

**COMMUNICATION 3667:
NONVERBAL COMMUNICATION
Autumn 2016**

INSTRUCTOR: DR. SUSAN L. KLINE

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OFFICE: 3106 DERBY HALL

OFFICE HOURS: WF 9-11AM AND BY APPOINTMENT

CLASSROOM: 188 BAKER SYSTEMS
1971 NEIL AVE.

CLASS DAYS: MWF, 11:30-12:25

COURSE DESCRIPTION: This course is focused on understanding the importance of nonverbal communication. In particular, we will focus on characteristics like physical appearance, movement, voice, touch, time and space, and how these characteristics intersect with each other and with verbal communication. We will examine the role of nonverbal communication for facilitating understanding with others and influencing others. We will also examine nonverbal communication across cultures, in power dynamics and deception, in the expression of caring and maintenance of personal relationships, and in managing conversations.

COURSE OBJECTIVES

1. Gain an understanding of the theories and concepts relevant to the study of nonverbal communication.
2. Understand the importance of nonverbal communication within human communication, specifically in terms of conversation management, communicative understanding, and relationship development.
3. Reflect on personal communication in order to gain awareness of communication style; analyze strengths and areas for improvement when communicating; recognize obstacles to communication; and develop strategies to overcome barriers.

REQUIRED TEXT

Burgoon, J. K., Guerrero, L. K., & Floyd, K. (2010). *Nonverbal Communication*. Boston: Allyn & Bacon.

ASSIGNMENTS

Course Readings: You are expected to read the designated chapters in the text *before* coming to class on the day the readings are due. Coming to class is not a substitute for reading or vice versa. Although the reading list seems long, most chapters are split over two days to lessen the daily reading burden.

Examinations: There will be two exams during the course of the semester. Each exam is composed of multiple choice, true/false, short answer, and essay questions on the material covered prior to the exam. There will be review sheets and a review session to help students learn the material.

Short Analyses: One short paper and in-class analyses are designed to facilitate mastery of course concepts and increase skills in using nonverbal communication. Complete specifications for each assignment will be given in written form.

Group Project: The purpose of this assignment is to enable you to learn more about one topic of nonverbal communication within a particular context. You are asked to work in groups of 3-5 people to develop a literature review on the topic and either conduct a small research analysis or workshop on the chosen type of communication and particular context. In addition to producing a joint paper, you will present your work to the class in a group presentation during the last weeks of class. Details of this group assignment will be distributed in Week #2; time will be allocated in class sessions for groups to meet.

Class Participation: Participation will be evaluated by class attendance, constructive input during class activities, and demonstrated efforts to learn and understand the material. You may miss 6 classes without penalty to your participation grade.

Activity Leader: You and 1 other student will be in charge of developing an activity for one day's lecture. The activity must a) be relevant to the readings/topic of lecture, b) include all students in the class, and c) take 10-15 minutes of class time. The individuals in charge of the activity must meet with the instructor at least one class period before their scheduled activity day to go over the activity and request copies if needed.

To help you master the reading and class discussion material:

1. Study guide questions for each chapter will be available on our course website.
2. There will be in-class application and discussion exercises for you to develop your skill at analyzing and designing interaction systems.
3. Power-point outlines of lectures will be available on our course website.

GRADING:

Your grade in this course is a function of the following:

		Assignment Weights	
Exam #1	22%	A	93% – 100%
Exam #2	22%	A–	90% – 92%
Short Analyses	20%	B+	87% – 89%
		B	83% – 86%
Group Project	18%	B–	80% – 82%
Activity Leader	8%	C+	77% – 79%
Participation, in-class analyses, attendance	10%	C	73% – 76%
		C–	70% – 72%
		D+	67% – 69%
		D	60% – 66%
		E	Less than 60%

POLICIES AND EXPECTATIONS

Attendance: Class attendance is highly encouraged. Your participation grade will reflect attendance, contributions to discussion, and engagement in-class activities. You cannot “make up” missed time in class or missed participation opportunities. *Note: Attendance is **required** during group presentations unless you have a university-approved absence.*

Late Assignments: For full credit, assignments must be submitted to Our course website by 11:59 pm on the assigned due date (unless otherwise noted).

Written Assignments: All written assignments must be typed and conform to APA formatting, citing, and referencing guidelines.

Communication: I will post class updates and/or additional materials as announcements on our course website and/or to your OSU email. Please check our course website regularly.

Classroom Civility: We want to build a classroom climate that is comfortable for everyone. It is important that we (1) display respect for all members of the classroom; (2) pay attention to and participate in all class sessions and activities; (3) avoid unnecessary disruption during class time (e.g., having private conversations, doing work for other classes, text messaging, etc.); and (4) avoid racist, sexist, homophobic, or other negative language that may exclude members of our campus and classroom. This is not an exhaustive list of behaviors; rather, they represent the minimal standards that help make the classroom a productive learning environment for all concerned.

Technology Policy: Cell phone use is not allowed in the classroom. I understand that your phones connect you with friends and family, but the classroom should be a place apart, however briefly, from the outside world. Please be sure to put your phones on silent before the start of class.

Similarly, laptops/tablets are only allowed if you are taking lecture notes. In addition to being a distraction to those around you, research suggests that laptop use in the classroom inhibits learning. Lecture power-points will be available before the class session on our course website, so you should be able to take sufficient notes the old fashioned way.

