

## **COM 310 - NONVERBAL COMMUNICATION – Spring 2012**

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### **DESCRIPTION, PURPOSES, AND OBJECTIVES OF THE COURSE.**

*COM 310 - THEORY AND RESEARCH ON NONVERBAL ASPECTS OF SPEECH COMMUNICATION, EMPHASIZING THE IMPORTANCE OF TIME, SPACE, BODY LANGUAGE, AND VOCALICS. (Per our Catalog)*

- A. By the end of the course, the student should be able to demonstrate a general understanding of most of the scholarly and pragmatic facets of nonverbal communication.
- B. The student will display this competence and comprehension of nonverbal communication by demonstrating ideas and research in papers and in classroom presentations.
- C. The student will provide evidence of familiarity with the general body of knowledge both theoretical and practical of nonverbal communication through answering evaluative questions at or above the 60% competency level.

### **MATERIALS FOR STUDY.**

- A. Text: Mark Hickson, III, Don W. Stacks, & Nina-Jo Moore. (2004) Nonverbal Communication: Studies and Applications, (4<sup>th</sup> Ed.). 2004. Roxbury Publishing: Los Angeles
- B. Class lectures, discussions and handouts, as well as life in general.

### **INTRODUCTORY THOUGHTS:**

Prepare to have a lot of fun in this class and learn enlightening but seldom known things about communication. The topic is an exciting one that has far ranging applications. You will be using the material learned in the class immediately and for the rest of your lives. As long as you are willing to keep up on the reading and willing to jump into class discussions this class will be one of the most fun and most useful learning experiences ever. Or if you blow off the assignments and don't get around to the readings or fail to interject your input into the class discussions you can make it tedious and boring. Let's both pledge to make this an enjoyable experience. Life is too short for boring classes and lost learning opportunities. Life is what you make of it. That is especially true for education, and absolutely true for this class in {insert class name here} NONVERBAL COMMUNICATION. I'm kidding; I don't use this paragraph in any other class syllabus. ☺ NVC has always been one of my favorites and I hope it is for you as well. Even that silly little smiley face emoticon will be studied, as will SCREAMING IN CAPS.

## **SPECIAL CONSIDERATIONS**

A. Ordinarily there is no make-up of in-class activities and assignments. The student is responsible for class notes and assignments discussed in each class, whether present or not.

B. **Involvement is a major part of the value of this course.** Therefore, regular and prompt attendance is important. Any late work accepted is subject to at least a 1 grade per weekday mark down. **Leaving early or arriving late is a nonverbally “loud” communicative behavior that is considered to rude, insulting to both the other students and the professor, and is very distracting. Please do not allow this to happen.** 2 tardies equal 1 absence. Remember too that you can be in a class without really being in a class. **You are not to use class time for texting, surfing the net, homework etc,** anything that would pull you away from full engagement in the class. Any such occurrences will be treated like absences and recorded as such. Accordingly leave phones, tablets, lap tops, etc. in your bag if you bring them to class at all. Do take notes, but go old school with writing. Then reify the memory later if you want to transfer those to electronic notes.

C. *Each absence beyond the first two will result in a lowered grade (for example, an earned grade of B+ changed to a C-).* Students not prepared to speak on the assigned day, for whatever reason, will probably not get a second chance due to the shortage of time available. This will result in an automatic assignment grade of "F" for the assignment. Please plan on unexpected distractions popping up at the worst possible times. Do not procrastinate. Preparation, practice, and prayer = success!!! Ironically, we study all of these elements in nonverbal communication.

## **PLAGIARISM**

Be forewarned any student that cheats on exams or plagiarizes material in this class will receive an automatic "F" for that assignment and probably for the class. The student's name will be submitted to the Academic Provost for further disciplinary action. Academic integrity is insisted upon, especially here at a Christian University.

## **LEARNING DISABILITIES**

### **1. PLEASE ADVISE ME OF LEARNING DISABILITIES IN ADVANCE.**

Below is a copy of the school's policy on academic accommodations. I will support this policy completely.

#### **ACADEMIC ACCOMMODATIONS:**

All students are expected to meet the minimum standards for this course as set by the instructor. Students with learning disabilities who may need accommodations should first discuss options and services available to them in the Academic Support Center (ASC) during the first two weeks of the semester. The ASC, in turn, will contact professors with official notification and suggested classroom accommodations, as required by

federal law. Approved documentation must be provided by the student and placed on file in the ASC prior to the beginning of the semester

### GRADING:

The Final Semester Grade will be based on:

Exams (Midterm/100 points, Final/100 points)	200 points
State of the Art Research Paper with presentation	100
Multi Media Presentation	100
ETC. (quizzes, assignments, participation)	100
TOTAL	500 points

Your final grade will be based on the following percentage scale:

92%-100	= A
90-91%	= A-
88-89%	= B+
82-87%	= B
80-81%	= B-
78-79%	= C+
72-77%	= C
70-71%	= C-
68-69	= D+
62-67%	= D
60-61%	= D-
0-59	= F

### STATE OF THE ART PAPER WITH PRESENTATION: 100 points

This assignment will be a state of the art research term paper requiring the student to choose one fairly narrow aspect of nonverbal communication and become a subject matter expert on the latest findings of researchers in the field. You will compile your findings in a formal paper **(of approximately 12-15 pages) using APA 5<sup>TH</sup> Ed. format, in Times New Roman 12 pt font. Papers will be submitted both in hard copy and electronically by the proper due date and time.**

