

**COM 3010 - NONVERBAL COMMUNICATION – Spring 2024**

Dr. Skip Rutledge

Tuesday & Thursday 11:00 - 12:15

Classroom: CABRILLO 101

OFFICE: CABRILLO HALL: #103; PHONE: 619.849-2391

OFFICE HOURS: Tues & Thurs 10:00-11:00, 3:00-3:45, & By Appointment

HOME PHONE (before 9:00 PM) #619.655.0112

E Mail Address: skiprutledge@pointloma.edu

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

*COM 3010 - 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 evidence this understanding of nonverbal communication by sharing ideas and research in papers and in classroom presentations.

C. The student will give evidence of familiarity with the general body of knowledge of nonverbal communication through answering evaluative questions at or above the 60% competency level on exam and writing and presenting more in depth knowledge in research papers/presentations.

**MATERIALS FOR STUDY.**

A. Text: Mark Hickson, III, Don W. Stacks, & Nina-Jo Moore. (2010) Nonverbal Communication: Studies and Applications, (5<sup>th</sup> Ed.). 2010. Roxbury Publishing: Los Angeles ISBN:

B. Class lectures, discussions and handouts, as well as life in general.

**INTRODUCTORY THOUGHTS:**

Prepare to have a lot of fun in this class. 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.

## 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 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. *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.

## GRADING:

The Final Semester Grade will be based on:

Exams (Midterm/100 points, Final/150 points)	250 points
State of the Art Research Paper with presentation	100
Multi Media Presentation	100
ETC. (quizzes, assignments, participation)	50
TOTAL	500 points

## Grading Scale:

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

**TAKE COPIOUS NOTES AND STUDY THEM**

#### 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 electronically through Canvas by the proper due date and time.**

It is presumed that you will be using at least 12-15 primary (not secondary, know the difference) research sources for this project. 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. 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 given to the class 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 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 [of limited duration], 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 15 to 20 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. ☺**

## **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. As an aside, here's a fun question. If this language appears in other syllabi without identifying its source as from the school policy, does that constitute a form of plagiarism? Interesting, eh? ☺

### **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