
      Proposed Grading System:  ☑ Letter (A, B, C, etc.)  ☐ Pass/Fail
   g. Current number of credit hours:  1  Proposed number of credit hours: **3**

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[1] See comment description regarding minor course change. Minor changes are sent directly from dean’s office to Senate Council Chair. If Chair deems the change as “not minor,” the form will be sent to appropriate academic Council for normal processing and contact person is informed.

[2] Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

[3] Signature of the chair of the cross-listing department is required on the Signature Routing Log.

[4] Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

[5] Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)
**APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)**

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<td><strong>h. Currently, is this course repeatable for additional credit?</strong></td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Proposed to be repeatable for additional credit?</td>
<td>YES</td>
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If YES: **Maximum number of credit hours:** __________

If YES: **Will this course allow multiple registrations during the same semester?** YES NO

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<tr>
<td><strong>i. Current Course Description for Bulletin:</strong> Administrative and supervisory aspects of rehabilitation service delivery. Administration, clinical and technical supervision, staffing, and organizational structure(s) of the rehabilitation service delivery system (state, local, and federal). Research, program evaluation, political and ethical aspects of rehabilitation administration and supervision are overviewed. <strong>Proposed Course Description for Bulletin:</strong> __________</td>
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<td><strong>j. Current Prerequisites, if any:</strong> Prereq: A minimum of 12 graduate hours in Rehabilitation Counseling or consent of instructor. <strong>Proposed Prerequisites, if any:</strong> Admission to Ph.D. program is Special Education or Rehabilitation Counseling or consent of instructor</td>
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<td><strong>k. Current Distance Learning(DL) Status:</strong> N/A Already approved for DL* Please Add* Please Drop</td>
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*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box) that the proposed changes do not affect DL delivery.

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<td><strong>l. Current Supplementary Teaching Component, if any:</strong> Community-Based Experience Service Learning Both <strong>Proposed Supplementary Teaching Component:</strong> Community-Based Experience Service Learning Both</td>
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<td><strong>3. Currently, is this course taught off campus?</strong> YES NO</td>
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<tr>
<td>Proposed to be taught off campus? YES NO</td>
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<td><strong>4. Are significant changes in content/teaching objectives of the course being proposed?</strong> YES NO</td>
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If YES, explain and offer brief rationale:

**RC 740 course is currently designed as a 1-credit course for students in RC Master’s Program, based on a lecture format and requiring development of a single, multi-component project in the form of a term paper. Proposed changes include:**

1. **the proposed course is designed as a doctoral-level seminar with increased level of student responsibility and effort in terms of readings, assignments, and student-led presentations/discussion,**

2. **Expanded content and more advanced level of content to reflect doctoral-level study, with a significantly increased focus on theory and models of supervision, program evaluation, and administrative structure and policy in rehabilitation counseling and educational settings,**

3. **Revised and increased number and level of graded requirements, including:**

   - requirement for two topical presentations and leading class discussion;
   - the addition of 10 written reviews and increased course reading requirement, and
   - more extensive effort on the course project.

**These changes are reflected in the attached syllabus.**

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<td><strong>5. Course Relationship to Program(s).</strong></td>
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*You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

Rev 8/09
**APPLICATION FOR COURSE CHANGE (MAJOR AND MINOR)**

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<tr>
<td><strong>a.</strong> Are there other depts and/or pgms that could be affected by the proposed change?</td>
<td>YES □</td>
<td>NO □</td>
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<td>If YES, identify the depts. and/or pgms:</td>
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<td><strong>b.</strong> Will modifying this course result in a new requirement for ANY program?</td>
<td>YES □</td>
<td>NO □</td>
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<td>If YES, list the program(s) here:</td>
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### 6. Information to be Placed on Syllabus.

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<td><strong>a.</strong> Check box if changed to 400G or 500.</td>
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<td>If changed to 400G- or 500-level course you must send in a syllabus and you must include the differentiation between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)</td>
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7 In order to change a program, a program change form must also be submitted.

