

# COM 317: NONVERBAL COMMUNICATION

## **Instructor:**

Email:

Office:

Office hours:

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## **WELCOME TO COM 317**

This course is designed to introduce you to concepts, theories, and principles of nonverbal communication, with an emphasis on the role nonverbal messages play in the total communication process. Class readings include a mix of brief articles and longer chapters that summarize research in particular areas of nonverbal communication. The class covers traditional “codes” of nonverbal communication, such as kinesics (body movement), proxemics (space), and physical appearance; as well as contemporary work on the functions of nonverbal communication, such as emotion, affection, power, and deception. Course content, which is interdisciplinary in nature, emphasizes both theory and practical application.

## **TEXTBOOKS**

1. Burgoon, J. K., Guerrero, L. K., & Floyd, K. (2010). *Nonverbal communication*. Boston: Allyn & Bacon.
2. Guerrero, L. K., & Hecht, M. L. (Eds). (2008). *The nonverbal communication reader (3<sup>rd</sup> ed.)*. Prospect Heights, IL: Waveland Press.

## **COURSE POLICIES**

In the spirit of fairness to everyone, here are the "rules"...

- **Video Response Papers:** Papers will not be accepted late. Please refer to the chart at the end of this syllabus for the due dates for these papers. You will choose 3 out of the 6 options listed in this chart. All papers must be turned in to Safe Assignment by **11:59 pm** on the day that they are due.

- **Exams:** Make-up exams are only given when you have a university-sanctioned excuse, such as participation on a university athletic team or a documented illness. If possible, you must notify us prior to the exam to secure permission for taking a make-up exam at a later date. If you are involved in a university activity, such as being part of an athletic team or the speech team, you must provide us with a copy of your schedule at the beginning of the course. Similarly, if you need to miss class because of a religious holiday, you should notify us by the end of the second week of class regarding the date(s) you will be absent. Please note that a plane ticket home before the end of the semester does NOT excuse you from taking the final on the day it is scheduled. In fact, except in certain circumstances, university policy requires permission from the Dean of the College to reschedule a final exam. *Dr. Guerrero is in charge of the exams.*
- **Attendance:** ASU recommends that attendance be taken in all classes. You will be allowed 3 absences without penalty. For every additional absence beyond 3, there will be a 5 point deduction from your overall point total.

I also encourage you to attend class regularly because students who do so tend to be much more successful in the course. The lectures help you determine what is most important to study for the exams. Lecture outlines will be posted on the my.asu Blackboard system. However, these outlines are not a substitute for attending class and taking good notes. You should supplement these outlines with more detailed information from class lecture and the textbook. In addition, you are responsible for knowing the highlights from all the videos we show in class, regardless of whether or not you do a video response paper in connection to a particular video. We will discuss the main points from the videos after showing them. Getting notes from someone about the videos is helpful if you are not in class, but it does not substitute for being there and actually seeing the material as presented in class. It is evident in the video response papers when someone did not actually “see” the video, and there will be exam questions related to the videos – so attending class regularly will benefit you in the long run.

- **Academic Integrity:** Academic integrity is required of all Arizona State University students. Cheating of any kind will not be tolerated and can result in failing an exam or the entire course. In addition to “traditional” forms of cheating and plagiarism, it is unacceptable to turn the same paper into two classes. If you have not done so already, you are strongly encouraged to read the information about the College of Liberal Arts and Sciences policies on plagiarism and other forms of academic integrity at: <http://clas.asu.edu/current-students/student-academic-integrity-resources>
- **Email communication:** Please ensure that all communication(s) that take place in this course, including e-mails to me, are professional and well written. I will not respond to e-mails that are poorly written (meaning incoherent, acronym-filled and/or grammatically flawed). I do understand that people make mistakes, as none of us is perfect; however, it is generally obvious when you do not read over your communication before transmitting. The subject line of all e-mails should accurately reflect the reason for the message. If your e-mail is of an urgent nature, please put “URGENT” in the subject line, followed by the subject of your message. Emails may not be checked over the weekend. If we have not responded to your email after two business days, please resend. Your emails to myself and

to classmates should be respectful. This includes addressing us by name and being courteous in your overall tone. I will not reply to messages I consider to be rude in nature.

