

Monitoring Evaluation and Learning Online Course

Course Description

This course is designed to help participants improve WaSH programming through Monitoring, Evaluation and Learning (MEL). It was developed for participants who want to increase or refresh their MEL knowledge or those seeking an introduction to the topic. Participants will review instructional materials, selected readings, and media to learn about the basic language and models of Monitoring and Evaluation (M&E) in the Water, Sanitation and Hygiene (WaSH) sector, and outline the basic methods and techniques for M&E.

Course Objectives

Participants who successfully complete this course will be able to:

Session 1

- Recognize the basic concepts and challenges of MEL for WaSH (Module 1)
- Understand the different types of M&E systems and be able to identify the tools necessary to answer M&E related questions (Module 2)
- Recognize the strengths and limitations of basic quantitative study designs (Module 3)

Session 2

- Understand the basic challenges in selecting a sample and the advantages and disadvantages of different sampling methods (Module 4)
- Understand the concepts of precision, variance and confidence intervals as they relate to analyzing data (Module 5)
- Understand links between study designs, approaches to sampling, statistical analysis, power, and sample size (Module 6)

Session 3

- Identify criteria for developing appropriate household survey questions and understand related concepts of research ethics, survey design, and survey administration (Module 7).

- Identify criteria for developing appropriate water system surveys, and monitoring tools; become familiar with standard tools and methods for water system surveys (Module 8)
- Understand the purpose of qualitative research methods and related strengths and limitations (Module 9)

Course Structure

This online course consists of three sessions:

- Session 1: Intro to MEL
- Session 2: Sampling Module
- Session 3: Qualitative Methods and Surveys

Participants will be expected to move sequentially through assignments and activities. An open discussion forum is organized for each module and each participant is expected to actively participate.

Each module includes online instructional materials, activities that help reinforce important course content, and resources/references that provide further information and links to the latest research.

Completion of the course will take approximately two to three hours per week but this will vary by student. New content is introduced during weeks one through three of each session, and the final week can be used by participants to complete the quiz and critical thinking assignment.

Course Expectations

1. Participants are expected to read the syllabus and schedule for weekly assignments. It is your responsibility to keep pace with the class.
2. Participants are expected to engage in the discussion forum. Some discussions will have specific prompts to begin the dialogue and others may have open forums where you are encouraged to discuss your interpretations of the content.
3. The discussion forum is a space to share ideas and offer constructive critiques. All dialogue between participants and facilitators should be done in a respectful manner.
4. All discussion forum posts are due weekly. Other assignments are due on the last day of the module unless otherwise noted on the Class Schedule.

5. Late assignments will not be accepted unless prior arrangements have been made in advance with a facilitator.

Requirements for Successful Completion

In order to successfully complete a session:

1. Each week participants will be required to respond to a statement posted in a discussion forum and respond to two (2) posts made by other course participants.
2. At the end of each session participants will be required to complete a critical thinking exercise and a quiz.

Instructions for Submitting Assignments

All dates/times in the course schedule are for the Eastern Standard Time Zone. Should you need to submit an assignment from another time zone, please allow for time zone differences.

In most cases, you will submit assignments as an attachment in the appropriate Assignment link. Please save files as a .pdf or in Microsoft Word format (.doc or .docx).

Continuing Education Credits (CEUs)

CEUs will be awarded upon successful completion of the course from the Friday Center for Continuing Education at the University of North Carolina at Chapel Hill.*

*CEU approval pending

Grades

Assignments are graded in a Complete/Incomplete format. In order to receive CEUs, all assignments must be completed and submitted by the date designated in the module.

Course Schedule

Session	Content	Date
Course Orientation*	Intro to MEL Course and online learning	Jan 29- April 25**
Session 1	Module 1 – Introduction to MEL Module 2 – Basic Planning in M&E Module 3 – Evaluation Design	Feb 29 – March 25
Session 2	Module 4 – Approaching to Sampling Module 5 – Analysis of Data Module 6 – Sample Size Calculations	March 28 – April 22
Session 3	Module 7 – Household Surveys Module 8 – Facilities Surveys Module 9 – Qualitative Research Methods	April 25 – May 30

*All participants must complete the Intro to MEL Course session.

** Course Orientation must be completed prior to gaining access to course materials

Sponsors

This course was developed by The Water Institute at the University of North Carolina at Chapel Hill with support from The Conrad N. Hilton Foundation.

Course Website

The course materials will be available on www.washmel.org. The password for each session will be emailed to participants prior to the start of the session. If you ever have a problem accessing this course, contact Shannan George at waterinstituteteaching@unc.edu.

Course Communications

Course communications will be web-based, primarily email and the discussion forum. The bulk of the discussion will take place in the discussion forum. The Forum is asynchronous in that discussion occurs over an extended period of time rather than in “real time.” You do NOT have to be on-line at the same time as the facilitator or other participants in order to participate in the discussion.

The discussion forums are accessible by anyone in the course. Please follow the common courtesies of public communications. Any private communications between individuals should be completed using e-mail.

No-Show Policy

In fairness to all attendees, confirmed participants who do not attend their scheduled session(s) are liable for the entire fee unless other arrangements have been made with the program staff. Participants who do not access the course or contact the program staff within 7 days of the session start date will be considered “no-shows” and will not be eligible for refund or credit.

Cancellation/Refund Policy

All course cancellations must be submitted in writing. Cancellations by telephone will not be accepted. **A \$25 administrative fee will be charged for all cancellations.** You are responsible for ensuring that The Water Institute receives the cancellation request. Our program staff will reply with an email acknowledgement.

Refunds for cancelled courses are subject to the following schedule unless otherwise stated on the program website or registration form:

100%: Withdrawal seven (7) business days or more before the course start date, less \$25.00 administrative fee.

0%: Withdrawal less than seven (7) business days before the course start date. Session may be substituted for a one-time session credit (see credit policy below).

The Water Institute reserves the right to cancel or reschedule sessions at any time. Sessions may be canceled due to low enrollment, an emergency, or inclement weather. We make every effort to notify enrolled participants about course changes or cancellation using the student contact information provided at registration. In the event of a class cancellation, participants may receive a refund or enrollment in a rescheduled course.

Session Credits

Registrants who change their mind or cannot attend a session must contact The Water Institute as soon as possible. A one-time session credit is permitted in lieu of a refund and must be requested seven (7) days prior to the session start date. Credits can be advanced toward future online MEL sessions if registration is cancelled in writing seven (7) days prior to the session start. If the registrant requests a session credit, program staff may issue a credit toward attendance at a future scheduled session taking place within 12 months of the original session. Rescheduling is allowed only once per participant. If you do not attend a seminar within 12 months from the original seminar, the course fee will be forfeited.

For More Information

If you have questions or need more information, please contact Shannan George, Teaching Specialist with The Water Institute at UNC at waterinstitute@unc.edu.

Updated 12.29.2015