Rev 8/09
### General Information:

- **Course Prefix and Number:** RC 740
- **Proposal Contact Person Name:** Malachy Bishop
- **Phone:** 257-4291
- **Email:** mbishop@uky.edu

### INSTRUCTIONS:

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

### Internal College Approvals and Course Cross-listing Approvals:

<table>
<thead>
<tr>
<th>Reviewing Group</th>
<th>Date Approved</th>
<th>Contact Person (name/phone/email)</th>
<th>Signature</th>
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<tbody>
<tr>
<td>EDSRC Department</td>
<td>11/2/2010</td>
<td>Debra Harley, Dept. Chair / 7-7199 / <a href="mailto:dharl00@email.uky.edu">dharl00@email.uky.edu</a></td>
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### External-to-College Approvals:

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<tr>
<th>Council</th>
<th>Date Approved</th>
<th>Signature</th>
<th>Approval of Revision⁸</th>
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<tr>
<td>Undergraduate Council</td>
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<td>Graduate Council</td>
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<td>Health Care Colleges Council</td>
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<td>Senate Council Approval</td>
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<td>University Senate Approval</td>
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### Comments:

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⁸ Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.
Syllabus
Fall 2011

Course:  RC 740: Administration, Supervision & Program Evaluation in Rehabilitation Counseling

Instructor:  Debra A. Harley, Ph.D., CRC, CPC
229 Taylor Education Bldg.
859-257-7199 (office)
email: DHARL00@uky.edu

Office Hours:  Tuesday 4:00-6:00
Other times are available by appointment

Credit Hours:  Three (3)

Required Texts:


Additional readings as assigned

Goals and Objectives of the Course:

Advanced study of issues related to rehabilitation counseling administration, supervision, leadership, & program evaluation, including theoretical and conceptual frameworks and models of administration, clinical and technical supervision, and leadership in rehabilitation counseling educational and professional settings; understanding rehabilitation counseling service delivery systems and models; staffing, and organizational structure of rehabilitation educational and other human service delivery systems; applied program evaluation methods and techniques, and professional issues in rehabilitation counseling leadership and administration. Political, ethical, and cultural aspects of human services administration and supervision are presented.

Prerequisite:  Admission to the Ph.D. Program in Special Education and Rehabilitation Counseling.

Course Content and Objectives:

Upon completion of this course, students will be able to:

1. Understand the roles and functions of administrators and supervisors;
2. Describe the process of needs assessment in program planning, budgeting, and evaluation;
3. Conduct performance appraisals;
4. Understand and apply management information and program evaluation systems;
5. Understand and apply community resource development;
6. Understand and apply supervisory techniques and leadership skills;
7. Understand decision-making, leadership, and supervisory styles with implications for morale, productivity, and student and program administration;
8. Understand organizational theory including data based, intuitive, group and individual decision-making processes;
9. Understand and apply concepts related to human resource development and management;
10. Understand and apply models of student supervision;
11. Have knowledge of ethical practices and procedures in dealing with disciplinary situations.

Course Format:

This is a doctoral-level seminar course. Material will be presented in both lecture and discussion formats; Students are expected to come to class prepared and will be required on occasion to lead class discussion. It is necessary for students to have read the assigned readings before each class.

Course Assignments and Evaluation:

There are five graded requirements for this course. The requirements and the percentage of the final grade that each requirement represents are as follows:

1. Reading summaries 20%
   Students will be asked to complete readings and to research specific preparatory questions concerning the week’s topic, including completion of ten (10) 2-5 page, double spaced written summaries as assigned over the course of the semester.

   Evaluation: These summaries will be evaluated on the following criteria: Content & Comprehension- (demonstrated understanding and effective relating of substantive information; analysis/synthesis)- 40%; Organization- (coherence, logical and ordered sequence and presentation of ideas)- 20%; Scholarship- (knowledgeable use of relevant literature and appropriate resources)- 20%; Writing style/Mechanics- (grammar, spelling, appropriate APA text and citation format)- 20%.

2. Two classroom presentations on assigned topics 40%
   It is anticipated that students will work in teams of two each on the topics assigned. Presentations will include a synopsis of course readings and additional pertinent information the students are able to identify in the rehabilitation counseling and related literature. Discussion will focus on the major implications of the material for rehabilitation counseling administration, leadership, and supervision.

   Evaluation: (Total percentage for assignment: 40%; 20% per presentation) Class presentations will be evaluated based on (1) identification of appropriate and sufficient resources (as discussed in class) (5%), (2) Presentation (degree to which student demonstrates
comprehension of content and presents content effectively, including organization, audio/visual aids if used, and evidence of preparation (10%), (3) discussion (degree to which student has prepared effective discussion questions and is able to effectively lead class discussion (5%)).

3. Each student will be required to complete a multi-stage and multi-component term project: a Management System, which is to be completed in assigned steps throughout the semester. Students will receive feedback from the instructor at each stage of the completion of their project. The required components and evaluation criteria for completing the project are listed below and described in detail in a separate document delivered in class.

