Course Objectives:

- Sharpen nonverbal communication skills in personal and professional settings
- Understand fundamental principles, generalizations, or theories concerning nonverbal communication
- Review and conduct research on nonverbal communication

REQUIRED COURSE MATERIALS

- **Flash/Jump Drive** - for PowerPoint presentations and other electronic documents.
- **Blackboard** - I will post my notes and handouts, as well as your grades, for you on Blackboard.
- **Angelo State E-mail** - You should have access to your Angelo State E-mail account. You are responsible for reading and, if necessary, responding to e-mails from me. I send e-mails through Blackboard to the class regarding homework, exams, etc.

ASSIGNMENTS

**Quizzes [200]**: You will be take 4 quizzes throughout the course of the semester, each worth 50 points for a total of 200 points. Readings and quizzes will be due before coming to class so that you may use the class time to make sure you understand the material, ask questions, etc.

**Response Paper [100]**: While watching a short video, you will need to look for specific examples of nonverbal communication. Write a short (1-2 page) response using specific concepts discussed in class thus far. See assignment sheet for specific details.

**Field Observation Paper [100]**: As a class, we will do a field observation. Afterwards, you will write a two-page paper detailing your experience. See assignment sheet for specific details.

**Expectancy Violations Journal [100]**: Read the Burgoon and Hale (1988) EVT article, *Nonverbal Expectancy Violations: Model Elaboration and Application to Immediacy Behaviors*. As an extension and application of EVT, commit 2 nonverbal expectancy violations with either a stranger or someone you know. Consider who the person is, the violation, the location, and her/his reaction. Include in the journal the major concepts of EVT as you apply the experience to the theory. See assignment sheet for specific details.

**Final Paper/Presentation [100/200/100]**: To further explore a specific nonverbal communication topic and to share that knowledge with your peers, you will work with a group of students to research a nonverbal communication theory and present it to the class. In the presentation, groups should (a) teach the class about the theory, (b) present findings from at least three (3) scholarly research studies relating to the theory, and (c) help the class apply the theory to their lives. 100 points will come from an annotated bibliography, 200 points will come from the paper, and 100 points will come from the presentation. See assignment sheet for specific details.
GRADING

**Discussion of Graded Assignments:** Success in this course requires thoughtful self-evaluation of your performance. A student wishing to contest a grade must present me with a typed (either e-mail or paper), well thought out case regarding the evaluation within one week of having received the evaluation of the assignment in question. The argument must be related to the assignment as presented, and based on how it compares with the criteria for the assignment (not how it compares with someone else’s work or how it will affect a student’s GPA). Once the student has submitted his or her argument to me, I will respond in writing within 7 days. Then we may meet face-to-face to view the speech in question, and discuss ways to improve future papers/presentations.

As stated in Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at [http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc](http://www.angelo.edu/opmanual/docs/Section_10_Academic_Policies-Students/OP_10.03_Grade_Grievance.doc).

Grades are determined on a straight percentage scale based on the number of points earned out of a **maximum of 1,000 points.** There is a curve built into the grades. **There will be no further rounding or curving of grades.** Final grades are calculated as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Maximum Points Possible</th>
<th>My Points</th>
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<tbody>
<tr>
<td>Quiz #1</td>
<td>50 points</td>
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<tr>
<td>Quiz #2</td>
<td>50 points</td>
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<td>Quiz #3</td>
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<td>Quiz #4</td>
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<tr>
<td>Response Paper</td>
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<td>Field Observation</td>
<td>100 points</td>
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<td>EVT Journal</td>
<td>100 points</td>
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<tr>
<td>Final Paper/Presentation</td>
<td>400 points</td>
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<tr>
<td>Participation</td>
<td>100 points</td>
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<tr>
<td><strong>TOTAL COURSE POINTS</strong></td>
<td><strong>1,000 points</strong></td>
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**GRADING**

A= 1,000 - 900
B= 899 - 800
C= 799 - 700
D= 699 - 600
F= 599 and below
General Conduct

Attendance: You are expected to attend every class period. A roll sheet will be passed around each day during the first ten minutes of class. It is your responsibility to sign in (being present but not signing the roll is the same as being absent). The following policy will be enforced in this class:

(1) Your FIRST absence will be without penalty. If you do miss a class, it is your responsibility to get the information that was covered from Blackboard, your textbook and from one of your classmates.

