

Subject Description Form

Subject Code	APSS328																	
Subject Title	Programme Planning & Evaluation																	
Credit Value	3																	
Level	3																	
Pre-requisite / Co-requisite/ Exclusion	<u>Pre-requisite :</u> APSS331 Management in Human Services																	
Assessment Methods	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">100% Continuous Assessment</th> <th style="width: 25%;">Individual Assessment</th> <th style="width: 25%;">Group Assessment</th> </tr> </thead> <tbody> <tr> <td>1. Class Attendance and Participation</td> <td style="text-align: center;">10%</td> <td style="text-align: center;">--</td> </tr> <tr> <td>2. Individual Assignment</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">--</td> </tr> <tr> <td>3. Group Project Presentation</td> <td style="text-align: center;">50%</td> <td style="text-align: center;">--</td> </tr> <tr> <td>4. End-of-Term Quiz</td> <td style="text-align: center;">20%</td> <td style="text-align: center;">--</td> </tr> </tbody> </table> <ul style="list-style-type: none"> The grade is calculated according to the percentage assigned; The completion and submission of all component assignments are required for passing the subject. 			100% Continuous Assessment	Individual Assessment	Group Assessment	1. Class Attendance and Participation	10%	--	2. Individual Assignment	20%	--	3. Group Project Presentation	50%	--	4. End-of-Term Quiz	20%	--
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Objectives	<p>The subject aims to enable students to:</p> <ol style="list-style-type: none"> a. acquire key concepts and skills in designing, planning, implementing social programmes and evaluation for human services; b. be familiar with current practices of programme planning and evaluation in local and international settings; c. understand specifically the Logic Model and other outcome-based evaluation such as SROI (social return on investment); d. carry out a programme evaluation exercise and gain experience in designing, planning, implementing and evaluating a program or project; and e. critically review evaluation reports. 																	

Intended Learning Outcomes	<p>Upon completion of the subject, students will be able to:</p> <ol style="list-style-type: none"> a. utilize the “Logic Model” and other models (e.g., SROI) for programme planning and evaluation; b. carry out stakeholder analysis and focus groups for developing programme plans and conduct needs assessment; c. design programme evaluation plan systematically; and d. critically assess the merits of evaluation reports written by others with a social science perspective.
Subject Synopsis/ Indicative Syllabus	<ol style="list-style-type: none"> 1. Current issues in planning for human service programmes and administration 2. The programme planning process 3. Analyzing social problems and conducting needs assessment 4. Goal setting and the use of Logic Model 5. Basics of emergent planning approach 6. Designing effective programmes 7. Programme monitoring and Service Performance Management System 8. Performance measurement using SROI 9. Service quality standards, quality assessments, and quality audits 10. Measuring efficiency 11. Qualitative vs. quantitative evaluation 12. Politics and ethics of programme planning and evaluation
Teaching/Learning Methodology	<p>This subject consists of lectures and seminars based on an experiential approach that encourages students to put into practice what they have learned in lectures to real life situations. Students are thus required to conduct projects in which they will gain practical skills in programme planning and evaluation and showcase their communication abilities in seminar setting. Students will also learn to write programme plans and evaluation reports for human service organizations.</p>

Assessment Methods in Alignment with Intended Learning Outcomes	Specific assessment methods/tasks	% weighting	Intended subject learning outcomes to be assessed (Please tick as appropriate)				
			a	b	c	d	
	1. Class Attendance and Participation	10	√	√	√		
2. Individual Assignment	20	√	√	√			
3. Group Project Presentation	40	√	√	√	√		
4. End-of-Term Quiz	30	√	√	√			
Total	100 %						

Student Study Effort Required	Class contact:	
	▪ Lectures	27 Hrs.
	▪ Seminars / Workshops	12 Hrs.
	Other student study effort:	
	▪ Individual assignment preparation	20 Hrs.
	▪ Group project presentation preparation	26 Hrs.
	▪ Preparation for quiz	40 Hrs.
	Total student study effort	125 Hrs.

<p>Reading List and References</p>	<p><u>Essential</u></p> <p>Boulmetis, J. & Dutwin, P. (2011). <i>The ABCs of evaluation: Timeless techniques for program and project managers</i> (3rd ed.). San Francisco: Jossey-Boss.</p> <p>Frechtling, J.A.(2007). <i>Logic modeling methods in program evaluation</i>. San Francisco: Jossey-Bass.</p> <p>Then, V., Schober, C., Rauscher, O., & Kehl, K. (2017). <i>Social Return on Investment Analysis: Measuring the Impact of Social Investment</i>. Cham, Switzerland: Palgrave</p> <p>UK Office of the Third Sector (2009). <i>A Guide to Social Return on Investment</i>. https://ccednet-rcdec.ca/files/ccednet/pdfs/2009-SROI_Guide_2009.pdf</p>