- **General procedure:** This class, as all others in the School, is taught in English. If English is not your first language and you are having difficulty in speaking, writing, or understanding—please seek assistance at the Writing Center on campus or with the International Student office which provides conversational groups for non-native speakers. Since this class is taught in English, all work in this course will be graded based on a common rubric that assumes an understanding of English.

## EXAMS AND ASSIGNMENTS

4 Exams @ 100 pts. each ----- 400 pts.  
3 Video Response Papers @ 75 pts. each ----- 225 pts.

## GRADING SCALE (Total Points Possible= 625)

*625+	A+	515-543	B	365-424	D
580-624	A	500-514	B-	0-364	E
562-579	A-	475-499	C+		
544-561	B+	425-474	C		

- \* If no one earns 625 points or more, the student who earns the most points in the class will receive an A+ Please note that final grades are based on **points** not percentages, so there is no rounding up.

## EXAMS AND VIDEO RESPONSE PAPERS

### Exams

There will be four exams, each covering a separate section of readings and lectures. The final exam (Exam # 4) is not comprehensive. Each exam will consist of 50 questions of the (mostly) multiple/choice and true/false variety. Please bring a #2 pencil since these exams will be taken using scantrons. A study guide will be posted on Blackboard about a week prior to each exam. In addition to using the study guide, you should prepare for the exams by taking good notes, knowing those notes in depth, and knowing the material in the text books that is related to the concepts and theories we discuss in class. Exam scores will be posted on Blackboard.

### Video Response Papers

We will be viewing various videos throughout the course of the semester. Some of these videos are part of a series created by Professor Dane Archer from the University of California at Santa Cruz. In addition to being tested on the information presented in these videos, you will be required to write three short response papers that address issues discussed in these videos. **The six videos that you can choose from for this assignment are asterisked (\*\*)** in the **course calendar**. You will choose to respond to three of these videos. The questions you can answer in response to these videos are posted on Blackboard under the Assignments link. For each video, **you will choose ONE question to answer** and then construct a thoughtful response by utilizing the knowledge that you have gained from class materials, including lecture, videos, and class readings. Please do not attempt to answer more than one question. We would like you to choose one and give a complete, thoughtful answer rather than trying to answer all or some of the questions posted for each video. Post your response paper via Safe Assignment. There will be links marked Response Paper #1, Response Paper #2, and Response Paper #3. **Post the first paper you do under Response Paper #1, the second under Response Paper #2, and the last one you do under Response Paper #3 regardless of which videos you choose.**

Response Papers should:

- provide a 2 to 2 ½ page response to the question using double-spaced text, Times Roman 12 pt. font, and 1-inch margins.
- answer the question directly.
- refer to the video and other class materials (lecture, readings) to answer the question rather than relying mostly on personal opinion.
- demonstrate organization and coherence in writing (e.g., few grammatical or spelling errors; clear thesis with introduction paragraph, body, and conclusion)

Avoid common grammatical mistakes and writing problems, such as:

- misspellings and words that don't fit (e.g., sometimes the words in the thesaurus on your computer don't work in a given sentence, such as saying "she was transparently very smart" instead of "she was clearly very smart")

- fragments and run-on sentences
- awkward or unclear wording (read your paper out loud or have someone else read it. If either of you stumble over sentences or have to re-read a sentence to understand it, the sentence probably needs to be re-worded)
- using “that” instead of “who” or “whom” when referencing a person (e.g., It should be “I need a lover *who* won’t drive me crazy” instead of “I need a lover *that* won’t drive me crazy)
- inconsistent verb tense
- inconsistency across nouns and pronouns (e.g., “A person should not be judged by their appearance” should be either “A person should not be judged by her or his appearance” or “People should not be judged by their appearance.”)

***Calendar for Video Response Papers:***

Choose <u>Three</u> Video Responses from the following four choices:
<i>World of Gestures</i> (due 2/1)
<i>Male-Female Differences in Nonverbal Behavior</i> (due 2/8)
<i>The Human Body: Appearance, Shape, and Self Image</i> (due 2/22)
<i>The Human Voice</i> (due 3/2)
<i>Personal Space: Exploring Human Proxemics</i> (due 3/25)
<i>The Human Face: Emotions, Identities, and Masks</i> (due 4/8)

Let me know if you have any questions. I hope you enjoy the course! ☺