

**Communication 320**  
**Nonverbal Communication (Online)**  
**Spring 2018**

Instructor: Dr. Deborah Pincon  
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Office Hours: Because this course meets solely online, office hours are available by appointment and conducted via phone.

**Course Objectives**

- (1) To help you acquire an understanding of the theoretical principles of nonverbal communication.
- (2) To assist you in gaining an understanding and appreciation of the functions of nonverbal communication.
- (3) To aid you in developing your ability to research, write, and articulate ideas.
- (4) To help you improve your ability to view an interaction or video and appreciate, understand, and critique the elements of nonverbal communication presented.

**Course Materials**

There is only one textbook required for this course. Later in the semester you will also need to obtain either *District 9* or *Lars and the Real Girl* for the final paper (both movies available on Amazon.com as streaming video, or from Netflix or Amazon as DVDs).

*Nonverbal communication in human interaction* (8<sup>th</sup> ed.), 2014

Authors: Mark Knapp, Judith Hall, and Terrence Horgan

ISBN-13: 978-1133311591

ISBN-10: 1133311598

You can purchase this book at any preferred vendor, including Amazon, in new or used format. **Please be sure to purchase the 8<sup>th</sup> edition by using the ISBN to verify.**

**Course Policies and Procedures**

**General policies and procedures:** Information regarding change of grades, financial obligations, grade appeal and complaint procedures, sexual harassment, record-keeping, responsibility for evaluating academic progress, etc. may be found on UWM Department of Communication website <http://www4.uwm.edu/letscomm/communication/>, Dean of Students website <http://www4.uwm.edu/dos/>, and the University policies and procedures website <http://www4.uwm.edu/secu/policies/>.

**Accessibility of electronic submissions.** Every student is responsible for ensuring that the electronic format used to submit materials provided in fulfillment of an assignment arrive in a format accessible to the instructor. If material is provided that is not accessible, then the

assignment has not been completed. The instructor will contact you if a file cannot be opened, or if the file content is unreadable, but it is the student's responsibility to make sure that every assignment sent can be accessed by the instructor.

**Academic misconduct:** Cheating on exams or plagiarism represent violations of the academic honor code and carry severe sanctions such as failing a course, suspension or dismissal from the University.. Academic misconduct will be carefully monitored in this course. Cheating on examinations or lab activities, turning in material which is not your own, turning in material that you used in a prior class/semester, or using someone else's print and/or non-print material without proper citation, collaborating on assignments, presentations, papers, etc. (except where provided for), will result in the immediate failure of this course. Academic misconduct will be reported to the investigating officer of the College of Letters and Science and additional sanctions may be recommended.

**Repeating communication courses:** All work for this course should be original work and only turned in for this course. *You are not allowed to re-use work that you created, submitted, or presented for other classes within the Communication department or any other department on campus.* If you are repeating the course, you must create new work. If you are "double dipping," this will be treated as academic dishonesty. Students are permitted to repeat a communication course only once. Therefore you are permitted to repeat Business and Professional Communication only once. If you are repeating this course for the second time without having obtained prior authorization, you should immediately drop this course. If you would like an exception to this rule, you must contact the Chair of the Undergraduate Program Committee.

**Disability Accommodations:** If you have a disability which will affect your performance in this course, you are responsible for notifying the instructor during the first week of class regarding any documented need for accommodations. <http://uwm.edu/arc/>

**Discriminatory conduct**—(such as sexual harassment) will not be tolerated by the University. [https://www4.uwm.edu/secu/docs/other/S\\_47.pdf](https://www4.uwm.edu/secu/docs/other/S_47.pdf)

**Complaint and grade appeal procedures**—Students may direct complaints to the head of the academic unit or department in which the complaint occurs. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow the established procedures adopted by the department, college, or school in which the course resides or in the case of graduate students, the Graduate School. <http://www4.uwm.edu/letscomm/communication/policies/>

**Hourly breakdown:** Students can anticipate spending 145 total hours on this 3-credit course.

Reading:	45 hours
Discussions:	18.5 hours
Quizzes:	6.5 hours
Short Papers:	45 hours
Final Paper:	30 hours

**Drop policy:** You may drop the course through the date specified in the UWM Schedule of Classes. After this date, drops will be permitted only for reasons of extraordinary circumstances not related to academic performance in the course. To drop this course after this date, you must obtain written permission from the instructor and must also file a written appeal with your

school/college advising office. Only if the instructor and your school/college approve will such drops be permitted.

**Equal treatment:** The principle of equal treatment of all students is a fundamental guide in responding to requests for special consideration. No student shall be given an opportunity to improve a grade that is not made available to all members of the class. This policy is not intended to exclude reasonable accommodation of verified student disability or the completion of work missed as the result of religious observance, verified illness, or justified absence due to circumstances beyond a student's control and responsibility.

**Extra credit:** You may be asked to participate in one or more communication research studies. You will receive extra credit for participating in a study. The number of extra credit points awarded for participating in a study is determined by the length of time required to participate and will be announced at the time such opportunities arise.

