

CMST 285 – Nonverbal Communication  
Spring Quarter 2016  
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Instructor: M. Lee Buxton  
Office: R 230 L  
Office Hours: 10:30 am M-F & by appt.  
Class: 11:30

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On NONVERBAL COMMUNICATION, Ronald B. Adler and Neil Towne wrote:

“This impossibility of not communicating is extremely important to understand because it means that each of us is a kind of transmitter that cannot be shut off. No matter what we do, we give off information about ourselves.”

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## COURSE DESCRIPTION

CMST 285 is a five credit introductory course in nonverbal communication that examines non-verbal behavior and its role in the communication process. Topics include historical origins, major categories of codes: performance-body language, artifactual & space codes, dress, environment, landscape, architecture, time and cultural codes. Students analyze their own non-verbal communication behavior. The course focuses on the analysis of nonverbal communication in a variety of contexts. CMST 285 introduces both theory and the practice of nonverbal communication by emphasizing the quality of the whole communication event rather than strictly quantitative measures and includes the investigation of culture as a major influence. SPECIAL TOPICS INCLUDE: human and animal connections, the fine arts, gender, intimate relationships and sexuality, nonverbal communication and the internet and in the workplace. This course is designed to affect the student's willingness to analyze their own nonverbal communication as well as to DEVELOP HIS OR HER ABILITY TO DO SO. Finally, one last comment: Students with special concerns or problems with assignments and/or due dates – call me – see me – WE CAN NEGOTIATE. Remember, you should feel free to communicate your ideas and feelings recognizing that this classroom is a place in which instructor and the student share the perspective of wanting to grow together.

**GENERAL GOAL:** To show how context affects nonverbal communication; specifically, to look at the kind of work nonverbal communication does in building and maintaining self-concept, relationships, the creation of family, influences on the workplace and culture in general. To examine potential problems that impact friendships, family & work to review the stages relationships pass through and to introduce some ways to improve nonverbal communication and look at the overall impact of culture as a critical element of nonverbal.

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**NOTE:** Because of the skills needed to accomplish the assignments in the course – College level English-in reading, writing, listening and comprehension are necessary to succeed in this course. If you have any concerns about your abilities in these areas-please see me in the first week of the quarter. If you have not taken your assessment testing in reading or writing you need to do so-see me for directions.

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**ATTENDANCE POLICY:** CMST 285 deals with knowledge ABOUT interpersonal communication theories, generalizations, principles, research results, etc.- and knowledge OF nonverbal communication—actual experience, practice. Knowledge ABOUT can be gained from reading, lectures, writing, etc., some of which may well be done alone and at other than class times. But knowledge OF can only be developed and evaluated in the classroom context, where expectations are appropriate, feedback is available, and everybody’s “in it together.” Consequently attendance is very important. If you’re not there, you cannot learn much of what this class is about. To put it another way to “make up” the experiential part of the course that you miss when you’re absent. And if you don’t get a large part of the course, your evaluation has got to suffer. The attendance requirement is defined this way.

\*\*Any person may miss five hours of class without penalty. Any absences beyond five class hours will result in that person’s grade in the course being lowered.

\*\*Because of the participatory nature of the course-missing 20% of the class will render you unable to receive a grade in CMST 285.

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“What you do speaks so loud that I cannot hear what you say.”  
—Ralph Waldo Emerson

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## TEXTS:

- NONVERBAL COMMUNICATION, Burgoon, Guerrero, & Floyd
- Online Material: See Arts & Humanities, “[Student Information](#).”
- Student e-mail account

## STUDENT RESPONSIBILITIES

▪ EXAMS: 4 TO 5 major exams (& Pop quizzes)	50%	500 points
▪ DISCUSSION ESSAYS (on observation exercises) COMMUNICATION RESEARCH PROFILE & ANALYSIS PAPER	25%	250 points
▪ GROUP PROJECTS	12.5%	125 points
▪ DISCUSSION PARTICIPATION & ATTENDANCE	12.5%	125 points

**TOTAL POINTS 1000**

## TOTAL POINTS BREAKDOWN:

1000-940 = A	939-900 = A-		
899-860 = B+	859-830 = B	829-800 = B-	
799-760 = C+	759-730 = C	729-700 = C-	
699-660 = D+	659-630 = D	629-600 = D-	599-0 = F

All major assignments must be completed to receive a grade in the course.

