UNIVERSITY OF ROCHESTER  
Warner Graduate School of Education and Human Development

ED 540, 541 and 542: Program Evaluation Dissertation Seminar 
Summer 2007, Fall 2007 and Spring 2008 
Department of Education Leadership 
Class Sessions: Summer 2012 Tuesday 4:50pm, Fall 2012 Monday 7:35pm, 
Spring 2013 Monday 4:50pm

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Course Description and Objectives  
This course is designed to provide students with support and guidance from 
faculty and other students as they work through the final stages of their 
dissertations. The intensive timeline requires a commitment from students to 
meet all deadlines, provide feedback to peers, and work collaboratively in small 
groups and as a full class.

Format  
The course will be conducted in a seminar format, using presentations and 
summaries of individual work to guide discussion. The course was created to 
provide structured support from faculty, along with peer support from students 
through a cohort learning model. The class will not meet every week. All 
students are required to access Blackboard to communicate when we are not 
meeting and to access others’ work and submit assignments.
**Student Role:** Students who participate in the program evaluation dissertation seminar are in their final stages of their Ed.D. program, which involves individual program evaluations. In enrolling in the course, students commit to completing their (guided) independent dissertation projects and graduating in May, 2013. In addition to receiving faculty support, through cohort participation students will rely on their peers who will provide feedback at critical points in the process. Therefore, if you enroll in the course you are not only committing to your own work but also committing to each other, meaning that you must meet all peer review deadlines to ensure that your colleagues can graduate, as well.

**Expectations:**
1. This seminar relies on cohort participation, which involves students helping each other complete their dissertations. Your voluntary enrollment in this course assumes that you are willing to meet all deadlines as you provide support to your peers.
2. All assignments are due when indicated. No incompletes will be granted, except in cases of serious illness or family emergency. If you do not meet deadlines, you may be dropped from the course.
3. For drafts of your dissertation chapters and full dissertation, please be sure to proofread your writing and use appropriate citations throughout your work.
4. Students must attend each class. Please notify Andrew in advance at the above number should you have to miss a class.
5. We wish to fully include persons with disabilities in this course. Please let Andrew know if you need any special accommodations in the curriculum, instruction, or assessments of this course to enable you to fully participate.

**Faculty Role:** The course was created to provide structured support from faculty, meaning that faculty will provide guidance on all aspects of your dissertation, will provide feedback on memorandums and drafts, and will work to keep students on the tight timeline so that they can complete their dissertations and graduate in May. Given that you are under a very intense timeline, determining whether the proposed study is feasible (and identifying ways to reduce the scope or alter the design) is one of our most important (and early) contributions. Faculty will not edit drafts, teach students how to use SPSS, or assist with data collection, entry/cleaning, or analysis. We suggest you work with the Writing Support Services for assistance with your writing ([http://www.rochester.edu/Warner/programs/writing/index.html](http://www.rochester.edu/Warner/programs/writing/index.html)), enroll in the 1-credit course on SPSS, which will be taught in Oct/Nov., and seek out additional resources on qualitative and quantitative analysis, as appropriate.
Required Text:

Course Schedule
Phases of Program Evaluation Dissertation

Phase One: Proposal Development
May 28 until August 21
Major products:
1. Proposal
2. RSRB application

Phase Two: Proposal Defense and RSRB Approval
August 21 to October 1st
Major Products
1. Revised Proposal
2. RSRB approval

Phase Three: Data Collection
October 2nd through December 1st
Major products:
1. Collecting all data

Phase Four: Data Analysis and Findings
December 2nd through January 21st
Major products
1. Findings plan
2. Findings outline
3. Chapter 4

Phase Five: Full Draft
January 21st to February 15th
1. Full Draft of Dissertation

Phase Six: Feedback and Revision
February 16 to April 1
1. Full Revision of Dissertation

Phase Seven: Final Revisions and Defense
April 2nd to May 10th
1. Final Approved Dissertation
Course Schedule

Note: You must reserve the Monday course slot throughout this summer and school year, as we may need to adjust this timetable to address problems or issues students are facing.

May 29: Introductions, paperwork, ground rules, and plans

Discuss dissertation timelines, RSRB, politics, the role of your committee, and issues of confidentiality

June 5: Individual meetings with faculty – proposal review

* Proposal Outline (or Draft) Due

Meet in Andrew’s office during your time slot:

2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

June 12: Discuss data collection and developing a high quality dissertation

* Submit site approval letter

Discuss the “messiness” of evaluations in applied settings. Have you faced any roadblocks? Do you need to make changes?

Past PE Dissertation Completer Guest

June 19: Discuss Writing a Literature Review

* Submit Chapter 1 for review by a peer

July 10: Discuss Data Collection Methods (Qual, Quant, Mixed Overview)

• Submit Chapter 1 and 2

July 17 Individual Meeting with Andrew
* Submit draft of chapter 3 to Peer for Feedback (due back from peer on July 31st)

Meet in Andrew’s office during your time slot (feedback on chapter 1 and 2)

2:30  
3:00  
3:30  
4:00  
4:30  
5:00  
5:30  
6:00  
6:30

**August 14: Mock Proposal Meeting**

* Full Proposal Due  
* Committee Assignments Complete/ Confirmed  
* Past PE Dissertation Completer Guest

**August 21: BBQ – Organization for Defense Meeting**

*RSRB Due and Proposal PPT Slides (First Drop Due Date)*

**August 22 until October 1: Proposal Defenses**

*All Defenses must be completed by October 1 2012 to continue in the cohort (second drop date)*
Fall 2012 Schedule

September 4: Individual Meeting with Andrew

Meet in Andrew’s office during your time slot (feedback and taking stock meeting).