(2) Your SECOND absence will lower your final course average by 50 points or the equivalent of ½ of a letter grade. (ex: If you have 820 points, you will be reduced to 770 points).

(3) Each subsequent unexcused absence will lower your final course average by 50 points (½ letter grade).

(4) An unexcused tardy (ten minutes late or more) is considered an absence.

If you have a legitimate excused AND DOCUMENTED absence (illness, death in the family, etc.), you must see me immediately if you want to pass the course. Just so that we are clear, work conflicts, personal trips that you had planned before/during/after signing-up for this class, being tired from previous evening activities, babysitting conflicts, and faulty alarm clocks are not the type of events that fall into the category of excused absences.

Absences on Exam and/or Presentation Days: Please note that an unexcused absences on exam or presentation days will result in a zero (0) being recorded for your grade. You must give your presentation/take your exam on the day it is scheduled. NO EXCEPTIONS.

Excused Absences: You will be given an excused absence when acting as an official representative of the university, provided you give me written verification from the faculty/staff supervisor of the event. For all other absences to be considered excused, official documentation must be submitted to me verifying the reason for your absence.

A student wishing to observe a religious holy day must notify me in writing at least 14 days prior to the classes scheduled on dates the student will be absent. For religious holy days that fall within the first two weeks of the semester, notice should be given on the first day of the semester.

Missed/Late Work: Missed/late work is not an option in this class. The tests are to be taken at the schedule times. Rides home, late nights, etc. do not constitute reasons for taking a test at alternate time. Deadlines for assignments are firm. Late assignments will receive no credit. Please do not ask for exceptions to these policies – doing so will result in our referring you to this section of the syllabus.

Readings must be completed by the day they are assigned on the course schedule. Be sure to read the book and take notes while reading. Lectures and Power Points are intended to complement (not duplicate) that information.

Changes to the schedule may be made at my discretion and if circumstances require. It is your responsibility to note these changes when announced.

Deadlines are in the class syllabus and calendar. Assignments must be turned by the date and time specified in the syllabus.

Classroom Civility: People and ideas must be treated with respect. Please avoid disruptive behavior that makes it difficult to accomplish our mutual objectives. All cell phones and other noisy devices should be turned off before entering the classroom and headphones/earbuds should be removed. Distracting behaviors, particularly during presentation days (i.e., working on laptops, doing homework or talking) will result in a reduction of points on your own presentation. Excessive phone use will result in dismissal from class and/or being counted absent for the day. If you are expecting an important call or message please notify me before class. If you are late on presentation days, wait outside until the first presentation is completed.
**Freedom of Expression:** Each student is strongly encouraged to participate in class. In any classroom situation that includes discussion and critical thinking, there are bound to be many differing viewpoints. These differences enhance the learning experience and create an atmosphere where students and instructors alike will be encouraged to think and learn. On sensitive and volatile topics, students may sometimes disagree not only with each other but also with me. However, it is possible to disagree without being disrespectful— sneering, name-calling, questioning motives, and representing positions unfairly aren’t good ways to disagree, even if in everyday life and in politics they are sometimes effective. It is expected that faculty and students will respect the views of others when expressed in classroom discussions.

**Plagiarism** is a serious offense in this course. Using the words and ideas of others is borrowing something from those individuals. It is always necessary to identify the original source of supporting information; you must cite the source of any material, quoted or paraphrased, used in your presentation. The absence of this documentation constitutes plagiarism—a serious academic and professional offense. Proper documentation requires a bibliography of any outside texts you have consulted including both traditional sources and on-line sources.

