

## Nonverbal Communication

SPC 3331 | 3 credits

**Instructor:** Diana Nagy | [dnagy@ufl.edu](mailto:dnagy@ufl.edu) | 352.273.1870 | 412 Rolfs Hall

**Professor Nagy's Office Hours:** Monday and Wednesday 6th Period, (12:50-1:40 p.m.), Thursday 5th period (11:45-12:35 p.m.), and by appointment.

**Class meets:** MWF 5<sup>th</sup> Period – 11:45 AM to 12:35 PM in Rolfs Hall 314.

**Course website:** <http://lss.at.ufl.edu>

**Semester Schedule:** The weekly schedule can be found by checking the calendar on the class website. A schedule listing university holidays, drop deadline and other important dates is given below:

- \* January 10, Friday- Drop/Add ends at 11:59 pm.
- \* January 20, Monday -- Martin Luther King, Jr's Birthday Observed -- No Classes
- \* January 24, Friday - Deadline for S-U option - 5:00 pm
- \* March 1-March 8, Sat.-Sat. - UF's Spring Break -- No Classes
- \* April 11, Friday - Last Day to drop by petition - 5:00 pm
- \* April 24-25, Thurs.-Fri. -- Examination Reading Days -- No Classes

**Course description:** SPC 3331 – Nonverbal Communication is a three-credit course. This class will cover various aspects of nonverbal communication such as:

Basics of nonverbal communication

- Touch (Haptics)
- Personal Space, Territory and Environment (Proxemics)
- Physical Appearance
- Body Alterations and Coverings
- Kinesics (movement)
- Vocalics (paralanguage)
- The application of nonverbal communication in various contexts

This course may be different from many you have taken in college. This is primarily because you are actively and daily engaged in the subject matter of this communication course. You have already had much experience, and you will likely want to share those experiences with the rest of the class. In addition, you may also bring to this class some preconceived expectations of this class. Discussion will be encouraged.

### **Course Text:**

*Nonverbal Communication: Studies and Applications*, 5th edition, 2010, by Hickson, Stacks and Moore. This text is available at most bookstores supplying the university. You are responsible for having access to this text no later than Friday January 10th, 2014, in order to complete assignments and quizzes.

### **Course requirements**

Internet Access and your Gatorlink Email Address that you should check on a regular basis. (For any questions on this policy, please see the Computer Requirements as discussed under the General Requirements in the University catalog or UF Computer and Software Requirements on the web.), access to the Internet, and MS Word (or other word processing software that is compatible with MS Word).

### **Course Objectives**

- As a student, you can expect to increase the range of options available to you in nonverbal communication. In the personal effectiveness approach, this is referred to as the development of the communication repertoire. The more options you have, the more likely you are to make effective choices.
- You can also expect to increase your ability to analyze communication situations. Enhanced personal effectiveness is dependent upon understanding situations and what is needed for successful interaction in those situations.
- As odd as it may sound, you can also expect to be able to make more reasoned and reasonable choices regarding nonverbal communication.
- Last, in addition to learning new information, you can expect to acquire new and/or improved communication skills.

### **COURSE POLICIES**

*ATTENDANCE:* Students are responsible for signing roll sheets in order to receive credit for attending class meetings. A student learns from listening, participating, discussing and observing. Therefore attendance is expected for all class meeting days. To encourage uninterrupted participation in class, it is expected that cell phones, computers, and audio devices be turned off prior to entering the classroom, unless it is required for class work that day. **If you are surfing or texting, your phone or computer will be taken away for the remainder of the class period. Please eat your lunch and make your bathroom stops prior to arriving in class.**

More than three unexcused absences of any kind will result in a grade penalty of 20 points of your final grade for each absence. Two tardies equal one unexcused absence. Leaving class early is the equivalent of a tardy.

*LATE ASSIGNMENTS:* Late assignments or make-ups will not be permitted without a University-approved absence.

*ASSIGNMENT SUBMISSION:* Unless otherwise indicated, assignments should be submitted through the course website by 11:45 AM on the due date with the exception of quizzes that are due 24 hours prior to the start of class. Do not wait until the last minute to turn in an assignment because of the possibility of technical difficulties.