2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

September 10: Mock Proposal Meeting #2

*RSRB Submitted

September 17: Group Sharing Meeting

September 24: RSRB and Data Collection Planning

* Data Collection Plans Due

October 1: Revised Chapter 1-3 Due – No Meeting

October 8: Quantitative Data and Analysis Overview

October 15: Qualitative Data and Analysis Overview

October 22: Mixed Methods Data Analysis Overview

October 29: No Class

• One page memo updating data collection progress

November 5: Data Collection Update Meeting

Meet in Andrew’s office during your time slot (Data collection troubleshooting meeting)
2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

November 12: Data Analysis Quantitative

November 19: Data Analysis Qualitative

November 26: Data Analysis Mixed Methods

*Data analysis and finding outline due! Provide to peer for review.

Dec. 3: Discuss data collection

*DATA COLLECTION MUST BE COMPLETED BY TODAY!

Students report to class on progress

Dec. 10: Individual Meetings

Meet in Andrew's office during your time slot (Data collection troubleshooting meeting)

2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

Dec. 17: End of Semester Celebration

ASSIGNMENTS DUE:
*Peer Review - Students provide feedback to each other (max 3 pages) regarding data analysis and findings outline.

Dec. 24 and Jan. 7 – No Class – (conduct data analysis)
COURSE SCHEDULE SPRING 2013

Jan. 21:  Chapter 4 and 5 Discussion

*Full Draft of Chapter Four and Five Due! (This is the third drop-dead date for continuation)
*Peer will review chapter 4 and 5

Jan. 28:  Discussion of Chapter 4 Reviews

ASSIGNMENT DUE: Peer Review - Students provide feedback to each other (max 3 pages) regarding Chapter 4 and 5

Feb. 4:  Individual Meetings

Meet in Andrew’s office during your time slot (feedback on chapter 4 and 5)

2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

Feb. 11:  No Class:  Refining Chapters 4 and 5

ASSIGNMENT DUE: Students submit full dissertation by February 15th
Peers will review full dissertation drafts

Feb. 18:  No Class

Feb. 25:  Discuss final dissertation report

ASSIGNMENT DUE: Peer Review - Students provide feedback to each other (max 3 pages) regarding full draft

Mar. 3:  Individual Meetings
Meet in Andrew’s office during your time slot (feedback on chapter 4 and 5)

2:30  
3:00  
3:30  
4:00  
4:30  
5:00  
5:30  
6:00  
6:30

Mar. 10: Dissertation Final Mock Presentations

* 10 Slides for final dissertation defense
* PE Dissertation Competitor Visitor

Mar. 17: Dissertation Final Mock Presentations #2

Mar. 24: Organizational Meeting For Final Defenses

March 31: No Class – Revise drafts

Apr. 7: Celebration #1 Meeting

Apr. 14: Final Class Meeting (Reflection on the process)

Apr. 21: Students report on evaluations

* 2 Page Executive Summary of Evaluation Due

Apr. 28: Final Defenses

May 5: Final Defenses

May 10: Last Day to Defend Your Dissertation for 2013

May: Cohort celebration TBD!!!!
For dissertation drafts, you should follow APA guidelines for your references. The following cites provide further APA style guidelines:
http://www.crk.umn.edu/library/links/apa5th.htm
http://www.docstyles.com/apacrib.htm
Program Evaluation Dissertation Outline

Title Page
Abstract
Acknowledgements
Table of Contents
List of Tables and Figures

I. Introduction to the Report (approximately 2 pages)
   a. Brief introduction to the evaluation, including rationale and discussion of audience

II. Focus of the Evaluation (approximately 25 pages)
   a. Descriptive information about the organization where the program is located
   b. Program description, goals and objectives, and scope of activities
   c. Logic model (program theory or theory of action)
   d. Purpose of the evaluation (including evaluation questions) and research stance (i.e. role of researcher in study context)
   e. Literature review of prior work that grounds the study including an overview of research on topic, an exploration of the gaps of prior work and limitations, and a forward thinking discussion of how this body of knowledge sets the context and provides direction to this new study

III. Methodology (Evaluation Plan and Procedures) (approximately 15 pages)
   a. Choice of evaluation design and discussion of measures (including reasons for selection) grounded in program evaluation and methods literature.
   b. Costs/benefits of selected design with a focus on anticipated threats to validity of overall design and methods to address these (reliability and validity of particular instruments may be discussed under d or f)
   c. Study instruments: Development (or selection) and design of instruments
   d. Data collection: Detailed discussion of study participants, sampling process, data collection procedures, etc.
   e. Data analysis
   f. Discussion about how safeguards taken to ensure confidentiality of participants during data collection, analysis, and reporting of results. Include a statement about RSRB approval.
   g. Study timeline (present in table) including proposal development (including research instruments), proposal defense, RSRB approval, piloting of data collection instruments, data collection, data clean up, data analysis and interpretation, and writing and revision of dissertation.
   h. Limitations of study
IV. Evaluation Results (approximately 25 pages)
   a. Summary of findings
   b. Interpretation of findings

V. Conclusions and Recommendations (approximately 5 pages)
   a. Criteria and Standards Used to Judge Program (if appropriate)
   b. Judgments about program (Strengths and Weaknesses)
   c. Recommendations about program (relating to evaluation purpose only)

VII. Minority Reports or Rejoinders (if appropriate)

VIII. Appendices (Each item has its own appendix A-Z)
      Things that you may include here:
      o Description of Evaluation Plan/Design, Instruments (questionnaires, focus group/interview protocols, observation instruments, consent forms), and Data Analysis and Interpretation
      o Detailed Tabulations or Analyses of Quantitative Data and Transcripts or Summaries of Qualitative Data
      o Other Information, as Necessary.