



### **COM 3010 Nonverbal Communication**

*Communication Studies Department*

Spring 2021 ♦ 3 Units ♦ T/TH 11 a.m.-12:15 p.m. ♦ Hill 6

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Office hours: zoom appointments or phone calls upon request

#### **PLNU Mission**

Point Loma Nazarene University exists to provide higher education in a vital Christian community where minds are engaged and challenged, character is modeled and formed, and service becomes an expression of faith. Being of Wesleyan heritage, we aspire to be a learning community where grace is foundational, truth is pursued, and holiness is a way of life.

#### **Catalog Description**

Theory and research on nonverbal aspects of speech communication, emphasizing the importance of time, space, body language, touch and vocalics.

#### **Course Learning Outcomes**

Students who successfully complete this course will demonstrate competence in explaining, illustrating, and interpreting basic principles of nonverbal communication by being able to:

1. Define the general terms related to the academic study of nonverbal communication and behavior.
2. Explain the primary codes of student within nonverbal communication, including: physical appearance, gesture and movement, face and eye behavior, vocal behavior, space and territoriality, touch, environment and physical surroundings, and time.
3. Explain how nonverbal behaviors function in communication interactions including mediated contexts.
4. Understand the applications of the nonverbal codes in a reflexive manner as related to interpersonal relationships, organizational communication and culture.

#### **Required Texts**

*Nonverbal Communication for a Lifetime* by Diana Ivy and Shawn Wahl. 3<sup>rd</sup> Edition.

#### **Assessment and Grading**

Below you will find the assignments for the semester. Your grade will be calculated by dividing the number of points you earn by the total number of points at the end of the semester. Course assignments and scheduling are subject to change due to the nature of the course. All changes will be made orally in class, provided in writing and posted on Canvas.

1. **Exams:** Three exams over course material. (100 points each)
2. **Research Paper** (100 points). Students will be assigned a topic and prepare a six-page research paper. Expectations for the project will be handed out in class.
3. **Cultural Presentation** (50 points). Students will be paired with a group to prepare a seven-minute presentation based on the nonverbal functions of a foreign country including: physical appearance, gesture and movement, facial behavior, eye behavior, vocal behavior, space and territoriality, touch, environment and time. Expectations for this presentation will be handed out in class.
4. **Case Studies/Self-Assessments/Article Reviews/Participation** (points vary) Students will complete various activities to support experiential learning of course material.

## Grade Scale

A- = 90-92%; A = 93-100: Excellent (*exceptional, superlative presentations, engaged in class lecture and discussion, attendance, posture, interest, etc. Comprehensive excellence is needed for a superlative grade in this course.*)

B- = 80-82%; B = 83-87%; B+ = 88-89%: Above average

C- = 70-72%; C = 73-77%; C+ = 78-79%: Average (*mediocre, passable, fair, midpoint between extremes of excellence and failure.*)

D- = 60-62%; D = 63-67%; D+ = 68-69%: Below average

F = 59% and below: Failure (*omission or lack of satisfactory performance of action or task, inadequate, impassable, etc.*)

## Method of Instruction

The course is taught through lecture, discussion, class activities, and a semester project all designed to help you develop critical thinking abilities as they relate to organizational life. Lectures will often introduce material beyond that which is covered in readings and will assume information supplied in the text. Lecture and text should complement, not substitute for each other. It is your responsibility to come to class ready to think, challenge, analyze, and apply the material covered.

Additional norms include the following:

1. PLNU's reopening plan was approved by San Diego County as a result of robust protocols to keep everyone safe. These protocols required significant investments in testing and tracing resources, cleaning, technology enhancements in our classrooms, and extensive changes to accommodate social distancing. Students are expected to follow the protocols at all times.
2. During our in-person class we will wear cloth face masks and maintain social distance.
3. For group work, students will have the option to work in-person (following protocols) or virtually.
4. Students are expected to attend class and be on time. Failure to make presentations on schedule will result in a failing grade for that presentation. In the event of absence students seek missed information/notes from classmates and/or Canvas.
5. PLNU allows up to 25% of course work to be completed in Canvas so we will utilize it throughout the semester. Canvas will have your assignments listed with due dates set and all the materials needed for the course beyond the textbook. Students should set their Canvas user preferences to get daily reminders for assignments due. All written work must be typed, and attention should be paid to form (including grammar, punctuation, spelling, APA formatting and general appearance) as well as content. Late work will receive an automatic point deduction unless there is DRC accommodation for illness.
6. Integrity is of great importance. Plagiarism of any sort will not be tolerated and will result in a grade of "F" for the project and possibly the course. See university notifications below for specifics.
7. Classroom disruption by cell phones or other electronic devices (i.e. text messaging) is prohibited. All laptops, cell phones and similar electronic devices must remain turned off and out of sight for the duration of class unless we are using them for course work. A student may face a zero and/or failure in the class if an electronic device is used for cheating during a test.
8. Please be super considerate of our learning process. Please do not walk in/out of the classroom during lecture. Also, please do not carry on side conversations while the professor is lecturing.
9. This syllabus serves as the contract between the students and professor. Your continued enrollment in the course serves as agreement to abide by the policies and information set forth here within.