## GUIDELINES FOR PARTICIPATION

1. To participate, you must come to class...PREPARED.
2. Participation involves SHARING INFORMATION. You have lived a number of years. During those years, you have amassed a store of experience through dealing with other people. You have a great deal of intuitive knowledge of how people relate and communicate with each other. Participation involves sharing those experiences.
3. Participation involves SHARING FEELINGS. You have a reaction now and then to what other people say and do. You have some topics which are quite important to you. Sharing those feelings in class, expressing why you feel as your do, or asking why others feel as they do is part of participation.
4. Participation INVOLVES LISTENING. You have to be able to listen actively to participate in this class. That means you have to attend to what your colleagues are saying and check your perceptions of what they are saying. You listen well if you can repeat what has been said in your own words. You listen well if you can provide examples of your own which relate to the content or feelings of what has already been said.
5. Participation involves ASKING ME QUESTIONS AND CHALLENGING MY OPINIONS. I do not claim absolute and final knowledge of interpersonal communication. My experience of communication will be different from yours. If you do not challenge me when I am vague, questions me when I am obscure, or tell me when you think the material is groundless, you are not participating well. I cannot teach effectively if you do not actively participate.
6. Focus on QUALITY – NOT QUANTITY.

**THE DISABILITY RESOURCE CENTER** serves students with a wide array of learning challenges and disabilities. If you are a student who has a disability or learning challenge for which you have documentation or have seen someone for treatment and if you feel you may need accommodations in order to be successful in college, please contact us as soon as possible.

If you are a person who requires assistance in case of an emergency situation, such as fire, earthquake, etc., please meet with your individual instructors to develop a safety plan within the first week of the quarter.

If you are a student with a documented autism spectrum disorder, there is an additional access program available to you. Contact [asn@bellevuecollege.edu](mailto:asn@bellevuecollege.edu) or 425-564-2764, or visit the [ASN web site](#). ASN is located in the Library Media Center in D 125.

The DRC office is located in B 132, call the reception desk at 425-564-2498, or [visit the DRC web site](#). Deaf students can reach DRC by video phone at 425-564-2025 or by TTY at 425-564-4110. Please [visit the DRC web site](#) for application information into our program and other helpful links.

## TENTATIVE SCHEDULE

WEEK	MATERIAL COVERED	READING ASSIGNMENT & EXAMS
1 April 4 day one	Introduction to Nonverbal Communication, Class overview History and Foundations of "NVC" "Getting to know You..."	Chapters 1 & 2 (getting organized) The ART of discussion learning & READING AHEAD!
2 April 11	Language: Verbal vs. Nonverbal Major codes & Perception-Linguistic Determinism	Chapters 3 & 4 (Establishing learning goals and course norms)
3 April 18	"The Human Body" in Culture & Nonverbal Observations	Chapters 5 & 6 <b>EXAM #1</b> (1, 2, 3 & Lecture)
4 April 25	Touch and the power of eyes and voice	Chapters 7, 8 & 9 The influence of Mass Media
5 May 2	The Virtual World: the internet and Nonverbal Communication	Chapters 10, 11 <b>EXAM #2</b> (4, 5, 6)
6 May 9	Communication Climate & NVC Human & Animal Connection	Chapters 12, 13 State the course exercise
7 May 16	Communicating in the Workplace	Readings in Intercultural Communication <b>Exam #3</b> (7, 8, 9)
8 May 23	Culture, Gender, Sex & Relationship Small group project begins (reference, readings & group research)	Chapters 14, 15 ▪Last day to withdraw in person 5/20 and 5/22 midnight - online
9 May 30	Culture, Gender etc. continued Small Group Work NO CLASS ON MONDAY, MAY 30	So, how are you doing? <a href="#">Schedule for final conferences</a> <b>Exam #4</b> (to be determined)
10 June 6	Small Group Work & Presentations	DATE: negotiated for presentations <b>Exam #5</b> (to be determined)
11 June 13	Presentations & "Individual Reflections" Last Class Day: Tuesday, June 14	Communication Paper due in the Final period
Summer Quarter begins 6/27	LAST CLASS DAY: 6/14 FINALS BEGIN: 6/15 NOTE START AND FINISH TIMES 11:30 Class: 11:30-1:20 on Friday, 6/17 Grades will be posted JUNE 21	Final Exams: 6/15-6/17 W-Th-F MUST ATTEND FINAL PERIOD ▪ commencement 6/17/2016

