Syllabus for COM 3404–B51 – Spring’15
Non-verbal Communication
College of Architecture + the Arts

INSTRUCTOR INFORMATION
Instructor: María Inés Marino
Office: VH 203/212 (MMC)
Office phone: 305.348.1984
Office hours: MMC: Friday 9:00-12:00PM
Email: maria.marino1@fiu.edu
(by appointment only).
Class Times: Wednesday from 12:00-2:50PM
Class Room: Academic One 265
Section #: COM3404–B51(19322)
Drop Date: January 20
March 23 (to receive a DR grade)

Online Course: https://fiu.blackboard.com
Com. Arts Studio: http://communicate.fiu.edu

TEXTBOOK
Textbook Name: Nonverbal Behavior in Interpersonal Relations 7/e
Read instructions on how to purchase and access textbook (posted on Bb)

ISBN:9781269216715

Course ID: professor07906

Pearson Home: https://pearsonmylabandmastering.com/

COURSE DESCRIPTION AND LEARNING OUTCOMES
This course will analyze the role of nonverbal communication in human interactions. Specifically, a number of contexts will be examined and the importance of nonverbal communication in forming and maintaining relationships will be explored. These contexts include everyday interactions; they are mundane occurrences that highlight nonverbal communication. The purpose of this class is to gain a deeper of understanding of nonverbal behaviors and how they are used in our lives.

Learning objectives related to this class include a number of ideas and focus on increasing your
understanding of nonverbal communication, critical thinking, research skills, and writing skills. These are intended to assist you in focusing your attention on the more important materials. The general learning outcomes of this course include:

- Investigate the role of verbal and nonverbal messages in the human communication process.
- Demonstrate knowledge of appropriate social science criteria to evaluate nonverbal communication research

INSTRUCTOR EXPECTATIONS & POLICIES

**Attendance:** You will be expected to attend every class session. More than ONE unexcused absence will result in a loss of points from your final grade. There will be no exceptions. Missing an exam or presentation will result in the loss of all points for that exam or presentation. Oral presentations and exams can be made up only under circumstances in which the student is injured or ill. In the case of missing an oral presentation for medical excuse, the student will have to make up the presentation in the following semester, after which his or her official grade will be changed. This excuse must be accompanied by medical documentation. There are otherwise no permissible excuses for missing exams or oral presentations.

After 1 unexcused absence, ONE full point will be deducted for unexcused absences.

**Tardiness:** You will be expected to arrive at class on time. Tardiness is not accepted and will result in a reduction of your grade. Two ‘lates’ are the equivalent of 1 absence and each student is only permitted 2 unexcused absences.

**Assignments Deadlines:** Requests for extensions related to the mismanaging of one’s time, unfamiliarity with course policies contained within the syllabus, and/or not following an assignment’s posted submission instructions are not compelling reasons for an instructor to grant an extension and will, therefore, be denied.

All documentation related to medical emergencies must be dated, signed by a licensed medical professional, and contain the licensed medical professional’s contact number. It is expected that such documentation will be submitted no later than one week after the assignment’s due date. Supporting medical documentation is always kept confidential.

The departmental policies and procedures were adopted for the purpose of ensuring that all students in a class are treated fairly and are evaluated using the same objective standards. Your understanding and cooperation are both greatly appreciated.

**Phones:** The use of phones is not allowed in class.

**Speech Delivery:** All presentations will be extemporaneously (Conversationally) delivered. Reading or memorizing a presentation will result in failing the assignment.

**Visual Aids:** They are required for the narrative, informative and persuasive speeches. They do not need to be professional prepared, but they must look professional. Criteria will be discussed in class. Confirm with your professor that a projector and computer will be available for your presentation. You may contact UTS Media services ( ) for reserving this equipment.
**Dress:** This is a professional speaking situation. Therefore, you will be expected to dress appropriately for each presentation. (business casual, business)

**Class discussion policy.** We will often engage in class discussion about the readings, lectures, and group experiences. Discussion can be a great learning tool as long as everyone follows these guidelines:

- **Treat each other with respect.** Do not put your fellow classmates down.
- Come to class prepared. If there was an assignment to be completed, it’s fair game for me to call on you about it.
- Be a good listener. Don’t interrupt someone who is talking. Always be prepared to give a summary of what someone just said.
- Make sure your comments are relevant to the discussion. If you are responding to something another member of the class has said, make sure your comment follows logically.
- Come with an open mind. This will help you to learn from different perspectives, even if you disagree.
- Ask for clarification when you don’t understand a fellow student’s point.
- Be prepared to explain your position when you are challenged, but try not to react defensively; we’re all here to learn from each other.
- **Be willing to change your mind** and admit to errors in your reasoning or your use of facts. It’s OK to be wrong! In fact, admitting to your imperfections is very brave.
- Be aware that people come from different perspectives and that you may have to agree to disagree.

