Syllabus
COMM 4200: Nonverbal Communication

Fall 2016
Section 90
CRN 80774
3 Credit Hours

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E-Mail: You may contact me using the Clayton State University e-mail address above or use the e-mail provided through GeorgiaView (D2L). If you contact me via my CSU account, please use your CSU account for security purposes. Continue to check your CSU account regularly for messages relevant to the course.

Course Website (GeorgiaView or Desire2Learn): To access this course, go to the Clayton State University Homepage, log onto the SWAN, select GeorgiaView, then select this course. You may also log into D2L at this address: https://clayton.view.usg.edu/ If you begin by using this log in page, you can check to see if you have all the updates needed to use D2L. FireFox is often the best browser for D2L.

On-Campus Office Hours: Monday 10:00 am-12:00 pm, Wednesday 10:00 am-12:00 pm. E-mail for appointment at other times.
Introduction
Welcome to Nonverbal Communication. This course will help you to understand how people communicate to others in ways other than using words. It is a fully online course. This course uses textbooks composed of summaries of published research studies. In addition to reading these articles; you will be asked to take quizzes; watch video clips; make observations; write summaries; write critical review papers, post photographs, videos, and or links to videos; and reply to other students’ posts. The class is broken into Modules, each of which lasts one week (with a day of overlap), from Sunday at 12:01 am to Sunday at 11:59 pm.

Textbook
The textbook for this course is
Use PriceLoch.com to comparison shop for textbooks.

Course Catalog Description
This course explores nonverbal communication in theory and practice, with emphasis on the types of nonverbal behaviors that communicate meaning and the functions those behaviors serve.

Course Prerequisites:
ENGL 1102 (C)
COMM 1110 (C)

Course Objectives/Learning Outcomes
After completing this course successfully, you should be able to:

- Distinguish between various types of nonverbal communication
- Accurately decode nonverbal messages
- Explain how researchers study nonverbal communication
- Use aspects of nonverbal communication to more accurately convey messages to others.
Course Format
This is a fully online course. The assignments are found in modules. Each module is open for one week, with a day of overlap on Sunday. The online week begins on Sunday at 12:01 am and ends on Sunday at 11:59 pm.

Course Assignments/Assessments

Modules
There is an online module for each week of the semester, with assignments contained within each module. Do not wait until the last minute to begin your work. Review the modules at the beginning of each week to budget your time.

Quizzes
There are quizzes on most, if not all of the readings in the textbook. Most, if not all questions, are multiple choice or true/false. You will be allowed one minute for each M/C or T/F question asked. You may refer to any notes you have taken or to the course material or other learning support materials, but be aware that these quizzes are timed, and you may not exceed the time limit (typically one minute per question). Discussing these questions or answers with anyone else or getting help while taking the quizzes is academic misconduct. You agree by taking these quizzes that you will be academically honest and follow the above rules.

Discussions
Some modules contain one or more discussion questions. Post your thoughtful answer, read other people’s posts, and provide sensitive comments in reply to other people’s posts when required. The score you earn will reflect all of these factors. If you are an early poster, you may need to return to the discussion to read and comment on other people’s posts later in the week.

Journal Article Reviews (JARS)
In some modules, you will be asked to conduct library database research and read an original empirical journal article from the scholarly literature (Do not select newspaper or magazine articles.) You will copy the abstract, write a summary, and indicate how you
think the information from the article could be applied. These Journal Article Reviews will be grammatically correct essays, written in Microsoft Word, and posted in the drop box in D2L.

**Me and You Observations**

In some modules, you will be asked to observe, document, and write about some aspect of nonverbal communication that you have observed in another person and in yourself.

**Final Exam**

The final exam is an online essay exam on the last 4 chapters of the book.

**Course Outline**

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<thead>
<tr>
<th>Module</th>
<th>Title</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>Beginning Perspectives</td>
<td>Aug 14-21</td>
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<td>2</td>
<td>Appearance and Adornment Cues (Part 1)</td>
<td>Aug 21-28</td>
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<td>3</td>
<td>Appearance and Adornment Cues (Part 2)</td>
<td>Aug 28-Sep 4</td>
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<td>4</td>
<td>Kinesic Cues (Part 1)</td>
<td>Sep 4-Sep 11</td>
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<tr>
<td>5</td>
<td>Kinesic Cues (Part 2)</td>
<td>Sep 11-18</td>
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<td>6</td>
<td>Vocalics</td>
<td>Sep 18-25</td>
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<td>7</td>
<td>Contact Codes (Part 1)</td>
<td>Sep 25-Oct 2</td>
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<td>8</td>
<td>Contact Codes (Part 2)</td>
<td>Oct 2-9</td>
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<td>9</td>
<td>Time and Place Codes (Part 1)</td>
<td>Oct 9-16</td>
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<td>10</td>
<td>Time and Place Codes (Part 2)</td>
<td>Oct 16-23</td>
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<td>11</td>
<td>Creating Impressions and Making Judgments</td>
<td>Oct 23-30</td>
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<td>12</td>
<td>Relationships</td>
<td>Oct 30-Nov 6</td>
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<td>13</td>
<td>Emotion</td>
<td>Nov 6-13</td>
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<td>Thanksgiving</td>
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<td>14</td>
<td>Deception</td>
<td>Nov 20-27</td>
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<td>15</td>
<td>Power and Persuasion</td>
<td>Nov 27-Dec 4</td>
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<td>16</td>
<td>Contemporary Nonverbal Theories of Message Exchange</td>
<td>Dec 4-Dec 11</td>
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**Grading:** Most modules have quizzes and assignments that total approximately 25 points. The Final Exam is worth 50 points. The standard college scale will determine the final grade based upon the percentage of points earned.