## SEVEN BASIC NORMS & EXPECTATIONS

1. PARTICIPATE, be committed, and be involved in the class and with your colleagues. Be supportive and learn reciprocity. Be a participant observer and not a social loafer.
2. ACCEPT ACCOUNTABILITY and be a Responsible classmate.
3. TAKE RISKS – if you want to learn something NEW. Along with that comes some stress and uncertainty. If you want to grow and accomplish your goals you must be an active learner – not passive. Just getting by does not build your self-esteem or confidence in your ability to be a self-directed student.
4. BE ON TIME: plan your time and turn assignments in on time.
5. READ THE TEXT. Assigned reading should be completed at the beginning of the week, read ahead.
6. TAKE GOOD NOTES!
7. BE ETHICAL. PRACTICE HONESTY and be TRUTHFUL. Keep your word and do not make agreements that you can't keep. This diminishes your credibility and trustworthiness. Work on being open-minded and empathetic.

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Martin Tupper wrote “Well-timed silence hath more eloquence than speech.”

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## OUTCOMES

After completing this class, students should be able to:

- Describe the transactional model of communication and discuss its relationship to nonverbal communication.
- Identify the criteria of a competent communicator and be able to self-evaluate one's own nonverbal behavior in terms of personal strengths and challenges in relationship to those criteria in a variety of contexts.
- Describe the nonverbal factors that shape one's perception and interpretation of people and events.
- Describe & apply the major codes of nonverbal communication in a variety of contexts.
- Explain the differences between verbal and nonverbal linguistics. Identify situations in which one has experienced communication failure due to poor nonverbal language skills and discuss methods to improve future interactions.
- Analyze the influence of sex, gender and culture on nonverbal communication.

## Earth Day Footprint Calculator

Go to the site and follow the instructions: <http://www.earthday.org/footprint-calculator>

...how many earths do you need to maintain your lifestyle? ☺



*“You are not separate from the whole. You are one with the sun, the earth, the air. You don’t have a life. You are life.” – Eckhart Tolle*

## THE MYSTERIES OF GRADING AND WHAT YOU WILL BE DOING IN CMST 285

The advantage of this course is that as a student there will be a variety of evaluative processes that establishes your grade – some “traditional” that you are familiar with and some new.

**50% - EXAMS:** (500 pts) There will be 4 to 5 major exams, plus pop quizzes...

They will come in all forms – true/false, multiple choice, short, long answer essay and possible oral exams. Grading is based on a curve and given directly as letter & decimal enabling you to simply average your individual exam grades during the quarter to find out where you “are” in the exam portion of your grade. I try to be adaptive in scheduling exams. Make-up opportunities need to be scheduled in advance.

**25% - DISCUSSION / THINK ESSAYS & COMMUNICATION ANALYSIS PAPER**  
– **NONVERBAL PROFILE:** (250 pts.)

These short essay (number to be determined) assignments are designed to be highly individual & connected to the course material & give you experience in leading discussion. They are graded and are made up of your LEARNING GOALS, of exercises, observations, experiments in testing theories in the text, your self-reflections, topics and issues that interest you, question and critical thinking opportunities TO INVESTIGATE THE NATURE of NONVERBAL COMMUNICATION. Bring them in before the due date during the quarter before it is due and receive feedback. THEY ARE TYPED and creativity is encouraged! This is an opportunity to lead the class discussion in areas that interest you and connect to your colleagues. REFLECTIVE OBSERVATION ESSAYS ARE open ended and are meant to be self-reflective and provide data for your analysis paper.