**Religious observation:** You are responsible for contacting your Course Instructor during the first day of class regarding the need to schedule or reschedule applicable assignment dates.  
<http://www4.uwm.edu/secu/docs/other/S1.5.htm>

**Military duty:** Accommodations for absences due to call-up of reserves to active military duty will be provided according to policy: [http://www4.uwm.edu/current\\_students/military\\_call\\_up.cfm](http://www4.uwm.edu/current_students/military_call_up.cfm)

**Incomplete:** An "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully but because of documented illness or other unusual and substantiated cause because beyond the student's control has been unable to complete some limited amount of term work or final exam. <https://www4.uwm.edu/secu/docs/other/S31.pdf>

**Deadlines for Class Assignments/Discussions/Quizzes:** Please note that **late assignments will NOT be assessed**, and no points can be earned for work done after specified due dates. To avoid missing points, I encourage students to turn in work at least a day or two before the scheduled deadline; for example, if a quiz is due Sunday, planning to complete the quiz by Friday will provide you with a "buffer" of sorts should something arise over the weekend that makes it difficult to complete the quiz on Sunday.

### Assignments

Discussions	260 points
Three Short Paper(s)	240 points
Chapter Quizzes	260 points
Final exam paper	<u>240 points</u>
	1,000 possible points

### Grading Scale (Points out of 1,000)

A = 94% or 940+	B- = 80% or 800+	D+ = 67% or 670+
A- = 90% or 900+	C+ = 77% or 770+	D = 64% or 640+
B+ = 87% or 870+	C = 74% or 740+	D- = 60% or 600+
B = 84% or 840+	C- = 70% or 700+	F = below 600 points

## Communication throughout the Semester

While I will occasionally send an email to everyone in the class, I will usually post extra credit opportunities, FAQs on upcoming assignments, and reminders to the course home/announcements page. If you get into the habit of clicking on the name of the course as a means of entering, rather than on the “unread discussions” link, you will be sure not to miss any important announcements. Feedback on individual assignments submitted to the dropbox will be provided in your dropbox area.

## Discussions

Discussions in this course require that you make an argument (claim/thesis sentence), and then support that argument. Discussions are important because I will provide as many helpful or directive comments as possible and you can apply this feedback towards your work on other assignments. No citations are needed for discussion posts, but I encourage you to refer to course material (textbook) when appropriate in supporting your claim.

Discussions occur every week. You will submit an **initial post by Thursday evening at 11:59 p.m.** each week, and **respond others’ posts (3 responses each week) by Sunday at 11:59 p.m.** Minimum requirements can be found in the **Discussion Rubric** (under content area of D2L), and in the description of each discussion within the **Discussion Board**.

## Three Short Paper(s)

For these papers, you will select a nonverbal topic (from a list of possible topics provided), choose a video clip (from a t.v. show) illustrating this nonverbal behavior and write a 3-4 page, double-spaced paper in support of the claim you make. Detailed instructions and rubric for these papers are available under “content.”

## Quizzes

Multiple choice quizzes will be taken each week (15 minutes, 10 questions).

## Final Exam

The final exam is comprised of a series of essay questions asking you to make and support claims concerning nonverbal behaviors based on textbook readings using one of two movies, *District 9* OR *Lars and the Real Girl*. You need to pick one of these movies and obtain a DVD or streaming video rental ensuring you can watch it multiple times. The final exam will be made available under “content” approximately 3 weeks before the final paper is due, and you will submit the exam by or before the due date to the appropriate dropbox.

## Weekly Reading Assignments and Assignment Due Dates

Week	Chapter	Due Date	Due
1	Chapter 1: Nonverbal Communication Basics	January 28	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
2	Chapter 2: Roots of Nonverbal Behavior	February 4	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• Submit clip choice for 1<sup>st</sup> short paper to dropbox</li> </ul>
3	Chapter 3: The Ability to Receive and Send Nonverbals	February 11	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
4	Chapter 4: Effects of the Environment	February 18	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• First short paper due</li> </ul>
5	Chapter 5: Effects of Territory and Personal Space	February 25	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• Submit clip choice for 2<sup>nd</sup> short paper to dropbox</li> </ul>
6	Chapter 6: Effects of Physical Characteristics	March 4	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
7	Chapter 12: Nonverbal Behavior in Daily Interaction	March 11	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• Second short paper due</li> </ul>
8	Chapter 13: Nonverbal Messages in Special Contexts	March 18	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
<b>SPRING BREAK</b>			
9	Chapter 7: Effects of Gesture and Posture	April 1	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• Submit clip choice for 3<sup>rd</sup> short paper to dropbox</li> </ul>
10	Chapter 8: Effects of Touch	April 8	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
11	Chapter 9: Effects of the Face	April 15	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> <li>• Third short paper due</li> </ul>
12	Chapter 10: Effects of Eye Behavior	April 22	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
13	Chapter 11: Effects of Vocal Cues	April 29	<ul style="list-style-type: none"> <li>• Chapter Quiz</li> <li>• Participate in Weekly Discussion</li> </ul>
14	Work on Final Paper		
15	Work on Final Paper	May 10	<ul style="list-style-type: none"> <li>• Final Paper Due</li> </ul>