<div align="center">

AMBERTON UNIVERSITY
SYLLABUS FOR LECTURE/CLASSROOM COURSE

</div>

COM5407.21   Nonverbal Communication
Summer 2024
Location: Frisco Center

PROFESSOR INFORMATION:
Name:	Dr. Varaidzo Nyamandi
Phone Number:	972-279-6511 ext. 264)
Faculty Fax #:	972-686-5890
Office Location:	Frisco Center F1
Office Hours:	Fridays at 3:00PM via Zoom
Email Address:	vnyamandi@Amberton.edu

COURSE INFORMATION:
COM5407.21   Nonverbal Communication
Level: Graduate
Beginning Date of Session: Saturday, June 15, 2024
Ending Date of Session: Thursday, August 22, 2024
The first class meeting is **Monday, June 17**, in **Room # 1(Frisco Center** Nonverbal Communication: Science and Applications**)**

All Monday-Thursday lecture classes begin promptly at 6:30 p.m.
All Saturday lecture classes begin promptly at 8:30 a.m.

Holiday Closings:

Juneteenth Observance- There will be no classes held and no assignments due on Wednesday June 19, 2024.

4th of July Holiday: There will be no classes held and no assignments due on Thursday, July 4, 2024.

COURSE PREREQUISITES:
None

TEXTBOOK(S) AND REQUIRED MATERIALS:
Title:	Nonverbal Communication: Science and Applications
Author:	David Matsumoto, Mark, G. Frank, and Hyi Sung Hwang
Publisher:	Sage Publications
Year Published:	2013
Edition:	1st
ISBN:	10: 1412999308 or 13: 978-1-4129-9930-4
Price:	Available at http://amberton.ecampus.com

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, www.Amberton.edu. There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in course syllabi so students can

shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

APA Requirement

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the *Publication Manual of the American Psychological Association*, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course investigates the impact of nonverbal behavior on the communication process. It explores how the environment, space, dress, appearance, movement, facial expressions, eye behavior, and chronemics affect communication. The cultural context of nonverbal communication is considered. Special attention is given to nonverbal research and analysis.

CAVEAT: No graduate credit will be awarded if COM4407 has been successfully completed.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Discussing the different types of nonverbal behaviors: oculesics, facial kinesics, kinesics, environment, haptics, chronemics, smell, dress, and appearance.
2. Describing how to locate scholarly nonverbal behavior using appropriate indexes in EBSCO and other appropriate on-line sources.
3. Design a methodology and tabulate results of a nonverbal study.
4. Developing a paper which presents an introduction, a literature review, designing a methodology and tabulating results and findings of a nonverbal study.
5. Using analytical skills to evaluate an environment by applying the research on nonverbal environments.
6. Describing the four different types of proxemic spaces: intimate, interpersonal, social, and public.
7. Applying concepts of dress, appearance, eye, facial kinesics, and environment in a self-analysis paper.
8. Discussing how personal appearance can be manipulated so the person looks credible, knowledgeable, and approachable.
9. Evaluating the messages being sent by others nonverbal appearance.
10. Describing how personality can be communicated through facial expressions.
11. Discussing how pupil metrics can help identify who is attracted to whom, what products are desirable, and which political candidates are preferred.
12. Examining and explaining the role of haptics in human development from birth to death.
13. Describing the role of vocalics in affecting the image of an individual.
14. Studying how postural and gestural kinesics affect human interaction.
15. Discussing how persuasion can be affected by kinesics.
16. Applying the theories and research of nonverbal communication to analyze interactions.
17. Analyzing the cultural effect on nonverbal communication.
18. Comparing how different cultures communicate nonverbally and how the similarities or differences affect communication in the home, workplace, or Church.
19. Analyzing digital body language and the application of technology- mediated forms of nonverbal communication in the workplace, home, or Church.

COURSE POLICIES:

1) You must log onto Moodle within the first two weeks to stay enrolled in the class.
2) All papers are to be loaded in the Moodle portal by the deadline in Microsoft Word. Papers not submitted in Word will not be accepted and must be submitted again. All penalties will apply.

3) Late papers will be penalized 5%. After six days, they will lose 10 points. After 13 days, they will lose 20 points. No paper will be accepted that is more than 14 days late.
4) No paper will be accepted if it is submitted any way other than the Moodle platform. In other words, no paper will be accepted if it is submitted via email. It will be considered late until it is submitted.
5) No assignment will be accepted after Monday of the final week of class.
6) It is highly unlikely that you can pass the course without submitting all the assignments
7)Because this is a Communication-based course, correct spellings, grammar, and punctuation are expected in all assignments.
8) Please communicate with me via my Amberton email address: VNyamandi@amberton.edu only
9) To be considered present, you must answer the first discussion question within the first two weeks of class.

Student's Responsibilities
This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

Attendance Policy:
Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Plagiarism Policy
Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:
- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. https://apastyle.apa.org/blog/how-to-cite-chatgpt

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE DELIVERY METHODOLOGY:
This course is offered as a Lecture/Classroom course. This course requires that students meet at a designated time in the classroom.

