

Nonverbal Communication

CMM 603 – 201 (CRN-2817)

Spring 2017 – M 6:30-9:00

INSTRUCTOR: Dr. Barbara J. Tarter (tarterb@marshall.edu)
Classroom: Smith Hall 261
Main Office: Smith Hall 257 (304) 696-6786
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This course examines the major dimensions of study in nonverbal communication, and the functions and effects of nonverbal messages. 3.000 Credit hours

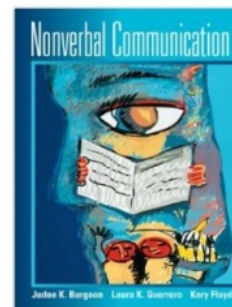
OFFICE HOURS:

TIME	Monday	Tuesday	Wednesday	Thursday
12:00-1:00			Office Hours 12:00-1:00 (May have faculty meeting or Huntington City Mission Meeting)	
1:00-2:00	Office Hours 1:00-2:00	Office Hours 1:00-2:00	Office Hours 1:00-2:00	Office Hours 1:00-2:00
2:00-3:00	Persuasion 2:00-3:15 (Smith 261)	First Year Seminar 2:00-3:15 (Smith 263)	Persuasion 2:00-3:15 (Smith 261)	First Year Seminar 2:00-3:15 (Smith 263)
3:00-4:00	Office Hours 3:15-4:45	Office Hours 3:15-4:15	Office Hours 3:15-5:15	Office Hours 3:15-4:15
4:00-5:00				
6:00-6:30	Office Hours 6:00-6:30			
6:30-7:00	Nonverbal Communication CMM 603 6:30-9:00 Smith (261)			
7:00-8:00				
8:00-9:00				

***If the current office hours do not meet your needs, please let me know and additional times can be made available.*

Textbook:

Author: Burgoon, J.K.; Guerrero, L. K. & K. Floyd
ISBN: 9780205525003
Copyright Year: 2010
Publisher: Allyn & Bacon, Incorporated



Please Note: Additional Readings will be placed on Blackboard

Program Student Learning Outcomes:

Understand the basic concepts associated with the primary theories of communication.

1. Write a clear, concise, and reasoned paper on topics dealing with the concepts of communication.
2. Understand the research literature underlying the discipline of communication.
3. Demonstrate speaking competencies by composing a message and providing ideas and information suitable to the theory and audience.

4. Basic understanding of the nature of scientific inquiry, as applied to human behavior.
5. Familiarity with the four research methods commonly used to study human communication behaviors.
6. Greater skill in analytical thinking and writing.
7. Demonstrate "sense-making," the ability to apply knowledge to lived experience.

Course Student Learning Outcomes:

Students will be able to:	Student Learning Outcome	How Practiced in this Course	How Assessed in this Course. Students will
Analyze the contributions of culture, biology and learned experiences on the development of nonverbal communication.	1, 2, 4	Classroom Discussions; Textbook; Blackboard Readings; Power Points; In-Class Exercises	Exams; International Paper/Presentation
Differentiate between reliable nonverbal research and the more sensationalized "pop culture" view.	3, 6	Classroom Discussions; Textbook; Blackboard Readings; Power Points; In-Class Exercises	Exams; workshops
Assess the role of culture in the encoding and decoding of nonverbal cues.	3, 1, 8	Classroom Discussions; Textbook; Blackboard Readings; Power Points;	Exams; International Paper; Nonverbal BINGO
Examine the role of nonverbal cues as they relate to one's own presentation of self.	1, 3, 5, 8	Classroom Discussions; Textbook; Blackboard Readings; Power Points; In-Class Exercises	Exams; Workshops
Produce a greater sensitivity to the nonverbal cues of others as they relate to relationships, power, deception and image management.	8, 5, 3	Classroom Discussions; Textbook; Blackboard Readings; Power Points; In-Class Exercises	Nonverbal BINGO; Exams/ Workshops
Construct a nonverbal communication workshop that is directly applicable to career goals.	4, 2, 8	Classroom Discussions; Textbook; Blackboard Readings; Power Points; In-Class Exercises	Workshops

ACADEMIC DISHONESTY

Plagiarism: Copying another's work without proper citation of the source constitutes plagiarism. Plagiarism in any form will not be tolerated. A student that is found plagiarizing another's work will automatically receive an "F" in the course and may be subject to further university discipline.

Cheating: According to university policy, cheating is defined as the use of any unauthorized materials during an academic exercise to include notes, study aids etc. Cheating also includes the viewing of another person's work or securing any part of an assignment or examination in advance of distribution by the instructor. Cheating will not be tolerated in this class and will result in an automatic "F" for the class and the possible recommendation of suspension or expulsion from the university.

