The University of Puerto Rico  
College of Humanities  
English Department  
Rio Piedras Campus

Syllabus  
INGL 3266 Nonverbal Communication  
Spring 2005

Professor Mirerza González,  
Office: 8 Sotano PED  
Office Hours: T-TH 11:00-12:30 pm  
Class Meeting: 2:30 -3:50 pm LPM 309  
E-mail: englishmgv@yahoo.com  
Phone: Office-787-764-0000 ext. 3806, 2553

Course Description: A review of major theoretical approaches to nonverbal communication.

Objectives of the Course:  
* To review the major theories and concepts related to nonverbal communication.  
* To provide the vocabulary necessary to discuss nonverbal communication signals.  
* To expose students to a variety of theoretical viewpoints and research activities linked to nonverbal communication topics.

Textbook:  

The Student's Responsibilities in this course are:  
1. To attend regularly and to develop critical and active listening skills when not speaking.  
2. To prepare assignments, to complete readings and to speak when scheduled. 
3. To participate in class discussions, to offer constructive criticism of your classmates as speakers; to complete all written assignments.  
4. To confer with your instructor about your progress and problems, if any, in this course.  
5. To prepare supplementary assignments and reports as required.  
6. All written assignments are to be computer-generated unless specifically exempted by the instructor.

Grading: Your final grade will be composed of:  
1. Two written examinations (100 pts. each = 200 pts.)  
2. Annotated bibliography (50 pts.)  
3. Attendance (50 pts.)  
4. A written final research project (100 pts.)

Grading Scale:  
400-354 pts. A  
353-318 pts. B  
317-280 pts. C  
279-240 pts. D  
Below 239 pts. F

STUDENTS WITH SPECIAL NEEDS WILL BE GRADED ACCORDINGLY
Class Attendance and participation (50 pts):

1. As this is a course in which theoretical knowledge and abilities are being developed, class attendance is mandatory. Violation of this policy will seriously affect the student’s academic standing in the course.
2. The student must speak on the day he/she is scheduled to speak OR make prior arrangements with the instructor OR receive the letter grade of F unless the absence is officially excused. Whenever possible, notify your instructor of any absences in advance. Phoned messages for your instructor may be left at the instructor’s voice or email.

Students Rights & Responsibilities

A. Special Accommodations (Law 51): For students who are registered with the Rehabilitation Services Administration or students who are in need of special accommodations, please let me know on the first day of class. Possible arrangements dealing with assistive technology or equipment you may need should be coordinated through the Disability Services Office (OAPI) of the UPR-RRP, Dean of Students Affairs.

B. Grievances
Students with a grievance against another student in this class or students with a conflict with the instructor are referred to the grievance procedures outlined in the Student Handbook. It says, in part, "in academic matters such as a grade complaint, the student should first speak with his or her professor. The normal hierarchy then leads to the department chairperson, dean of the college, and provost.” In Communication Studies the Basic Course Director may be consulted as well.

C. Cheating & Plagiarism
Students are reminded that cheating and plagiarism will not be tolerated. Even one incident of cheating or plagiarism is grounds for failing the course or more serious action by the university. Please study carefully the University policies on cheating and plagiarism that are detailed in the Student Handbook.

Below, you will find the class schedule and assignment due dates. This is SUPERimportant. Do NOT lose this syllabus!

CLASS SCHEDULE (due to changes)

<table>
<thead>
<tr>
<th>Date of Class</th>
<th>Class Topic</th>
<th>Assignment Due</th>
<th>Preparation</th>
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</thead>
<tbody>
<tr>
<td>Week One Jan. 20</td>
<td>Introductions, course description</td>
<td>Look out for the textbook</td>
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<tr>
<td>Week Two Jan. 25-27</td>
<td>Intro to Comm Theory and Non-verbal signals</td>
<td>Look out for the textbook</td>
<td>Look for the definition of the terms Nonverbal Communication and Nonverbal signals</td>
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<tr>
<td>Week Three Feb. 1-3</td>
<td>Language and Speech Symbols and Human Communication</td>
<td>What's so difficult about this reading?</td>
<td>Read Barthes' Sociological Prospects pp. 339-343</td>
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<tr>
<td>Week Four Feb. 8-10</td>
<td>Representations Encoding and Decoding I</td>
<td>Do Activity #1 and #2 and come to class prepare to report your findings</td>
<td>Read Hall's Representations, Meaning and Language pp. 15-24</td>
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<tr>
<td>Week Five</td>
<td>Representations Encoding and Decoding II</td>
<td>Do Activity #4</td>
<td>Read Hall’s Representations, Meaning and Language pp. 24-30</td>
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<tr>
<td>Feb. 15-17</td>
<td></td>
<td>Do work related to Reading A</td>
<td>READING A</td>
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<tr>
<td>Week Five</td>
<td>Summary</td>
<td>EXAM #1</td>
<td>Review Class lectures, Barthes and Hall (I &amp; II)</td>
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<td>Feb. 22-24</td>
<td>Feb. 22- EXAM #1</td>
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Summary
Feb. 22 - EXAM #1