

CHAMINADE UNIVERSITY OF HONOLULU
Fall Evening 1998 - Pearl Harbor
Shirley Cavanaugh

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COMMUNICATION 343: ONVERBAL COMMUNICATION

DESCRIPTION

Examining theory and research in nonverbal communication. Learning how nonverbal dimensions, such as behavior and environmental factors, affect communication.

TEXTBOOK

Nonverbal Communication in Human Interaction, Fourth Edition, 1997, by Mark L. Knapp and Judith A. Hall.

OBJECTIVES

This course is designed to help students understand that nonverbal communication is a vital part of human interaction and that factors such as culture and gender are critical elements in interpreting nonverbal cues. This increased awareness and better understanding of nonverbal behavior should help students become more effective communicators within familial, school, work, community, and other settings.

More specifically, this course will cover a number of nonverbal topics, including:

Proxemics (spatial dimensions).

Kinesics (body language, such as gestures).

Vocalics (use and tone quality of voice).

Effects of physical environment, gender, and culture on nonverbal communication.

COURSE POLICIES

Overall policy/General Information

It is the students' responsibility to fulfill all course requirements as prescribed by the instructor. Because the class schedule is compressed into one meeting per week, students should make every effort to attend classes. I plan to be in the classroom 20 to 30 minutes prior to class starting time, therefore, I am available to meet with students before class—or after class, if necessary. Students can also arrange to meet with me at a mutually convenient time. I can be reached at 586-6705 (work) or by [e-mail: Cavanaugh@capitol.hawaii.gov](mailto:Cavanaugh@capitol.hawaii.gov)

The following are specific course requirements:

A Attendance. Because there are only 10 class meeting dates, students should make every effort to attend classes. Absences will definitely affect the student's grade, especially if it is on the borderline. If students are aware of potential absences (e.g., work requirements), they should notify the instructor and arrange to make up work. Missing five or more classes without acceptable reasons will automatically result in course failure. Students are expected to be on time for class.

A Examinations. Exams must be taken as scheduled. No make-up exams will be given except in verifiable emergency situations beyond the students' control (students' illness; death in the family). Immediately following any emergency absence, the student will be responsible to contact the instructor to make up the exam. Once an exam has been returned and discussed, there will be no makeups.

A Papers. Two papers (evaluation and research) will be assigned and are due on the week as scheduled. Late papers will be accepted up to two days beyond the due dates but will be downgraded one letter grade. In cases of verifiable emergency, students must make every effort to provide the instructor with the paper within two days of the due date. Papers must be typed and free of grammatical, spelling, and punctuation errors. Excessive errors could affect the final grade. Students will be required to give an oral report about their papers. (See separate instructions about the papers.)

Classroom activities/participation. A significant part of the learning process is interactive. Therefore, students are expected to actively participate in classroom activities and discussion. This participation throughout the course will be a component in determining course grade (see grading, below). This requirement makes it all the more important for students to attend class.

➤ **Grading.** Students are expected to take course examinations and complete all assignments for a passing grade. Additionally, students are required to give oral reports about their papers and these reports are an integral part of the students' grade for that respective project. The following is a breakdown of graded assignments:

Mid-term Examination	20%
Evaluation Paper	20%
Research Paper	30%
Final Examination	20%
Class Activities/Participation	10%

A+= 12	B+=9	C+=6	D+=3	F=0
A= 11	B= 8	C= 5	D= 2	
A- = 10	B- = 7	C- = 4	D- = 1	

COURSE SCHEDULE

Week 1	Course Overview/Introduction to Nonverbal Communication Chapter 1: Nonverbal Communication: Basic Perspectives
Week 2	Chapter 2: The Roots of Nonverbal Behavior Chapter 3: The Ability to Receive and Send Nonverbal Signals
Week 3	Chapter 4: The Effects of the Environment on Human Communication
Week 4	Chapter 5: The Effects of Territory and Personal Space on Human Communication Evaluation paper due. Oral report on evaluation paper.
Week 5	Chapter 6: The Effects of Physical Characteristics on Human Communication Mid-term Examination
Week 6	Chapter 7: The Effects of Gesture and Posture on Human Communication Chapter 8: The Effects of Touch on Human Communication
Week 7	Chapter 9: The Effects of Face on Human Communication Chapter 10: The Effects of Eye Behavior on Human Communication
Week 8	Chapter 11: The Effects of Vocal Cues that Accompany Spoken Words
Week 9	Chapter 12: Putting It All Together: Multisignal Messages Research paper due. Oral reports on research paper.
Week 10	Oral reports continued, if necessary. Handwriting Analysis Final Examination

Note: The above schedule may vary, depending on extenuating circumstances. Course materials may be supplemented with videos, articles, and speakers. Throughout the course, students will be assigned to do classroom activities/exercises.