**The COMMUNICATION ANALYSIS PAPER:** (or “The exit question think piece paper is a summary) grows out of the class discussion, your reflections & work throughout the quarter on your learning goals and is a 5-10 page discussion paper using specifics of test, lecture, discussion and your own research, observations and experiences on what you have learned about the nature of communication, how it impacts you as an individual and as a member of community and country.

## 12.5% - GROUP PROJECTS AND PRESENTATIONS: (125 PTS)

Part of this course is designed to focus on HOW groups successfully accomplish TASKS. There will be one major project based on a variety of options that will be point graded on group PROCESS as well as group PRESENTATION. As a class throughout the quarter we will be using groups informally to practice the variety of skills that are demanded in collaborative efforts in the workplace and in family.

## 12.5% - PARTICIPATION: (125 pts)

Participation is evaluated using the guidelines on the syllabus, class norms, attendance & the participation in discussion. **Because of the participatory nature of the course-missing 20% of class will render you unable to pass this class.**

## Bellevue College Grading Policy

- See: [Grading Policy on the Bellevue College web site.](#)

## POLICY ON CHEATING

You the students, are expected to conduct yourselves with integrity. If you cheat, or aid someone else in cheating, you violate a trust. Cheating includes, but is not limited to, copying answers on tests or assignments, glancing at nearby test papers, swapping papers, stealing, plagiarizing, and illicitly giving or receiving help on exams or assignments. If you cheat, the following actions will be taken:

1. You will receive a grade of "0" on the work (exam, assignment, lab, quiz, etc.) where the cheating occurred. This grade cannot be dropped.
2. A report of the incident will be sent to the Dean of Students. He may file the report in your permanent record or take further disciplinary action such as suspension or expulsion from the college.

If you feel you have been unfairly accused of cheating, you may appeal. For a description of due process see WAC 132H-120. [See Student Code and Policies](#)

## POLICIES AND SURVIVAL TIPS

- Get yourself a copy of the Student Handbook or go online. You can pick one up in C 106 or C212. Have one by the beginning of week 2.
- Go to the Arts & Humanities web site, go to "[Student Information](#)" and review the Arts & Humanities Division statement of Student Procedures and Expectations. The objective of this document is to create an environment where all students feel that they have the opportunity to learn. Download a copy for your files BY THEN END OF THE FIRST WEEK.

- Come to class— DO THE READING WHEN ASSIGNED!
- All major assignments must be completed to receive credit in the class.
- If you do not have a College Handbook for Writing, I recommend that you buy one.
- Take advantage of the “labs” on campus” i.e. the (D Building) writing lab.
- Make sure that you visit one of the computer labs and activate your e-mail account so that you can access and download course materials & connect with your colleagues.
- Come see me. Talk to me. If the office hours do not fit your schedule-make an appointment- just give me some lead time. Problems with the material, an assignment, just curious, need to know about programs available on campus-I am a good resource for you.
- TURN OFF CELL PHONES - put them away while you are in the classroom.
- Some assignments have flexible due dates-others do not. If you are having difficulty meeting a deadline, see me before not after and we will try and work on some alternative.
- I rarely offer extra credit. There is enough work due in the quarter for you to “do better the next time.” Avoid the problem from the beginning and do your BEST the first time!
- Did I mention-COME TO CLASS? AND DO THE READING!

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Learning is not always entertaining-it can be frustrating, confusing and “boring,” but that does not mean that learning can not be fun and worth the effort! Do not give up; reaching the end of the quarter WITH THE KNOWLEDGE & EXPERIENCES FROM THIS CLASS is a goal worth achieving.

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Student Biography

CMST: 285

Quarter: Spring

Class Time:

Name:

Address:

Phone:

E-mail:

Quarters at Bellevue College

Other Campuses?

Have you taken English 101?

English/Writing Classes Taken

Science & Math taken:

Social Science taken:

Other CMST Classes taken:

Do you have a computer & printer at home, or easily available to you?

Yes

No

Is this class a requirement?

For?

What are you expecting of this class? What do you hope to learn?

## Learning Skills:

What do you consider to be your strengths as a student?

What areas do you need to improve?

On the back of this page...Tell me about yourself? Fill the ENTIRE page-Write legibly☺