**COMMUNICATION ARTS STUDIO**

You are expected to make an appointment(s) with the Communication Arts Studio for your assignments (will be indicated by instructor). To visit/make appointments with Communication Arts Studio, please go to:

http://carta.fiu.edu/comm-arts/comm-arts-studio/

**COURSE CONTENT**
Please read the weekly calendar carefully. You are fully responsible for completing the assignments by the assigned dates. This requires that you read ahead as some assignments may take you more time and research than others. This course will consist of the following assignments:

- **6 Textbook Quizzes (30 points total; 5 points each; 30%)**
  Textbook quizzes will consist of a combination of 15 multiple choice and true/false questions. Quizzes will NOT be cumulative. You will be responsible for everything included in your assigned readings as well as any notes I provide to you in advance. Textbook quizzes will be solely based on e-textbook assigned chapters. You have 25 minutes to complete each quiz.

- **Literature Review (25 points total; 25%)**
  In your chosen group, you will need to write a literature review based on the nonverbal topic you have selected. The literature review is the first component of the overall quantitative empirical research study that you will complete for this class. You will conduct a library search of past research on the topic and use a minimum of 10 academic sources. You will present a somewhat comprehensive review of literature on your nonverbal communication topic in order to help you develop a hypothesis or research question that you will then test in your empirical study. This literature review should be 5-6 pages in length. More specific details will be discussed in class. Each group will turn in one literature review!

- **Empirical Research Study (25 points total, 25%)**
  Based on the research gathered in your literature review, your group will then explore a research question. Thus, you will have to collect and analyze the data. You will collect data through a survey (at least 50 participants) and interviews to at least 3 participants. Finally, you will have to interpret the results in a final research paper that includes a title page, abstract, literature review (this will be the revised literature review that your group handed in earlier in the semester), a methodology section (this will include a detailed explanation of your data collection methods and participants), a results section (this will include all data analyses, calculations, charts, and figures, etc.), a discussion section (this will interpret all of your results), and a reference page with all works cited. This final paper will be approximately 10-12 pages, but may vary based on the project. More specific details will be discussed in class. Each group will turn in one final paper!

- **Empirical Research Presentation (20 points total; 20%)**
  Based on the results of your literature review and your empirical research study, your group will present your findings to the class in a 20 minute oral presentation. This will be graded as a professional presentation, so presenters must dress business casual. Students may use PowerPoint, visual aids, and/or handouts to enhance presentations; however, this is not required. All members of the group must speak during this presentation! After each presentation, there will be a question and answer period for the class. Q&A will be part of your grade.

*Note: This class requires a great deal of GROUP WORK. If you dislike group work, this is NOT the class for you! All group members will receive the same grade on the literature review and presentation. If one member is not pulling his/her weight, all other group members must communicate their issues/concerns to the inactive group member BEFORE final assignments are due. At that time, the inactive group member will be expected to contribute more, or, under the discretion of the instructor, complete an entire project from scratch on their own.*
This course will consist of the following:

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<thead>
<tr>
<th>Assignment</th>
<th>% - Points</th>
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<tr>
<td>5 Textbook Quizzes (6 points each)</td>
<td>30</td>
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<tr>
<td>Literature Review</td>
<td>25</td>
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<td>Empirical Research Study</td>
<td>25</td>
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<td>Empirical Research Presentation</td>
<td>20</td>
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<td>Total</td>
<td>100</td>
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**NO late assignments will be accepted.**

**LETTER GRADE**

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tr>
<td>A</td>
<td>100-94</td>
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<tr>
<td>A-</td>
<td>93-90</td>
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<td>B+</td>
<td>89-87</td>
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<td>B</td>
<td>86-84</td>
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<td>B-</td>
<td>83-80</td>
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<td>C+</td>
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<td>C</td>
<td>76-74</td>
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<td>C-</td>
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<td>D+</td>
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<td>D</td>
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<td>D-</td>
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**DROP/ADD PERIOD**

**January 20:** Drop/Add Period ends. Last day to drop courses or withdraw from the University without incurring a financial liability. Last day to change a grading option.

**March 23:** Deadline to drop a course with a DR grade. Deadline to withdraw from the University with a WI grade.

**ACADEMIC INTEGRITY**

This syllabus is a contract of understanding between professor and student. If the assignments and grading system are not acceptable, then the student needs to negotiate a change by midnight Sunday on the second week of class or accept the rules as written.