## Course Schedule

Please note: Due to the nature of this course, the schedule is subject to change. All changes will be posted on Canvas and announced in class.

Date	Plan for the Week	Preparation for the Week
Session 1 Week of March 1	Course Intro  *Personal Introductions on 3/4	Read Syllabus and Text Overview Pre-read Chapter 1  Write and present personal intro  Complete Practicum Assignment #1
Session 2 Week of March 8	Chapter 1: Foundations of Nonverbal Communication (NC)	Read Chapter 1 and complete Interactive Lesson  Pre-read Chapter 2
Session 3 Week of March 15	Chapter 2: NC Development: A Reflexive Approach	Read Chapter 2 and complete Interactive Lesson  Pre-read Chapter 3
Session 4 Week of March 22	Chapter 3: Environment as NC: Our Perceptions and Reactions	Read Chapter 3 and complete Interactive Lesson  Pre-read Chapter 4  Complete Practicum Assignment #2
Session 5 Week of March 29	Chapter 4: Proxemics: Our Use of Space	Read Chapter 1 and complete Interactive Lesson  Exam 1 (Chapters 1-4)  Pre-read Chapter 5
Session 6 Week of April 5	Chapter 5: Physical Appearance: The Body as NC	Read Chapter 5 and complete Interactive Lesson  Complete Practicum Assignment #3  Pre-read Chapter 6
Session 7 Week of April 12	Chapter 6: Kinesics: Body Movement, Gestures, and Posture	Read Chapter 6 and complete Interactive Lesson  Complete Practicum Assignment #4  Pre-read Chapter 7
Session 8 Week of April 19	Chapter 7: Face and Eyes: Revealing, Modifying, and Deceiving	Read Chapter 7 and complete Interactive Lesson  Pre-read Chapter 8
Session 9 Week of April 26	Chapter 8: Touch: Our Bodies in Contact	Read Chapter 8 and complete Interactive Lesson  Exam 2 (chapters 5-8)  Pre-read Chapter 9

		Decide on direction for research paper
Session 10 Week of May 3	Chapter 9: Vocalics: Our Voices Speak Nonverbal Volumes	Read Chapter 9 and complete Interactive Lesson  Article Review: Leveraging the Power of Nonverbal Communication  Outline Research Paper
Session 11 Week of May 10	Application Time! Research Paper Due 5/16	Pre-read Chapter 10  Write and submit Research Paper
Session 12 Week of May 17	Chapter 10: Nonverbal Communication, Technology, and Social Media	Read Chapter 10 and complete Interactive Lesson  Complete Practicum Assignment #5  Pre-read Chapter 11
Session 13 1 Week of May 24	Chapter 11: Nonverbal Communication in Professional and Educational Contexts  Culture Presentations	Read Chapter 11 and complete Interactive Lesson  Pre-read Chapter 12
Session 14 Week of May 31	Chapter 12: Nonverbal Communication: Relationships	Read Chapter 12 and complete Interactive Lesson  Complete Practicum Assignment #6  Prepare for Exam 3 (chapters 9-12)
Week of June 7 Final Exams	Exam 3	Course Conclusion/Evaluation

### **University Notifications**

#### ***Attendance & Participation***

Regular and punctual attendance at all classes is considered essential to optimum academic achievement. If the student is absent from more than 10 percent of class meetings (including online sessions), the faculty member has the option of filing a written report which may result in de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice. If the date of de-enrollment is past the last date to withdraw from a class, the student will be assigned a grade of W or WF consistent with university policy in the grading section of the catalog. For further information please reference the Academic Policies in the academic catalog.

#### ***Course Credit Hour Information***

In the interest of providing sufficient time to accomplish the stated Course Learning Outcomes, this class meets the PLNU credit hour policy for a 3-unit class delivered over 15 weeks. It is anticipated that students

will spend a minimum of 37.5 participation hours per credit hour on their coursework. For this course, students will spend an estimated 113 total hours meeting the course learning outcomes. The time estimations are provided in the Canvas modules.

