

NONVERBAL COMMUNICATION (SPCM 375)
Spring 2009

Instructor: Tatyana Dumova, Ph.D.
Course: # 14885; Monday & Wednesday 10:00-11:15 A.M.; Life Hall 051
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Course Description

Nonverbal communication encompasses a broad spectrum of human interactions and behaviors ranging from gesture and body movement, facial expression, eye and vocal behavior, to the phenomenon of personal space and territoriality to cultural time orientations. This course will examine the principles of nonverbal communication in interpersonal relations, the workplace, as well as educational, social, legal, and intercultural settings. By completing the course, students will develop greater awareness of nonverbal messages and acquire nonverbal communication competencies that will allow them to communicate more effectively and appropriately. In-class activities will include computer-based exercises and interactions.

Course Prerequisite Introduction To Communication Studies (SPCM 172)

Course Objectives

- To understand the theoretical principles of nonverbal communication
- To learn the types, elements, and functions of nonverbal communication
- To examine the applications of nonverbal communication principles in various settings
- To develop nonverbal communication competencies

Required Textbook

Richmond, V. P., McCroskey, J. C., & Hickson, M. L., III. (2008). *Nonverbal behavior in interpersonal relations* (6th ed.). Boston, MA: Pearson/Allyn and Bacon.

Recommended Reading:

Knapp, M., & Hall, J. (2006). *Nonverbal communication in human interaction*. Thomson Wadsworth.

Methods of Instruction

Methods of instruction include but are not limited to lecture, instructional videos, guest speakers, small group discussions, individual and group presentations, as well as the use of technology enhanced active learning.

Methods of Evaluation

Chapter Quizzes	40%
Group Presentation	20%
Term Paper	20%
Class Participation	<u>20%</u>
Total:	100%

Expectations and Policies

Grading Policy:

A: 94-100%; A-: 90-93.9%; B+: 87-89.9%; B: 83-86.9%; B-: 80-82.9%;
C+: 77-79.9%; C: 73-76.9%; C-: 70-72.9%; D+: 67-69.9%; D: 63-66.9%; D-: 60-62.9%; F: 0-59.9%

Academic Integrity: All students are subject to the code of student conduct, including but not limited to, issues of Academic Honesty and Integrity. If you have any questions about Montclair State University's policy on academic integrity, please contact the Coordinator of Student Conduct at 973-655-4206.

Deadlines: All work must be submitted on time. In-class assignments are due at the end of each class period. For each day a project is late 3% of the grade will be deducted.

Backup Storage: Students are responsible for keeping backups of all projects.

Disability Accommodations: Montclair State University is committed to the full inclusion of students with disabilities in all curricular and co-curricular activities as mandated by Section 504 of the Rehabilitation Act of 1973. If you have a disability, please make an appointment to see the instructor. All students will be accommodated to meet their needs.

Department of Communication Studies Attendance Policy:

It is important to understand that you are in charge of your own learning and you share responsibility for your academic achievement and the successful completion of your course. Given the student-driven and collaborative nature of Communication Studies classrooms and the general necessity of in-class presence for effective learning, the Department of Communication Studies maintains a formal attendance policy, which is applied equally by all professors.

Permitted Number of Absences

Students are allowed to miss one week's worth of classes without penalty: two sessions in a twice-a-week course and one session in a once-a-week course. Each absence beyond the permitted number incurs a grade penalty (unless it falls in the "excused absences category" and proper documentation is provided).

Penalties in twice-a-week courses

A third absence results in a 5% grade deduction. A fourth absence results in a 10% grade deduction. A fifth absence results in automatic course failure.

Penalties in once-a-week courses

A second full absence results in a 10% course grade deduction. A third absence results in automatic course failure.

Late arrivals

Timely arrival at class meetings and appointments is consistent with the workplace expectations that characterize virtually all professions. The Department considers student compliance with this requirement as an indicator of professional commitment and future success. Be aware that three late arrivals to class equal one absence, so timely arrival is very important.

Excused Absences

It is important to reserve the pre-penalty absences for true emergencies should they arise. In cases when true and unavoidable emergencies prevent attendance, such absences may be excused by the instructor. Such excused absences (when properly documented) will not incur grade penalties. They include: a. extended illness; b. death in a student's immediate family; c. call to active military or jury duty; d. away or rescheduled athletic events; e. religious holidays.

In such cases, students should be proactive and inform the course instructor as soon as possible. Students should also make appropriate arrangements to submit late required work within a reasonable timeframe determined by the instructor, secure an incomplete grade if the majority of course assignments have been completed (at least 80% of coursework), or withdraw from the course.

Unexcused Absences

The following occurrences do not constitute valid excused absences: Late registration; common illness such as cold or flu; scheduled court appearance; traffic or parking problems; car trouble; participation in home games or athletic training; job interviews; doctor's appointment; family events and celebrations; vacations.

Extreme Life Circumstances

In cases of extreme life circumstances, the Department of Communication Studies recommends students withdraw from courses so that they may focus their immediate attention on their personal well-being. Doing so will ensure that coursework is conducted at a time when full attention may be devoted to the learning experience.

Course Schedule

Monday 10:00-11:15 A.M.		Wednesday 10:00-11:15 A.M.	
		Jan 21	Welcome and Course Overview
Jan 26	Principles of Nonverbal Communication Reading: ch. 1	Jan 28	Physical Appearance Reading: ch. 2
Feb 2	Gesture and Movement Reading: ch. 3. Quiz 1 (ch. 1-2)	Feb 4	Deception Cues Reading: ch. 3
Feb 9	Facial Expressions Reading: ch. 4	Feb 11	Facial Management Reading: ch. 4
Feb 16	Functions of Eye Behavior Reading: ch. 5	Feb 18	Types of Eye Behavior Reading: ch. 5
Feb 23	Vocal Behavior Reading: ch. 6. Quiz 2 (ch. 3-5)	Feb 25	Vocal Characteristics of Good Delivery Instructional Video
Mar 2	Space and Territoriality Reading: ch. 7	Mar 4	Principles of Proxemics Reading: ch. 7
Mar 9	Touch Reading: ch. 8. Quiz 3 (ch. 6-7)	Mar 11	Tactile Communication Reading: ch. 8
Mar 16	Spring Recess, no class	Mar 18	Spring Recess, no class
Mar 23	Environment Reading: ch. 9	Mar 25	Perceptual Characteristics Reading: ch. 9
Mar 30	Time Orientations Reading: ch. 10. Quiz 4 (ch. 8-9)	Apr 1	Immediacy and Communication Reading: ch. 11
Apr 6	Gender and Nonverbal Communication Reading: ch. 12	Apr 8	Gender Role Stereotyping Reading: ch. 12
Apr 13	Workplace Setting Reading: ch. 13. Quiz 5 (ch. 10-12)	Apr 15	Guidelines for Successful Interviews Reading: ch. 13
Apr 20	Educational Setting Reading: ch. 14	Apr 22	Legal Setting Reading: ch. 15
Apr 27	Intercultural Setting Instructional Video. Reading: ch. 16	Apr 29	Progress Review
May 4	Quiz 6 (ch. 13, 14, 16) Student Presentations		
May 11	Final Exam Time: 10:15 A.M.		

Note: This course schedule is subject to change.