It is presumed that you will be using at least 12-15 primary research sources for this project(not secondary, know the difference). Top papers will be expected to surround their topics and suggest areas for further research and will no doubt exceed the guidelines listed above for acceptable length and depth. A top paper should essentially be a publishable paper. This paper will be due towards the end of the semester, but research efforts should commence as quickly as possible. Please clear your topic with the instructor before delving too deeply into your work. Grades will be based on both presentation and format. Learn APA format or perish. Passing grades will require a well written, spell checked, proof read, typed, neatly organized, APA (5<sup>th</sup> ed.) formatted document, free of sentence fragments and run on sentences. Also avoid plastic covers and funky binding. Staple it. If the paper meets these minimum standards it will

be judged for content quality, research effort, and scholarship. A 5-8 minute oral presentation of the State of the Art will be required and will be factored into the grade for the assignment.

**CLASSROOM MULTI MEDIA PRESENTATION:** 100 Points

This assignment also requires the student to extensively research and become a subject matter expert on a fairly narrow sub area from within the general field of nonverbal communication. However, instead of presenting the findings within a formal paper the student either alone or along with a partner of their choice if requested will make a formal multi media presentation to the class lasting approximately 15 minutes describing the nature of their topic and the scope of the research done to date. Students will be required to use various media for presenting this data, such as prepared handouts (perhaps outlines, annotated bibliographies, charts, graphs, visual aids, overhead transparencies, slides, video-clips [very short], power point slide shows, etc. . . . Following the presentation there will be a period of questions from the instructor and/or class and some discussion of the material covered (approximately 10 minutes).

These presentations must be scheduled for the day the material will be covered in the appropriate text readings. It is critical that the presentation be on the scheduled day. A no-show will result in an automatic "F" for the parties not present. A detailed schedule of subjects and class dates will be provided soon to help make your decision regarding which subject/date to sign up for. Be thinking of general interest areas by the next class date.

**This is not intended to recap or summarize a chapter topic, but rather to isolate one particular area mentioned in the assigned reading and provide more detailed coverage and analysis of the research and concepts and practical applications of the selected topic area. Practice with your visual aids ahead of time, and request your media tech assistance if any is needed well in advance. Special warning – Make sure you have practiced any tech related presentations ahead of time in this class. You are responsible for it running smoothly and being prepared on time. Have a back up in case computers crash or the school forgets to pay its electric bill. ☺**

COM 310: Nonverbal Communication  
 Semester Schedule – Spring 2013  
 Dr. Skip Rutledge – Office: Cabrillo103  
 Tuesday - Thursday 1:30 – 2:50 Cabrillo 102

Day	Classroom Activity	Assignment & Presentations	DUE
<b>January</b> Week One	Review Syllabus & Discuss Class		
Week Two	Ch. One: Foundations	Select In Class Presentation Partner, Topics and dates	Read Chpt 1 <i>Choose topic for in class presentation by Tuesday</i>
Week Three	Ch. Two: Methods of Nonverbal Research		Read Chpt 2
Week Four	Tuesday Ch. Three: Haptics <b>Thursday – view one debate round over weekend– or one round of persuasion. study nonverbal elements of persuasive speaking</b>	2 page typed field observations on nonverbal persuasion techniques at tournament	Read Chpt 3
<b>February</b> Week Five	Ch. Four: Proxemics Personal Space		Tournament Report Due Tuesday Read Chpt 4
Week Six	Ch Five: Proxemics Territory & Environment		Read Chpt 5
Week Seven	Ch Six: Physical Appearance Ch. Seven: Body Alterations and Coverings (artifacts)		Read Chpt 6 Read Chpt 7
Week Eight	<b>Tuesday Midterm Ch. 1-7,</b> Thursday Ch. Eight: Kinesics		Read Chpt 8
<b>March</b> Week Nine	<b>SPRING BREAK – NO CLASSES</b>	<b>SPRING BREAK – NO CLASSES</b>	<b>SPRING BREAK – NO CLASSES</b>

Week Ten	<i>Ch. Nine: Kinesics – A practical functional approach</i>	No Student Presentations this Tuesday.	Read Chpt 9
Week Eleven	<i>Ch. Ten: Vocalics</i>	No Student Presentations this Thursday	Read Chpt 10
Week Twelve	<i>Special Assignments TBA</i>	<b>Thursday March 28 – Easter Break : No Classes</b>	
<b>April</b> Week Thirteen	<i>Tuesday: Ch Eleven: The Covert Subcodes (smell/time)</i>		Read Chpt 11
Week Fourteen	<i>Ch. Twelve: NV Com in Social Situations</i>		Read Chpt 12
Week Fifteen	Ch. Thirteen: NV Com in the Family Ch. Fourteen: NV Communication at work		<b>Read Chpt 13</b> Read Chpt 14
Week Sixteen	<b><u>Tues: Classroom Presentations:</u></b> <b><u>State of the Art Research</u></b> Thurs: Ch. Fifteen: The Future of Nonverbal Research Review for Final	<b><u>Classroom Presentations:</u></b> <b><u>State of the Art Research</u></b>	<b><u>Tues: All State of the Art Reports Due</u></b> Read Chpt 15
WWeek Seventeen	FINAL EXAM <b><u>Thursday May 2nd – 1:00 – 3:00</u></b> Confirm with your on line final exam schedule though.		