**Participation in Group Activities is expected.** The activities require all group members to be present. However, if you miss an activity day for a documentable, excused reason, you may have the opportunity to make up the points by writing a short paper (3-5 pages, double-spaced) that includes a bibliography with at least 3 sources (one source may be your textbook), on the concept that the activity demonstrates.

***This paper is due the following class period for full credit.*** Acceptable reasons for absences are personal or family illness or emergency. Oversleeping, missing the bus, or just not feeling like attending are not acceptable excuses. For excused absences, you will be required to provide written documentation.

You are expected to be in attendance on days your group presents. **There will be no make-ups for missed group presentations.**

## **COURSE ASSIGNMENTS**

Students will complete observational studies, activities, questions for thought and study guides. In addition, there will be group activities that require everyone's participation. There will be an online quiz for almost every chapter. There will be no exams. Details regarding individual assignments can be found online on Sakai.

Readings: Students are responsible for the entire text, as well as any other assigned readings. Each set of readings will be accompanied by a study guide that must be completed prior to class discussion. See the course calendar and the learning modules for reading due dates.

## **COURSE GRADING**

Observational Studies	10 percent
Questions for Thought	10 percent
Quizzes (11 – lowest quiz grade will be dropped)	10 percent
In-class Learning Activities/Group Meetings/Study Guides	30 percent
Final Project (includes proposal, progress report and presentation)	30 percent
Attendance	10 percent

## Final Grades

Grading Scale (for letter grades)

93-100 %	<b>A</b>
90-92 %	<b>A-</b>
87-89 %	<b>B+</b>
83-86 %	<b>B</b>
80-82 %	<b>B-</b>
77-79 %	<b>C+</b>
73-76 %	<b>C</b>
70-72 %	<b>C-</b>
67-69 %	<b>D+</b>
63-66 %	<b>D</b>
60-62 %	<b>D-</b>
> 60 %	<b>E</b>
E1*	

There will be no curving of final grades.

\* Stopped attending or participating prior to end of class

For more information on grades and grading policies, please visit:

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

## UF POLICIES

*ACCOMMODATIONS:* University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Dean of Students Office (<http://www.dso.ufl.edu/drc/>). The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation. You must submit this documentation prior to submitting assignments or taking the quizzes or exams. Accommodations are not retroactive; therefore, students should contact the office as soon as possible in the term for which they are seeking accommodations.

*ACADEMIC HONOR CODE:* Students are expected to uphold the Academic Honor Code published in the Undergraduate Catalog (<http://www.registrar.ufl.edu/catalog/policies/students.html>). Please become familiar with the policies of the Honor Code (<http://www.dso.ufl.edu/sccr/honorcodes/honorcode.php>) as all violations will be reported to the Dean of Students Office. Research misconduct, such as plagiarism or cheating, will result in an automatic failing grade for the assignment.

*NETIQUETTE:* All members of the class are expected to follow rules of common courtesy in all email messages, threaded discussions, and chats. All members are

expected to follow these guidelines: <http://teach.ufl.edu/wp-content/uploads/2012/08/NetiquetteGuideforOnlineCourses.pdf>.

**Accommodations for Students with Disabilities:** Students requesting classroom accommodation must first register with the Disability Resource Center. The DRC will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

## Getting Help

For issues with technical difficulties for E-learning in Sakai, please contact the UF Help Desk at:

- [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu)
- (352) 392-HELP - select option 2
- <https://lss.at.ufl.edu/help.shtml>

Any requests for make-ups due to technical issues MUST be accompanied by the ticket number received from LSS when the problem was reported to them. The ticket number will document the time and date of the problem. You MUST e-mail your instructor within 24 hours of the technical difficulty if you wish to request a make-up.

Other resources are available at <http://www.distance.ufl.edu/getting-help> such as:

- Counseling and Wellness resources
- Disability resources
- Resources for handling student concerns and complaints
- Library Help Desk support

Any questions regarding the planning, administering and teaching of SPC 3331 should be discussed with me individually. As needed, questions can be discussed further with Dr. Kellie W. Roberts, Director, Dial Center for Written & Oral Communication.

The syllabus and weekly schedule can be found on e-Learning (Sakai).

**The weekly schedule and syllabus are subject to change.**

Revised: 1/5/2014