The Requirements and Components for the Management System:

1. Description of the Program
2. Program's Mission Statement
3. Program's Goals, Objectives, & Methods
4. Organizational Structure & Staffing Patterns
5. Calendar
6. Budget/Finance
7. Equipment Inventory
8. Laws, Policies & Procedures Applicable to the Program
9. Accreditation
10. Performance Appraisal System
11. Program Evaluation
12. Appendices

Grading Criteria:

Final grades in the course will be computed on the following basis:

1) Classroom presentations (40%)
2) Reading summaries (20%)
3) Management System (40%)

Total 100%

Your final grade will be determined on the basis of the weights for each assignment multiplied by your grade for that assignment. This will be translated into a letter grade (A, B, C, E) as follows. These are the minimums required to achieve each grade:

90-100 = A
80-89 = B
70-79 = C
Below 70 = E (Failure)
COURSE CALENDAR

WEEK 1

Course Overview

WEEK 2

Roles & Functions of Rehabilitation Counseling Administrators/Supervisors

Readings: Lewis Text, Ch.1


WEEK 3

Needs Assessment & Planning

Readings: Patton Text, Ch.1-4

Additional Readings Required, as assigned by the Instructor.

WEEK 4

Program Evaluation Methods and Techniques

Readings: Lewis Text, Ch. 10; Patton Text, Ch 5-8

WEEK 5

Program Evaluation continued

Readings: Patton Text, Ch 9-10


WEEK 6

Supervision & Performance Appraisal

Theoretical and conceptual frameworks and models of administration, clinical, and technical supervision

Readings: Lewis Text, Ch. 7; Patton Text, Ch 11-12


WEEK 7

Models and Theories of Academic Supervision

Readings:


Additional Readings Required, as assigned by the Instructor.

WEEK 8

Program Budgeting

Organizational Structure

Readings: Lewis Text, Ch. 5, 8 Addional Readings Required, as assigned by the Instructor.
WEEK 9

Human resources development and issues in rehabilitation

Readings: Lewis Text, Ch. 6


WEEK 10

Human resources development and issues in rehabilitation


WEEK 11

Decision-making

Readings: Lewis Text, Ch. 12


WEEK 12

Effective Management in Human Services

Readings: Lewis Text, Ch. 11 Additional Readings Required, as assigned by the Instructor.
WEEK 13

Ethics & Administration

Readings: Patton, Ch 14


WEEK 14

Policy Development

Readings: Patton, Ch 13,15
Additional Readings Required, as assigned by the Instructor.

WEEK 15

Trends in Rehabilitation Services and Education


Additional Readings Required, as assigned by the Instructor.

Management System Due


Additional Readings Required, as assigned by the Instructor.

WEEK 16

Project Reports and Discussion
Other Course-Related Information:

1. ATTENDANCE IS MANDATORY. Students must be present for each class meeting. A student's physical presence in the classroom is a prerequisite for active learning to occur. If an absence is unavoidable, the student is responsible for advising the instructor beforehand. If this is not possible, and the student’s absence is an excusable absence, the student is responsible for discussing this with the instructor, and may be asked for written verification. Acceptable reasons for excused absences are listed in Student Rights and Responsibilities (5.2.4.2). Each unexcused absence will result in the loss of 1/2 a letter grade.

2. Required Readings: All readings for this course have been carefully selected to provide you with important and current information on the topics covered. Complete all required readings before attending class in order to fully participate and understand the concepts/topics currently under study.

3. All assignments are to be completed independently. Please give credit in your written work to all sources. All students are expected to conduct themselves in accordance with the standards published in the University of Kentucky, Students Rights and Responsibilities handbook. Students are responsible for obtaining a copy of the handbook and reviewing its contents. If an instance of cheating or plagiarism is detected, the instructor is obligated to follow disciplinary procedures described in the handbook cited above. All academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be published article, chapter of a book, a paper from a friend or some file, etc. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

4. No audible pagers or cellular telephones are allowed. Taking telephone calls, texting, and other electronic communication during class time is disruptive and disrespectful and will not be allowed.

5. Accommodation: All university instructors are required to make reasonable accommodations for physical and/or learning disabilities that could inhibit student academic success. Any student requesting such an accommodation must bring certification from the Disability Resource Center. The Disability Resource Center certifies the need for and specifies the particular type of such accommodations on a student-by-student basis. Contact Mr. Jake Karnes, 257-2754 for more information, or visit the Disability Resource Center web page at: www.uky.edu/StudentAffairs/DisabilityResourceCenter/.
Recommended Course-Related Readings

The following textbooks and readings are recommended reading:

Syllabus
Spring 2007

Course:    RC 740: Administration, Supervision & Program Evaluation in Rehabilitation Counseling

Class:      Tuesday 6:00 – 6:50 p.m.
            231 Taylor Education Bldg.

