

Chaminade University of Honolulu @ Fort Shafter

April 2 through June 11, 2001

Syllabus

Com 343-^{go}~~40~~ - Nonverbal Communication

Time: Saturday, 8:00 a.m. to 12:10 p.m.

Location: Camp Smith - Room number to be advised

Professor: Kimberly A. Carter

Email: kcarter@aloha.com

Home phone: 394-8704

(Feel free to call with your questions Thurs - Sun. 18:00 - 21:00)

Office Hrs: After class, by appointment

Required Text and Materials:

- Richmond, Virginia P. with James C. McCroskey (1995).
Nonverbal Behavior In Interpersonal Relations. Massachusetts: Allyn & Bacon.

- Packet of 3x5 note cards
- Composition notebook (Log)

Electronic Sources (For suggestions, activities & tips about nonverbal communication, writing assignments, and other):

Ohio State University: "Nonverbal" Book List (1999). [Online]
Available: <http://www.lib.ohio-state.edu/gatemav/bib/nonverbal.html>

The Scott, Foresman Research Web (1999). [Online]. Available:
<http://longman.awl.com/sfh>>.

Course Description & Objectives

This course, **Nonverbal Communication**, explores a range of topics on the *nonverbal* aspects of interpersonal communication. The subject aims to provide each student with invaluable theoretical and practical information about how tone of voice, rate of speaking, gestures, proximity, facial expressions, touch, and other nonverbal elements affect our perceptions of and interactions with people. We will explore many social, cultural, and personal meanings we apply to specific nonverbal cues, while working to broaden our knowledge and appreciation of the "unspoken" language.

For this class, the purpose of studying nonverbal behavior in terms of communication is to increase your awareness of how many types of nonverbal cues there are and how many different ways they function in our day-to-day contact. We will strive to recognize our own patterns of nonverbal communication and emphasize how what we do nonverbally and how we do it makes a definitive difference in the quality of our communication.

Due to the time length of our weekly class periods, we will have the opportunity to experience a variety of educational formats during each meeting. We will incorporate lectures, training exercises, open discussions, and group workshops into our class time. During the semester, you will be expected to keep a log of your nonverbal observations. You will be required to develop a group project (3 to 5 people) for presentation. A writing project also will be assigned, for which you will utilize information derived from the lectures & text, and your own personal experiences; however, some research will be required for this assignment.

In preparation for this class, remember the following pieces of wisdom:

- No two people perceive the same message in the exact same way.
- Each individual is unique.
- Understanding nonverbal expression encourages clearer communication, which can lead to enriched relationships & and increase in self-awareness & psychological well-being.
- Nonverbal communication has a tremendous influence on human relationships and can generate a positive or negative effect, depending upon our use of it.

As an advocate of the power of visualizing & self-fulfilling prophecy, I see us having lots of fun throughout the semester! Welcome to class.

General Requirements

Be on time. Class attendance will be taken.

Please do not miss a class unless absolutely necessary. Remember: One class period represents more than 3 "traditional" class periods. If you must miss a class, please contact me by phone as soon as possible.

Class participation is a must, as we will give and receive feedback and participate in-group activities throughout the semester. Therefore, attendance is important.

Each of the following assignments will be explained in detail during class:

Daily Journal - LOG = Record (in a simple composition notebook) your in-class notes, observation exercises, and research. Your *LOG* will be collected midterm (& returned to you) and again at the end of the semester.

2. One research project (5 pages) will be assigned during the semester. Paper must be:
TYPED on white paper
DOUBLE-SPACED
ONE INCH MARGINS ALL AROUND
10-12 POINT FONT
3. 3x5 index cards will have multiple uses. Bring them to class daily.
4. Group Project/ Presentation.

Grading (1000 points available)

900-1000 = A	800-899 = B	700-799 = C
600-699 = D	Below 600 = F	

<i>Log</i>	100 points
Class participation	100 points
Writing Assignment	100 points (see grading criteria below)
Group Project/ Presentation	400 points (see grading criteria below)
Midterm	100 points
Final	200 points

****Important notes on grading****

Absences: More than 1 unexcused absence may result in a drop in your final grade.

Class Participation: Required in this class. You will be graded on your efforts to contribute to the class discussions and group projects.

Writing Assignment: Graded on the following 5 standards:

1. Content (relates to lectures, text, and readings)
2. Mechanics & Grammar
3. Organization
4. Clarity
5. Overall Neatness

Group Project/ Presentation: Graded on the following 4 criteria:

- 1) *Originality*
- 2) *Good use of visual aids & props*
- 3) *Content (shows broad understanding of the material)*
- 4) *Group cohesiveness*

All assignments must be completed and turned in on time for credit.