

Nonverbal Communication

SPC3331 | 3 credits

Instructor: Diana Karol Nagy | dnagy@ufl.edu | 352.273.1870 | 412 Rolfs Hall

Office Hours: Monday and Wednesday, 6th period (12:50-1:40pm); and by appointment. Virtual Office Hours are also available via Zoom.

Course website: <http://elearning.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 found online at: <https://catalog.ufl.edu/UGRD/dates-deadlines/2024-2025/#fall24text>

Course description: 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, 6th edition, 2014, 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 Sunday, August 25 2024, 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: Attendance will be taken daily at the beginning of class using the Roll Call function in eLearning. (If you are unavoidably late, please make sure you see me at the end of class to mark you as present. You may monitor your attendance in eLearning.) 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 will be silenced, and audio devices be turned off prior to entering the classroom, unless it is required for class work that day. *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.

LATE POLICY: Assignments not turned in on the due date are considered late. There is a one-week (7 calendar days) grace period to turn in late assignments for partial credit, after which, your work will not be accepted, and you will receive a zero for that assignment. The penalty for late assignments turned in during the grace period is as follows:

- Minus 1 point per day for assignments up to 30 points.
- Minus 2 points per day for assignments from 31-100 points.
- Minus 3 points per day for assignments from 101 – 200 points.

This late policy does not apply to Chapter Quizzes. There is no grace period nor is there any make-up policy for Chapter Quizzes. If you miss a Chapter Quiz, you will receive a zero for that assignment.

Requirements for class attendance and make-up assignments, and other work in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

ASSIGNMENT SUBMISSION: Unless otherwise indicated, assignments should be submitted through the course website by 11:59 PM on the due date. Do not wait until the last minute to turn in an assignment because of the possibility of technical difficulties.

COURSE ASSIGNMENTS

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.

READINGS: Students are responsible for all the assigned readings. See the course calendar for reading due dates.

COURSE GRADING

Observational Studies	10 percent
Questions for Thought	10 percent
Quizzes	10 percent
In-class Learning Activities/Group Meetings	30 percent
Final Project (includes proposal, progress report and presentation)	30 percent
Attendance	10 percent

FINAL GRADES

Grading Scale (for letter grades) 93-100 %	A
90-92 %	A-
87-89 %	B+
83-86 %	B
80-82 %	B-
77-79 %	C+
73-76 %	C
70-72 %	C-
67-69 %	D+
63-66 %	D
60-62 %	D-
> 60 %	E
E1*	

There will be no curving of final grades.

* Stopped attending or participating prior to end of class

Note: A grade of C- is not a qualifying grade for major, minor, Gen Ed, or College Basic distribution credit. For more information on UF's Grading Policy, please visit: <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx#hgrades>
<https://student.ufl.edu/minusgrades.html>

UF POLICIES

ACCOMMODATIONS: University Policy on Accommodating Students with Disabilities: Students requesting accommodation for disabilities must first register with the Disability Resource Center (<https://disability.ufl.edu/>). The DRC 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 (<https://catalog.ufl.edu/UGRD/>) Please become familiar with the policies of the Honor Code (<https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>) 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>.

GETTING HELP

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

Learning-support@ufl.edu

(352) 392-HELP - select option 2

<https://elearning.ufl.edu/student-help-faqs/>

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

In response to COVID-19, the following recommendations are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of ourselves, our neighbors, and our loved ones.

- If you are not vaccinated, get vaccinated. Vaccines are readily available and have been demonstrated to be safe and effective against the COVID-19 virus. Visit one.ufl.edu for screening / testing and vaccination opportunities.
- If you are sick, stay home. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161 to be evaluated.
- Course materials will be provided to you with an excused absence, and as with any excused absence, you will be given a reasonable amount of time to make up work.

COURSE EVALUATIONS

Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open.

Summary results of these assessments are available to students at

<https://evaluations.ufl.edu>.

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. Emily Rine Butler, Director, Dial Center for Written & Oral Communication.

The current syllabus and weekly schedule can be found on e-Learning .

A **tentative** schedule is below:

Week	Topic	Due
1	Intro to NVC Brief History of NVC Exercises 1.1 and 1.2 Five Basic Axioms of Communication Chapter 1 Lecture	Read Chapter 1 Chapter 1 Quiz Observational Study 1 Questions for Thought 1
2	Chapter 2 Lecture Activity 1 Discuss Final Group Project Exercise 2.1	Read Chapter 2 Chapter 2 Quiz Observational Study 2 Questions for Thought 2 Sign up for Final Group Project
3	Chapter 3 Lecture Activity 2 Group Meetings The Healing Power of Energy: Healing Touch	Read Chapter 3 Chapter 3 Quiz Observational Study 3 Questions for Thought 3 Proposal
4	Chapter 4 Lecture Activity 3 Exercise 4.1 Group Meetings	Read Chapter 4 Chapter 4 Quiz Observational Study 4 Questions for Thought 4
5	Chapter 5 Lecture Activity 4 Group Meetings	Read Chapter 5 Chapter 5 Quiz Observational Study 5 Questions for Thought 5
6	Chapter 6 Lecture Activity 5 Exercise 6.1	Read Chapter 6 Chapter 6 Quiz Observational Study 6 Questions for Thought 6
7	Chapter 7 Lecture Activity 6 Group Meetings	Read Chapter 7 Chapter 7 Quiz Observational Study 7 Questions for Thought 7
8	Chapter 8 Lecture Activity 7	Read Chapter 8 Chapter 8 Quiz Observational Study 8 Questions for Thought 8
9	Chapter 9 Lecture Activity 8 Group Meetings	Read Chapter 9 Chapter 9 Quiz Observational Study 9 Questions for Thought 9
10	Chapter 10 Lecture Activity 9 Group Progress Report Presentations	Read Chapter 10 Chapter 10 Quiz Observational Study 10 Questions for Thought 10 Group Progress Reports

11	Chapter 11 Lecture Activity 10	Read Chapter 11 Chapter 11 Quiz Observational Study 11 Questions for Thought 11
12	Chapter 12 Lecture Activity 11	Read Chapter 12 Chapter 12 Quiz Questions for Thought 12
13	Chapter 13 Lecture Animal Nonverbal Behavior	Read Chapter 13 Chapter 13 Quiz Questions for Thought 13
14	Chapter 14 Lecture Group Meetings	Read Chapter 14 Chapter 14 Quiz Questions for Thought 14
15	Research Methods in NVC Lecture Final Group Presentations Groups 1 & 2	Final Group Project Groups 1 & 2
16	Final Group Presentations Groups 3 & 4	Final Group Project Groups 3 & 4

The weekly schedule and syllabus are subject to change.
Revised: 1/1/2024