Your responsibility as a speaker is to distinguish between what are your thoughts and ideas and what is not, and to credit those who have contributed to your presentation. Putting your name on a piece of work indicates that the work is yours and that the praise or criticism is due to you and no one else. Putting your name on a piece of work in which any part is not yours, is plagiarism—unless the borrowed thought or wording is clearly marked, and the work is fully identified. Keep in mind that plagiarism is a form of theft. Taking words, phrasing, or sentence structure, or any other element of another person’s ideas, and using them as if they were your own, is stealing. Simply paraphrasing the work of another without acknowledging the information source is also plagiarism. Merely restating another individual’s ideas in different words does not make the ideas yours. ALL presentations are to be your original work. Using speeches or presentations from previous semesters or other classes is still considered plagiarism. Unauthorized collaboration on presentations (with a student in your section or another student in a different section) is not allowed without prior approval from your instructor.

If you are caught being dishonest, you will be given an “F” for the assignment and/or the course depending on the severity of the offense.

Please understand I do not tolerate plagiarism and will fail you for it, even if your plagiarism is unintentional. These standards may seem subtle, so feel free to ask if you have questions or concerns. Please see full Honor Code Policy at [http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf](http://www.angelo.edu/cstudent/documents/pdf/Student_Handbook.pdf)

**Academic Advising:** The College of Arts and Humanities and the Department of Communication and Mass Media require that students meet with a Faculty Advisor as soon as they are ready to declare a major. The Faculty Advisor will set up a degree plan, which must be signed by the student, faculty advisor, and the department chair. Communication and Mass Media majors who have questions about advising or declaring a major in the department, can call 325-942-2031. Undeclared majors are supported by ASU's Center for Academic Excellence located in Library A312, and can be reached at 325-942-2710.

**The Family Educational Rights and Privacy Act (FERPA)** (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." In other words, I cannot and will not speak to your parents about details of your grades and progress in this course without your written consent.

**The Americans with Disabilities Act (ADA)** is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation. Angelo State University complies with the Americans with Disabilities Act in making reasonable accommodations for qualified students with disabilities. If you suspect that you may have a
disability (physical impairment, learning disability, psychiatric disability, etc.), please contact the Dean of Student Life and Student Services at 325-942-2191. If you need disability accommodations in this class, please see me as soon as possible.

**Academic Integrity:** Academic integrity is the pursuit of scholarly and creative activity in an open, honest and responsible manner, free from fraud and deception, and is an educational objective of the College of Communications and the University. Cheating – including plagiarism, falsification of research data, using the same assignment for more than one class, turning in someone else's work, or passively allowing others to copy your work – will result in academic penalties at the discretion of the instructor. In serious cases, it could also result in suspension or dismissal from the University or in the assignment of an “XF” grade (failed for academic dishonesty).

As students studying communications, you should understand and avoid plagiarism (presenting the work of others as your own.) A discussion of plagiarism, with examples, can be found at [http://tlt.psu.edu/plagiarism/student-tutorial/](http://tlt.psu.edu/plagiarism/student-tutorial/).

The rules and policies regarding academic integrity should be reviewed by every student, and can be found online at: [www.psu.edu/ufs/policies/47-00.html#49-20](http://www.psu.edu/ufs/policies/47-00.html#49-20), and in the College of Communications document, “Academic Integrity Policy and Procedures.” Any student with a question about academic integrity or plagiarism is strongly encouraged to discuss it with his or her instructor.

**Note to Students with Disabilities:** Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services, ODS located in room 116 Boucke Building at 814-863-1807(V/TTY). For further information regarding ODS, please visit its website at [www.equity.psu.edu/ods/](http://www.equity.psu.edu/ods/). Instructors should be notified as early in the semester as possible regarding the need for reasonable academic adjustments.