COURSE OUTLINE AND CALENDAR:

Week	Topic	Assignment	Competencies Covered	Due Date
Wk. 1 June 15 - 21	The Syllabus	Syllabus Quiz	1	Class Meeting Activities, Class meeting on 06/17
Wk. 1 June 15 - 21	Introduction	Nonverbal Communication: Science and Applications Textbook- Chapter One		*Also... take a 1-minute poll in class!*
Wk. 2 June 22 - 28	Environment	Nonverbal Communication: Science and Applications Textbook- Chapter One (pp 84 - 86)	1,5,6	Class meeting activities *Also…take one-minute poll in class!*

Wk. 3 June 29 – July 5	Cultural influences on nonverbal communication	Nonverbal Communication: Science and Applications Textbook- Chapter Five	1,9,17	Class meeting activities *Also... take a 1-minute poll in class!* **Research Project Begins: Research paper due Aug. 20** What is a research project? Qualitative research, APA H/W Bring a sample of Qualitative research
Wk. 4 July. 06 - 12	Body, gestures, and voice over	Nonverbal Communication: Science and Applications Textbook- Chapters 3, 4	1,5,6,12,14,15,16	Class Meeting Activities Assignment One: Self-Analysis Nonverbal Behavior PowerPoint presentation in class, due 07/08
Wk. 5 July 13 - 19	Facial expressions	Nonverbal Communication: Science and Applications Textbook- Chapter Two	1,10,11	Class Meeting Activities, Selecting your research topic Class Discussion: Think about a topic Research topic due: 07/19 on Canvas *Also…. take one-minute poll in class*
Wk. 6 July 20 - 26	Research project discussion continues	Nonverbal Communication: Science and Applications	2,3,4,16	Class Meeting Activities

		Textbook- Select three chapters from Chapters 7-18		The research project literature review process Literature review paper due: Discussed in class, and submitted on Moodle: Due 07/26 *Also…take a 1-minute poll in class!*
Wk. 7 July 27 – Aug.02	What is digital nonverbal communication? Digital nonverbal communication and generation	Digital Body Language Textbook: Chapters 1, 9	1, 7, 9, 10	Class Meeting Activities,
Wk. 8 Aug.03 - 09	The four laws of digital body language The research project continues	Digital Body Language: Building Trust and Connection Textbook: (Chapters 4,5,6,7)	1,8,9,13	The research methods discussion
Wk. 9 Aug. 10 - 16	Research Paper PowerPoint presentation due, Research Paper (8-10 slides) Continue working on Research Paper		2,3,4,16	Class Meeting Activities PowerPoint of research project, due 08/12, presented in class *Also ….take a one-minute poll in class!*
Wk. 10 Aug.17 - 22	Research Paper (11-12 pages)		2,3,4,16	Class meeting- (Course review and reflection discussion) Research Paper due, submitted via Moodle. Due 08/20

GRADING CRITERIA:

	Assignment	Description	Points	Due Dates

Week				
1	Syllabus Quiz	A quiz on the library, as contained in Dr Pendleton's video in the Week One Module	20	06/21
4 and 7	PowerPoint Presentation Assignment: Self - analysis nonverbal behavior (to be presented in class)	A 16 -20 slide PowerPoint presentation in which you analyze your nonverbal communication	220	07/08
	Research topic and justification	Submit your research topic	150	07/19 submitted via Moodle Also discussed in class
6	Literature review paper	A paper outlining the sources which you will use for your research project. The paper should have 10 -12 sources, 1-2 pages, double spaced	220	07/26
7				
10	Research Paper	A 11- 12 page research paper where you apply nonverbal communication to professional fields	300	08/20
1, 3, 5, 7, 9	One-Minute Opinion Polls	Six simple, quick polls where you reflect on and indicate your preferences/views/ opinions on nonverbal communication-related issues	90 (15 points x 6)	06/17; 06/24; 07/01; 07/15; 07/22; 08/12

Syllabus Quiz 20
Two Assignments: The Self Analysis PowerPoint; the Literature Review Paper 440 (220 points x 2)
Research topic and justification 150
Research Project Paper 300
Reflection polls 90 (6 x 5 points)
Total 1000

Graduate
92 – 100   A
82 – 91   B

72 – 81	C
62 – 71	D
Below 62	F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:
Each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner, along with appropriate commentary.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

Incomplete Grades
An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

How to Withdraw From a Course
To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE COMMUNICATIONS:
This course is offered as a lecture course; however, several technological options are available to faculty and students that can enhance communication both during the session and after the session has ended. The **Student Portal** is the gateway to email, Remote Research and General Tools. The Student Portal may be accessed through a link on the University's website, http://www.Amberton.edu, or at http://apps.Amberton.edu.

After selecting the "Student Portal" link, you will be prompted for a Username and Password. Use your assigned **username and password** (AUID) as described below:

Username = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

> * Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

>> For example: James Jones, Jr. SSN: 123-45-6789
>> Username: JJonesJr789

Password = your Amberton University ID# (AUID) **including the dashes**

>> For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including online course materials, email access, Remote Research, General Tools, all Syllabi, and Research Tutorials.

Email Communication
Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system (my.Amberton.edu). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

    Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

    firstname initial+lastname+last 3 digits of student ssn.

    For example: Linda Jones-Smith   SSN: 123-45-6789
    Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google Gmail account, you might be prompted to add this account to your current settings. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal Gmail account.

If you need assistance with your email account, please visit https://support.google.com/mail

The Amberton University Moodle Website
Students enrolled in this course will also be using the Moodle Learning Platform, with access available through the Student Portal or by going to: http://moodle.Amberton.edu

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (http://moodle.Amberton.edu). Otherwise use the same username and password as previous session.

Moodle Tutorial:
Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

INSTRUCTOR/COURSE EVALUATION:
Each session, all Amberton students are requested to evaluate their courses. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. Students' identities are not disclosed.

Students will be notified through the Amberton email system of the Course Evaluation procedures. Usually, the evaluations take place in class during week 9 of the session. Please take advantage of this opportunity and participate in the evaluation process.

RESEARCH RESOURCES:
The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at Library@amberton.edu.

RESEARCH ACCESS:
Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site (Amberton.edu) or the library site (Library.amberton.edu) to find links to databased and digital books. Online resources are available all day, every day.

Library Live Chat Feature
Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to library@amberton.edu or visit the library in person on the Garland campus for assistance.