

The Course:	<i>SPPH 540: Program Planning & Evaluation</i> for the Master of Public Health (MPH) program at the University of British Columbia
Course Instructor:	Dr. Beth Snow, bsnow@providencehealth.bc.ca
Teaching Assistant:	Lybbie Mulvaney, lybbie@student.ubc.ca
The Assignment:	Students will work in groups to develop a proposal for the evaluation of a program. The proposal will include: 1) Introduction, 2) Description of the program, 2) Evaluation design, 3) Data collection, 4) Analysis/Interpretation, 5) Communication, and 5) Evaluation management.
Deliverables:	• A written evaluation proposal for your program will be provided to you by a group of students at the end of the course in April 2025 • The students will not be able to conduct the evaluation within the timeframe for this assignment, but you would be able to use the proposal to conduct an evaluation (e.g., conduct the evaluation internally, engage with an evaluation consultant to conduct the evaluation, hire an MPH practicum student to conduct the evaluation).
Requirements of Interested Organizations:	• Complete the online expression of interest form by Feb 2, 2025: https://forms.gle/Rh9K76YE8QHg3e186 • On the form, you will be asked to provide a contact (or contacts) who can meet with the group of students (virtually or in-person, depending on the availability and location of both you and the students) weekly from mid-February to early April to discuss your evaluation needs and provide students with information about your program. The contact should also be available during this timeframe to answer questions from the students via email.
Dates:	• The course runs from Jan 9 to Apr 18, 2025, but the evaluation portion of the class (which this assignment is focused on) runs from Feb 13 to Apr 19, 2024). The student have Reading Break on the week of Feb 20. • You will be invited to a presentation of the evaluation proposals by the students during class time (either March 27 or April 3, 2025 between 9 am-12 pm). During these presentations, students will have the opportunity to present their proposal and receive questions and feedback from the instructor, their classmates, and your organization's contact if you choose to attend (It's not mandatory for you to attend these presentations). The class is held at UBC's Point Grey campus, with an option to attend virtually via Zoom. • The students will provide a written evaluation proposal to you at the end of April 2025.

Questions:	If you have any questions, please email the course instructor at bsnow@providencehealth.bc.ca
To Apply:	• Complete the online expression of interest form by Feb 2, 2025 • Please note that completing the expression of interest form does not guarantee that an organization will be selected. Organizations will be selected based on student interests and appropriateness of the proposed program to be evaluated for the assignment. (Note that we reserve the right to close the form early depending on how many organizations respond, so we recommend that you complete the form as soon as possible). • Organizations will be notified by Feb 9, 2025 to confirm if your program has been selected and to confirm your interest in participating.