Instructor:  Debra A. Harley, Ph.D., CRC, CPC
             116 Taylor Education Bldg.
             859-257-7199 (office)
             859-257-1325 (fax)
             email: DHARL00@uky.edu

Office Hours:  Tuesday 4:00-6:00
              Wednesday 2:00- 4:30
              Other times are available by appointment

Credit Hours: One (1)


Course Description:

This course focuses on administrative, supervisory, and evaluation aspects of human service delivery systems. Administration, clinical and technical supervision, staffing, and organizational structure of rehabilitation and other human service delivery systems are addressed. Political, ethical, and cultural aspects of human services administration and supervision are presented.

Course Content and Objectives:

During and upon completion of this course, students will be able to:

1. Understand the roles and functions of administrators and supervisors;
2. Describe the process of needs assessment in program planning, budgeting, and evaluation;
3. Conduct performance appraisals;
4. Understand management information and program evaluation systems;
5. Understand community resource development;
6. Understand supervisory techniques and leadership skills;
7. Understand decision-making, leadership, and supervisory styles with implications for morale, productivity, and program administration;
8. Understand organizational theory including data based, intuitive, group and individual decision-making processes;
9. Understand concepts related to human resource development and management;
10. Have knowledge of ethical practices and procedures in dealing with disciplinary situations.

Course Format:

This course will be a lecture/discussion format; thus students are expected to come to class prepared. It is necessary for students to have read the assigned readings before each class.

Description of Assignments:

One written assignment is required in this course. Students are required to complete a Management System. The requirements and components for completing the assignment are listed below.

The Requirements and Components for the Management System:

The Management System that you develop may be one that you create or that you modify based on an existing program. If you develop your project based on an existing program, you may use that program as a model, but you cannot submit that program's system as your project. However, certain parts of a real program system can be used (e.g., mission statement, floor plan, goals and objectives and organizational structure and staffing patterns). If you are not sure about what other additional parts of a real program that you might use, please check with me. Any part of a real/existing program that is used as part of your project must be referenced. Any submission of a real/existing program in its entirety will result in a failing grade.

In order to complete the Management System, you will need to do some research to find information specific to your project. The Management System is to be organized in the following manner:

First: Description of the Program
* Name of the Program
* Type of Program (i.e., substance abuse treatment program, comprehensive rehab. Center (Carl Perkins), psychiatric hospital)
* History (if using an existing program)
* Philosophy
* Identify population served
* List services offered
* Other relevant information (this will vary according to the type of program you are describing).
Second: Program's Mission Statement
*Purpose
*Description of population served
*Description of services offered
*Expected outcome (i.e., to become employed)

Third: Program's Goals, Objectives, & Methods
*Goals are broad statements of what it is the program is to achieve
*Objectives are specific statements of how the goals are to be achieved
*Methods are the means to measure the objectives.

Fourth: Organizational Structure & Staffing Patterns
*Provide a hierarchy of the organizational structure (organizational chart)
*Provide a description of the duties and minimum qualifications for each staff position (if you have more than one position with the same name and duties, such as a rehab. Counselor, you only have to provide the description one time).

Fifth: Calendar
*Provide a calendar of events (e.g., staff meetings, other meetings, conferences, etc., and persons responsible for conducting such events). This calendar should cover a one-month period.

Sixth: Budget/Finance
*Provide an explanation of your funding source (e.g., state/federal funds, grant funds, etc.).
*Provide the following categories for the budget (in dollar amount for one year) if they apply to your program:
  *salaries and benefits
  *rent or purchase of building
  *vehicle(s) and equipment
  *vehicle and equipment operation (i.e., gas, insurance, maintenance, etc.)
  *office supplies
  *office equipment
  *office equipment maintenance
  *other (will vary based on your program)

Seventh: Equipment Inventory
*Provide a statement of how you will monitor and inventory equipment

Eighth: Laws, Policies & Procedures Applicable to the Program
List the federal, state, and local statutes and ordinances governing the operation of the program, and identify the agencies or departments responsible for the enforcement of each statute or ordinance (i.e., Dept. of Education, Rehabilitation services Administration, Human Rights Commission, etc.).

Be sure to include policies on sexual harassment and affirmative action.
Be sure to include a statement pertaining to fire code and building inspections.

**Ninth: Accreditation**
Identify the licensure and accrediting requirements for your program (i.e., CARF, APA, NEA, etc.). This may or may not apply to your program.