### ***State Authorization***

State authorization is a formal determination by a state that Point Loma Nazarene University is approved to conduct activities regulated by that state. In certain states outside California, Point Loma Nazarene University is not authorized to enroll online (distance education) students. If a student moves to another state after admission to the program and/or enrollment in an online course, continuation within the program and/or course will depend on whether Point Loma Nazarene University is authorized to offer distance education courses in that state. It is the student's responsibility to notify the institution of any change in his or her physical location. Refer to the map on [State Authorization](#) to view which states allow online (distance education) outside of California.

### ***Incompletes and Late Assignments***

All assignments are to be submitted/turned in by the beginning of the class session when they are due—including assignments posted in Canvas. Incompletes will only be assigned in extremely unusual circumstances.

### ***PLNU Copyright Policy***

Point Loma Nazarene University, as a non-profit educational institution, is entitled by law to use materials protected by the US Copyright Act for classroom education. Any use of those materials outside the class may violate the law.

### ***PLNU Academic Honesty Policy***

Students should demonstrate academic honesty by doing original work and by giving appropriate credit to the ideas of others. Academic dishonesty is the act of presenting information, ideas, and/or concepts as one's own when in reality they are the results of another person's creativity and effort. A faculty member who believes a situation involving academic dishonesty has been detected may assign a failing grade for that assignment or examination, or, depending on the seriousness of the offense, for the course. Faculty should follow and students may appeal using the procedure in the university Catalog. See [Academic Policies](#) for definitions of kinds of academic dishonesty and for further policy information.

### ***PLNU Academic Accommodations Policy***

While all students are expected to meet the minimum standards for completion of this course as established by the instructor, students with disabilities may require academic adjustments, modifications or auxiliary aids/services. At Point Loma Nazarene University (PLNU), these students are requested to register with the Disability Resource Center (DRC), located in the Bond Academic Center ([DRC@pointloma.edu](mailto:DRC@pointloma.edu) or 619-849-2486). The DRC's policies and procedures for assisting such students in the development of an appropriate academic adjustment plan (AP) allows PLNU to comply with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Section 504 prohibits discrimination against students with special needs and guarantees all qualified students equal access to and benefits of PLNU programs and activities. After the student files the required documentation, the DRC, in conjunction with the student, will develop an AP to meet that student's specific learning needs. The DRC will thereafter email the student's AP to all faculty who teach courses in which the student is enrolled each semester. The AP must be implemented in all such courses.

If students do not wish to avail themselves of some or all of the elements of their AP in a particular course, it is the responsibility of those students to notify their professor in that course. PLNU highly recommends that DRC students speak with their professors during the first two weeks of each semester about the applicability of their AP in that particular course and/or if they do not desire to take advantage of some or all of the elements of their AP in that course.

### ***PLNU Attendance and Participation Policy***

Regular and punctual attendance at all **synchronous** class sessions is considered essential to optimum academic achievement. If the student is absent for more than 10 percent of class sessions (virtual or face-to-face), the faculty member will issue a written warning of de-enrollment. If the absences exceed 20 percent, the student may be de-enrolled without notice until the university drop date or, after that date, receive the appropriate grade for their work and participation. In some courses, a portion of the credit hour content will be delivered **asynchronously** and attendance will be determined by submitting the assignments by the posted due dates. See [Academic Policies](#) in the Undergraduate Academic Catalog. If absences exceed these limits but are due to university excused health issues, an exception will be granted.

### ***Asynchronous Attendance/Participation Definition***

A day of attendance in asynchronous content is determined as contributing a substantive note, assignment, discussion, or submission by the posted due date. Failure to meet these standards will result in an absence for that day. Instructors will determine how many asynchronous attendance days are required each week.

### ***Spiritual Care***

Please be aware PLNU strives to be a place where you grow as whole persons. To this end, we provide resources for our students to encounter God and grow in their Christian faith.

If students have questions, a desire to meet with the chaplain or have prayer requests you can contact the [Office of Spiritual Development](#).

### ***Use of Technology***

In order to be successful in the online environment, you'll need to meet the minimum technology and system requirements; please refer to the [Technology and System Requirements](#) information. Additionally, students are required to have headphone speakers compatible with their computer available to use. If a student needs technological resources please contact [student-tech-request@pointloma.edu](mailto:student-tech-request@pointloma.edu).

Problems with technology do not relieve you of the responsibility of participating, turning in your assignments, or completing your class work.