Academic Misconduct: Cheating and plagiarism in any form will not be tolerated. The Ohio State University's *Code of Student Conduct* (Section 3325-23-04) defines academic misconduct as "any activity that tends to compromise the academic integrity of the University, or subvert the educational process" (p. 2). Examples of academic misconduct include, but are not limited to, plagiarism (anything from a missing citation to copying and pasting from an outside source), collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's *Code of Student Conduct* is never considered an excuse for academic misconduct, so I recommend you review the *Code of Student Conduct*, specifically the sections dealing with academic misconduct at http://studentaffairs.osu.edu/resource_csc.asp.

If I suspect that a student has committed academic misconduct in this course, I am obligated by University Rules to report my suspicions to the Committee on Academic Misconduct (COAM). If COAM determines you have violated the University's *Code of Student Conduct*, the sanctions for the misconduct could include a failing grade and suspension or dismissal from the University. If you have questions about this policy or what constitutes academic misconduct, please contact me or visit COAM at <http://oaa.osu.edu/coam/home.html>.

Writing Center: All students are encouraged to visit the *OSU Writing Center*. Their web address is <http://cstw.osu.edu/writingcenter> and their phone number is 614-688-4291. Tutors are

available at the Smith Lab, Thompson Library, and 114 Smith-Steeb. Walk-in hours and scheduled appointments are available; please see the web page for more information.

Commitment to Diversity: The School of Communication at The Ohio State University embraces and maintains an environment that respects diverse traditions, heritages, experiences, and people. Our commitment to diversity moves beyond mere tolerance to recognizing, understanding, and welcoming the contributions of diverse groups and the value group members possess as individuals. In our School, the faculty, students, and staff are dedicated to building a tradition of diversity with principles of equal opportunity, personal respect, and the intellectual interests of those who comprise diverse cultures.

REASONABLE ACCOMMODATION POLICY

Students with disabilities who have been certified by Student Life Disability Services will be appropriately accommodated, and should inform the instructor as soon as possible of their needs. When possible, documentation should be provided no later than the second week of class. Student Life Disability Services is located in 098 Baker Hall, 113 W. 12th Ave., Phone: 614-292-3307; <http://www.ods.ohio-state.edu>.

DISCLAIMER

The information provided in this syllabus constitutes a list of basic class policies. The instructor reserves the right to modify this information when deemed necessary for any reason. You will be notified in class, via email, and/or on our course website if and when any changes occur.

TENTATIVE SCHEDULE

Week	Date	Topic	Reading
Week 1	W 8/24	Introductions / Course Overview	
	F 8/26	Intro to Nonverbal Communication	Ch. 1
Week 2	M 8/29	Sociocultural Influences: Part 1	Ch. 2 (pp. 29-40)
	W 8/31	Sociocultural Influences: Part 2	Ch. 2 (pp. 40-56)
	F 9/2	Bio-Evolutionary Influences	Ch. 3 (pp. 58-68)
Week 3	M 9/5	LABOR DAY HOLIDAY	
	W 9/7	Bio-Evolutionary Influences	Ch. 3 (pp. 69-77)
	F 9/9	The Body as a Code: Part I	Ch. 4 (pp. 80-94)
Week 4	M 9/12	Physical Appearance: Part 2	Ch. 4 (pp. 94-109)
	W 9/14	Kinesics: Movement & Gesture	Ch. 5 (pp. 112-131)
	F 9/16	Vocalics	Ch. 5 (pp. 132-143)
Week 5	M 9/19	Touch	Ch. 6 (pp. 145-159)
	W 9/21	Proxemics: Space	Ch. 6 (pp. 160-168)
	F 9/23	Environment	Ch. 7 (pp. 170-186)
Week 6	M 9/26	Chronemics	Ch. 7 (pp. 187-200)
	W 9/28	Review	
	F 9/30	Examination #1	
Week 7	M 10/3	Message Production	Ch. 8 (pp. 201-216)
	W 10/5	Message Processing	Ch. 8 (pp. 216-227)
	F 10/7	Social Cognition & Impression Formation	Ch. 9 (pp. 239-249)
Week 8	M 10/10	Social Cognition & Impression Formation	Ch. 9 (pp. 249-259)
	W 10/12	Theories of Image Management	Ch. 10 (pp. 261-271)
	F 10/14	FALL BREAK	
Week 9	M 10/17	Expressing Identities Nonverbally	Ch. 10 (pp. 272-287)
	W 10/19	Expressing Emotions: Part 1	Ch. 11 (pp. 288-297)
	F 10/21	Expressing Emotions: Part 2	Ch. 11 (pp. 297-316)
Week 10	M 10/24	Intimacy & Affection	Ch. 12 (pp. 318-341)
	W 10/26	Intimacy & Affection	Ch. 12 (pp. 318-341)
	F 10/28	Dominance & Power	Ch. 13 (pp. 343-356)
Week 11	M 10/31	Credibility & Influence	Ch. 13 (pp. 357-371)
	W 11/2	Managing Conversations: Part 1	Ch. 14 (pp. 373-386)
	F 11/4	Managing Conversations: Part 2	Ch. 14 (pp. 386-402)
Week 12	M 11/7	Deception: Part 1	Ch. 15 (pp. 404-418)
	W 11/9	National Communication Association	No class
	F 11/11	VETERANS DAY HOLIDAY	No class
Week 13	M 11/14	Deception: Part 2	Ch. 15 (pp. 418-433)
	W 11/16	Review	
	F 11/18	Examination #2	
Week 14	M 11/21	Work on Group Projects	
		THANKSGIVING BREAK	No class
Week 15	M 11/28	Group Presentations	
	W 12/30	Group Presentations	

	F 12/02	Group Presentations	
Week 16	M 12/5	Group Presentations	
	W 12/7	Group Presentations/Course Wrap-up	
	M 12/12	Group Projects due by midnight	