**Tenth: Floor Plan**
Include a sketch of the floor plan for your program's facility. This can be drawn by hand or you may use an existing floor plan. Be sure to label each area of the floor plan (including exits).

**Eleventh: Performance Appraisal System**
In this section you are to tell how the items listed below will be done, you do not have to develop these items.

*Describe how and when staff members will be evaluated. Be sure to identify and define the criteria and measures used for the evaluation.*

*Identify requirements for promotion of staff.*

*Identify grounds procedures for staff development.*

*Identify grounds for termination (must be based on and linked to performance evaluation).*

**Twelfth: Program Evaluation**
In this section you are to tell how the items listed below will be done, you do not have to develop these items.

*Provide a statement of how you will conduct a program evaluation (e.g., consultant, internal, methodology of the evaluation, etc.).*  

*Indicate the type of evaluation (e.g., process or outcome) that will be done and the rationale for using it.*

**Process Evaluation** - the focus is on determining whether the program is operating in accordance with plans and expectations. It is concerned with on-going functions.

**Outcome Evaluation** - the focus is on the degree to which the program has an impact on consumers. It is concerned with the extent and effectiveness to which the objectives were met.

**Note:** Supplemental information is to be included in the appendixes. This includes any information that you think will clarify or support the information about your program. Any information included in the appendixes must be referenced in the text, stating the purpose of the information.

Be sure to include all of the components listed in these requirements.

All citations and references must be in APA format.

The entire assignment must be submitted. Any assignment submitted partly completed will be graded based on that submission and no additional submission will be accepted.
Each student must submit an independent project. Anyone submitting identical or work that resemble closely the work of another student will receive a failing grade for the project.

The Management System is due on April 17, 2007 at class time.

**Grading Criteria:**

- Management System 80 Points 80%
- Class Participation 20 Points 20%

Total 100 Points 100%

90% and Above = A
80 - 89% = B
70 - 79% = C
60 - 69% = D
59% and Below = E

Please note that the Management System accounts for 80% of the grade for the course. In addition, class participation accounts for 20%. Therefore, class attendance is mandatory. Failure to meet the requirements for either of these will adversely affect your grade.

**Late Assignments:**
Late assignments will be assessed a penalty of 5% per day of the total value points. This penalty also includes weekend days. No assignment will be accepted after one week of the due date (unless otherwise approved by the instructor).

**Incomplete Grades:**
A grade of "I" may be assigned to a graduate student if part of the work of a course remains undone and there is a reasonable possibility that a passing grade will result from completion of the work. All "I" grades must be replaced with a letter grade within 12 months of the end of the academic term for which the "I" grade was assigned or prior to the student's graduation. If an "I" grade has not been replaced within the allowable period, the University Registrar shall change the "I" grade to a grade of "E" on the student's permanent academic record, unless otherwise approved because of exceptional circumstances by the Dean of the Graduate School or recommendation of the Director of Graduate Studies in the student's program.

**General Information:**
Students are entitled to an excused absence for the purpose of observing their major religious holidays.

Disability Accommodation: if you have a physical, emotional, or learning disability please let me know if you require an accommodation. I welcome students to talk with me about any accommodation that will facilitate and enhance your learning experience. I also recommend that contacting the university Disability Resource center as this campus resource can also assist you. It is always best to identify your accommodation requirements as early in the semester as possible.

Any cheating or plagiarism will be addressed in accordance with University guidelines.

Because of their disruption to the class, cellular phones and beepers are not permitted. If you are required by your job to use these devices, please keep them on the lowest possible functional setting and excuse yourself in order to respond.

If the assignments need to be revised, students will be informed in a timely manner and the grading criteria adjusted accordingly.

Continue on next page for course calendar…
COURSE CALENDAR

January 16

Course Overview

January 23

Roles & Functions of Administrators/Supervisors

Readings: Text, Ch.1

January 30

Needs Assessment & Planning

Readings: Text, Ch.2 & 3

February 6

Program Evaluation

Readings: Text, Ch. 10

February 13

Supervision & Performance Appraisal

Readings: Text, Ch. 7

February 20

No Class – NCRE Conference

February 27

Program Budgeting

Readings: Text, Ch. 8

March 6

Organizational Structure

Readings: Text, Ch. 5
March 13

No Class – Spring Break

March 20

Human Resource Development

Readings: Text, Ch. 6


March 27

Decision-making

Readings: Text, Ch. 12

April 3

Effective Management in Human Services

Readings: Text, Ch. 11

April 10

Ethics & Administration

Readings: None

April 17

Policy Development

Readings: None

Management System Due

April 24

Future Trends in Rehabilitation Services

May 1
No Class - Final Exam Week