Internet Answers: Please note that the material for the exams will be taken from the textbook, on-line readings and classroom discussions. Material simply pulled from the internet is often wrong, please use the material provided by the instructor.

OTHER UNIVERSITY POLICIES

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy at http://www.marshall.edu/academic-affairs/?page_id=802

Students with Disabilities | Affirmative Action | Computing Services Acceptable Use | Dead Week | Excused Absences (undergraduate) | Academic Dishonesty | Inclement Weather | MU Alert | Academic Dismissal | Academic Forgiveness | Academic Probation and Suspension | Academic Rights and Responsibilities of Students | Sexual Harassment

CLASSROOM POLICIES

Attendance: Attendance is required. If you are unable to make the class or find that you will be running late, please notify the instructor either through e-mail or phone. Given the small class size, we will generally wait for all of the students to show up so if you are late or do not show, this will seriously disrupt the class. Students that have more than one unexcused absence will risk a significant grade reduction or an "F" in the course. Please note that every class missed is the equivalent of one week of class.

Cell Phones and Text Messaging: Please make sure that all cell phones are turned off before class starts. If you have an emergency call that you are expecting, please let the instructor know prior to the start of class. Please refrain from texting during class time as this is extremely distracting and disrespectful to the instructor and to other speakers, who expect your attention.

SUBMITTING ASSIGNMENTS

DUE DATES: Assignments are due at midnight of the date listed on the syllabus. All assignments should be directly submitted to Blackboard. If you are unfamiliar with Blackboard and need additional assistance, please let the instructor know and additional help will be provided.

LATE ASSIGNMENTS: Late assignments will not be accepted without permission from the instructor, prior to the due date and time. The only exception to this policy is in the case of recognized student absences as defined by university policy.

ASSIGNMENT SUBMISSION: It is a good college practice to always keep copies of your work, both before and after grading, as assignments often get lost in cyberspace. Always include your name on the actual assignment before submitting it to Blackboard.

STYLE FORMAT: All papers should be completed in accordance with the Publication Manual of the American Psychological Association (6th edition) or APA.

CLASS ASSIGNMENTS

International Paper & Presentation: Students will be asked to choose one of the following countries and learn everything that they can about the nonverbal communication of people from that country. (Japan, Korea, Mexico, Saudi Arabia, Italy, Russia, Columbia, Austria, Africa, Costa Rica, China, Germany, Nigeria, India, France, Israel, Jordan) Students will prepare an **8-10 page** paper that compares and contrasts the nonverbal of the specified country to that of the United States. The paper should include a minimum of **12** outside sources, including an interview with at least one person from the country, if at all possible. All papers must use an APA citation format. **(15% of Final Grade)**

Nonverbal BINGO: Students will have the opportunity to identify those cues that are used to represent emotions and personalities. Specifically, each student will be assigned an individual BINGO card in which emotions/personalities (E/P) are identified. The student is responsible for finding photos that best represent each of the E/Ps. The photos should be drawn from their own sources and not simply from google searches. Students might take photos that best represent the E/P, use Facebook photos, or

acquire photos from family or friends for the exercise. After submitting these photos, the class will attempt to determine the E/P illustrated by the chosen photo. The purpose of the assignment is to complete the entire BINGO chart by the due date. Further instructions for this assignment will be provided. **(15% of Final Grade)**

Midterm & Final Exams: Exams will consist of twenty essay questions provided in advance. The questions will largely involve critical thinking and applying theory to “real life” situations. On the day of the exam, twelve questions will be drawn and ten of the twelve questions drawn will be answered by each student. **(2 @ 15% of final grade)**

Self-Analysis Journals: The purpose of the journal is to find out specifically about the nonverbal communication messages that you send and receive to and from others. It also allows you to explore those areas that you might want to work on to improve your image, your accuracy in message delivery, your persuasiveness, or your overall effectiveness as a communicator. Students will be provided with resources to use in the development of their journal throughout the course; these will include a variety of surveys and observation tools. Students will also be asked to find a partner that can assist them with analyzing their nonverbal communication in a variety of situations. Each journal will include the artifacts collected and a 5-7 page synopsis of the conclusions that have been drawn. **(15% of final grade)**

Nonverbal Workshop: The Workshop will serve as the final project for the class and will be the culmination of knowledge gained throughout the course.

A workshop is focused on helping the audience learn how to do something better. Your purpose should not be to teach vocabulary and concepts as you would in an academic setting. Although you should use nonverbal vocabulary and theory from this course, teaching these nonverbal concepts is not your primary purpose. You do want to cite any sources used throughout the manual and in a reference section.