A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = < 60

**Missed and Late Work**
Without a valid excuse, a grade of zero points will be assigned for missed work.

*Online Modules:* All of the online modules have a graded component to them with multiple assignment(s)/quizzes due each week. The week begins on Sunday at 12:01 am and ends on Sunday at 11:59 pm. Quizzes must be submitted before the due date on Sunday at 11:59 pm. Do not wait until the last minute. If some unforeseen circumstances arise, do not wait until after the end of the week to notify the instructor. If you have a valid reason for not being able to complete an assignment on time, and you notify me beforehand, I can make arrangements for an extension. If you notify me after the due date, I will be less likely to allow you to submit work late or I may impose a penalty.

**Mid-Point Progress Report:**
The mid-term grade in this course will be issued by Oct 3. This midterm grade will be based upon approximately 40% of the total possible points. Based on this grade, students may choose to withdraw from the course and receive a grade of "W." Students pursuing this option must fill out an official withdrawal form, available in the Office of the Registrar or online, by mid-point, which occurs on Friday, October 7. This is the last day to withdraw without academic accountability.

**Computer and Video Requirements**
You are required to have ready access throughout the semester to a notebook computer that meets faculty-approved hardware and software requirements for your academic program. It is important that you have access to a dependable high speed Internet connection.
**Required Skills**

Students enrolled in this course should be able to use:

- GeorgiaView (Desire2Learn) and associated tools, including discussion boards, chat rooms, online testing and assignment submission features.
- Microsoft Word
- Microsoft PowerPoint
- Clayton State University’s e-mail system
- Netiquette (ethical online conduct)

**Software**

Students need to be able to use all the software noted above and be able to use the software that supports GeorgiaView, including adobe reader and flash player.


Please note, some web browsers perform better than others in GeorgiaView. If your browser is not working well, you may want to try another one. Mozilla FireFox is the default browser for D2L.

**Etiquette and Netiquette**

In all communication classes, we encourage and support each other. We are all trying to improve our skills and learn more about how to more effectively communicate with each other. To do so requires us to take risks, disclose personal information, and share our thoughts and experiences. Online criticism should be offered tactfully for the purpose of helping others. If your position is criticized, accept it as a necessary part of the learning processes. Discussion, chat, and e-mail spaces within this course are for class purposes only. Please remember to conduct yourself collegially and professionally. Unlike in the classroom setting, what you say in the online environment is documented and not easily erased or forgotten.

The following guidelines apply to online communication:

- Avoid using ALL CAPS, sarcasm, and language that could come across as strong or offensive.
• Use proper punctuation and grammar--be sure to edit your contribution before posting.
• Read all replies to a post before posting your own response so as not to your responses to discussion topics so as to unnecessarily repeat information.
• Focus on one topic at a time when posting to discussions.
• Please refrain from sending forwards, jokes, etc. in this course.

**Academic Calendar**
Information to help you plan your semester is available at:
http://adminservices.clayton.edu/calendar/academiccalendar.htm

**General Policy**
Students must abide by policies in the Clayton State University Student Handbook, and the Basic Undergraduate Student Responsibilities.

**University Attendance Policy**
Students are expected to log in and participate as part of their learning in the course. Instructors establish specific policies relating to absences in their courses and communicate these policies to the students through the course syllabi. Individual instructors, based upon the nature of the course, determine what effect excused and unexcused absences have in determining grades and upon students’ ability to remain enrolled in their courses. The university reserves the right to determine that excessive absences, whether justified or not, are sufficient cause for institutional withdrawals or failing grades.

**Course Attendance Policy**
Students are expected to access the online course materials and participate in the required readings, quizzes, discussions, activities and assignments. Course tracking can be used to assess the amount of “attendance” in an online course. Any student who fails to take a quiz or submit an assignment during the first two weeks of class will be reported to as a “No Show”.

**Disabilities**
Students with disabilities who require reasonable accommodations need to register with Disability Services in order to obtain their accommodations. You can contact the office at 678-466-5445 or disabilityservices@clayton.edu. If you are already registered with Disability Services and are seeking accommodations for this course, please make an appointment with me to discuss your specific accommodation needs, and give me your accommodations letter.

**Academic Dishonesty**

Any type of activity that is considered dishonest by reasonable standards may constitute academic misconduct. The most common forms of academic misconduct are cheating and plagiarism. All instances of academic dishonesty will minimally result in a grade of zero for the work involved. All suspected instances of academic dishonesty will be reported to the Office of Student Life/Judicial Affairs.

**Student Code of Conduct**

Behavior that disrupts the teaching–learning process will not be tolerated. While a variety of behaviors can be disruptive in a classroom setting, more serious examples include belligerent, abusive, profane, and/or threatening behaviors. A student who fails to respond to reasonable faculty direction regarding online behavior and/or behavior while participating in online course activities may be dismissed from class. A more detailed description the Student Code of Conduct can be found at [http://adminservices.clayton.edu/studentconduct/](http://adminservices.clayton.edu/studentconduct/)

Revised August 3, 2016