**CODE OF ACADEMIC INTEGRITY**

This [Code of Academic Integrity](#) was adopted by the Student Government Association on November 28, 2001 and reflects the values articulated in the Student Code of Standards.

Florida International University is a community dedicated to generating and imparting knowledge.
through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. All students should respect the right of others to have an equitable opportunity to learn and honestly to demonstrate the quality of their learning.

Therefore, all students are expected to adhere to a standard of academic conduct, which demonstrates respect for themselves, their fellow students, and the educational mission of Florida International University.

As a student of this university:

- I will be honest in my academic endeavors.
- I will not represent someone else’s work as my own.
- I will not cheat, nor will I aid in another's cheating.

All students are deemed by the university to understand that if they are found responsible for academic misconduct, they will be subject to the Code of Academic Integrity’s procedures and sanctions, as outlined in the FIU Student Handbook. Students have the right to due process in all disciplinary situations. For additional information concerning student rights and responsibilities, please contact FIU’s Office of Student Conduct and Conflict Resolution.

*Note: Intensive auditing of the course will be conducted to prevent academic misconduct.*

### ASSISTANCE FOR STUDENTS

**The LearningCenter**
The center is available to assist you in the organization and writing of your speeches. They cannot, however, assist with the practicing of your delivery. The website for the LearningCenter is: [http://learningcenter.fiu.edu](http://learningcenter.fiu.edu)

### STUDENT CODE OF STANDARDS

A University is a learning community following a tradition more than 1,000 years old. Florida International University is such a community dedicated to generating and imparting knowledge through excellent teaching and research, the rigorous and respectful exchange of ideas, and community service. As a member of this community:

- I will respect the tradition of academic inquiry, the University’s rules of conduct, and its mission.
- I will respect the opinions and differences of all members of the FIU community.
- I will practice civility and demonstrate conduct that reflects the values of the institution.
- I will be diligent and honest in my personal and academic endeavors.

The FIU Student Handbook outlines the Student Code of Conduct regarding students with disruptive behavior.

Website: [www.fiu.edu/~sccr/docs/disruptive_brochure.doc](http://www.fiu.edu/~sccr/docs/disruptive_brochure.doc)

### POLICY FOR ASSIGNING INCOMPLETES

**Policy for Assigning an Incomplete "I" Grade**
An incomplete grade is a temporary symbol given for work not completed because of serious
interruption not caused by the student's own negligence. An incomplete must be made up as quickly as possible but no later than two consecutive semesters after the initial taking of the course or it will automatically default to an "F" or the grade that the student earned in the course. There is no extension of the two semester deadline. The student must not register again for the course to make up the incomplete. Students who have incomplete grades on their records must remove the incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

Incompletes are awarded only if the student has completed most of the course work. If a student misses a significant portion of the course work, he/she should drop the course. If the drop period has ended, the student may petition for a withdrawal—this requires the student to un-enroll in all of their courses for that semester.

Incompletes are not to be used because a student took on too many credits and they cannot complete everything that is now required of them.

In such cases where the course instructor determines that it appropriate to award a student a grade of "I" (incomplete) the following steps must be followed.

Using an Official University Form the course instructor will report the following:

- The grade earned by the student to date.
- The missing work and the percentage of the final grade it represents (this requires the details of the specific missing assignment).
- The date the instructor expects the missing work to be submitted or in the case of an examination made up.
- The justification for awarding the grade of "I".
- Have the student sign the form.
- Submit this form to the Department Chair and Dean and maintain a copy for instructor records and provide a copy for the student.
- Upon satisfying the requirements for a grade the instructor will sign off on the form and attach it to the change of grade form she or he will submit.

**RELIGIOUS HOLIDAYS**

The University's policy on religious holy days as stated in the University Catalog and Student Handbook will be followed in this class. Any student may request to be excused from class to observe a religious holy day of his or her faith.

**DISABILITY NOTICE**

I understand that there is Office of Disability Services (http://drc.fiu.edu/) available to me should I need it. It is my responsibility to contact them to process my request to have my needs met. I need to follow their procedures as to proper notification to the instructor.

**FIU LIBRARY SUPPORT**

The FIU library provides a number of services to distance learning students. For example:
Students can request a chat session in Blackboard/WebCT for an explanation on how to access library resources. Students can request detailed instructions on how to access library resources. One-on-One assistance from the Distance Learning Librarian.

For further information, contact Sarah Hammill, Distance Learning Librarian, via email at hammills@fiu.edu or call 305-919-5604.

You can visit the FIU Library at: http://library.fiu.edu/

COURSE CALENDAR – Subject to be changed

Please go to USEFUL INFORMATION in course content/homepage to view calendar updates.