Presentation: Students will develop a 35-45 minute workshop focused on their area of interest. This workshop might focus on high school teachers, employees and supervisors, graduate teaching assistants, doctors and nurses, pastors and their congregation, attorneys and their clients, nurses and patients, dating or married couples, parents and children, or travelers to another country. The purpose of the workshop is to accomplish the following: 1) to develop your application of nonverbal communication as it relates to a specific context, 2) to demonstrate your understanding of the principles of nonverbal communication, 3) to provide everyone in the class with a set of workshops which might be helpful in the future, 4) to develop your nonverbal presentation skills, 5) to enhance your research skills, and 6) to provide a useful workshop that may be used in your chosen career. **(10% of final grade)**

Workshop Manual: Students will be asked to provide a final TEACHING manual for each of the students in the class. The complete manual will be submitted to Blackboard and should include the following:

- 1) Cover Page
- 2) Description of the intended audience (i.e. first year Teaching Assistants, Congregation Members from XYZ church, individuals with Asperger's Syndrome, High School Teachers etc.
- 3) List of topics as they will be covered with expected time.
- 4) Instructions for one or more nonverbal exercises related to the topic.
- 5) Reference list to include a minimum of **twenty (20) outside sources**. The sources may be taken from the Nonverbal field or the field to which the material is being applied. Keep in mind that any of the sources used may be helpful in writing your final Comp Questions.
- 6) Table of Contents with page numbers
- 7) Handouts for workshop participants
- 8) References accurately cited throughout
- 9) Lack of grammatical and spelling errors

(15% of final grade)

TENTATIVE SCHEDULE*

<i>Date</i>	<i>Topics Discussed</i>	<i>Assignments</i>
January 9, 2017	Introduction to Nonverbal Communication Nonverbal Communication Defined Discussion of Assignments/Syllabus Nonverbal – Nature v. Nurture <i>Man and the Monkeys</i>	Chapter One & Three Countries Assigned TONCK (The Test of Nonverbal Cue Knowledge)
January 16, 2017	Martin Luther King Day – No Class	
January 23, 2017	Nonverbal Codes – The Body, Artifacts, & Olfactics Physical Attraction <i>"Beauty is in the eyes of the beholder, or is it?"</i>	Chapters Four Assignment: BINGO photos
January 30, 2017	Space, Environment and Touch <i>"Mom....he is in my space"</i>	Chapters Six Assignment: BINGO photos
February 6, 2017	<i>Paralanguage – It is not what you say but how you say it!</i> <i>Chronemics</i>	Chapter Seven Assignment: BINGO photos
February 13, 2017	International Summit <i>Walking in Another's Shoes</i> International Presentations Kinesics and the use of Gestures	Assignment: International Papers/ International Presentations Assignment: BINGO photos Chapters Five & Two
February 20, 2017	Emotions <i>"Whatever you do...don't let them see you sweat"</i> Nonverbal and Personality Types	Chapter Eleven Assignment: BINGO photos
February 27, 2017	MIDTERM EXAM	
March 6, 2017	Encoding and Decoding Nonverbal Communication <i>"A picture is worth a thousand words"</i>	Assignment: BINGO Photos

March 13, 2017	Impression Formation and Impression Management <i>"It's not who you are....it is what you wear"</i>	Chapters Nine & Ten Assignment: BINGO Chart
March 19 – March 25, 2017 - Spring Break		
March 27, 2017	Relationship Development <i>He Said—She Said!</i> Nonverbal and the Use of Power <i>"Who Really Has the Power?"</i>	Chapters Twelve & Thirteen
April 3, 2017	Managing Relationships	Assignment: Self-Analysis Journal Chapter Fourteen
April 10, 2017	Deception <i>"Do you mean to tell me...?"</i> Potential Guest Speaker	Chapter Fifteen
April 17, 2017	Nonverbal Workshops	Assignment: Assignment: Workshop Presentations Workshop Manual
April 24, 2017	Nonverbal Workshops	Assignment: Assignment: Workshop Presentations
May 1, 2017	Final Exam	

* Syllabus subject to change based on the needs of the instructor and the students.

Assignment	Percent	Due Date	Grade
International Paper/Presentation	15%	February 13, 2017	
BINGO Chart	15%	March 13, 2017	
Midterm	15%	February 27, 2017	
Self-Analysis Journal	15%	April 3, 2017	
Nonverbal Workshop			
Presentation	10%	April 17, 2017; April 24, 2017	
Manual	15%	April 17, 2017	
Final Exam	15%	May 1, 2017	
TOTAL:	100%		