Course Title:
Seminar in Non-Verbal Behavior in Human Relations

Course Number:
HR 5163-101

Course Description:
The course is designed to give students a general overview of the theoretical and practical application of nonverbal communication scholarship as it stands today.

Class Dates, Location and Hours:
Location: Bldg. 201 SE, Tinker AFB, Oklahoma.
Hours: Fri 5:30-9:30 p.m.; Sat 8:30 a.m.-4:30 p.m.; Sun 1:00-5:00 p.m.
Last day to enroll or drop without penalty: March 15, 2012

This military installation is not open to the general public. In order to take courses at this installation, students must have a current military or Department of Defense identification card which allows them to access the installation.

Site Director:
Chris Sartorius. Phone: 405-739-7365 or DSN 339-7365; Fax: 405-739-7365; E-mail: aptinker@ou.edu

Professor Contact Information:
Course Professor: Jolene Ring, M. Ed.
Mailing Address: 2505 Halifax Way
Norman, OK 73069
Telephone Number: (405) 329-4698
Fax Number: (405) 329-8500
E-mail Address: jerdok@aol.com
Professor availability: The professor will be available via e-mail to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:
Student materials are available at the Follett/AP Bookstore located in the Oklahoma Memorial Union, 900 Asp Ave., Norman, OK. Orders can be placed online at www.oklahomaunion.bkstr.com or by telephone at 866-369-9713 (toll free in the U.S.) or 405-325-5960 (outside the U.S.). E-mail orders may be sent to oklahomaunion@bkstr.com. Representatives are available from 8 a.m. to 6 p.m. CST Monday through Thursday and 8 a.m. to 5 p.m. CST on Friday. Summer hours: 8 a.m. to 4 p.m. CST. Faxed orders may be placed 24 hours a day to 866-223-5607 (toll free in the U.S.) or 405-325-1557 (outside the U.S.).


Note: The Follett/AP Bookstore is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through the Follett/AP Bookstore.
Course Objectives:
Define nonverbal communication.
- Define the general terms related to the academic study of nonverbal communication and behavior.
- Explain how nonverbal behaviors affect human communication, and how these behaviors can be altered to improve or hurt effective communication.
- Be able to list and explain the major categories of nonverbal communication discussed in the course.
- Distinguish between various approaches that researchers take in studying nonverbal communication.
- Distinguish between verbal and nonverbal communication.
- Explain nonverbal communication filters such as age, culture, race, status, sex and gender differences.
- Explain the process of research in nonverbal communication.
- Conduct a literature review and establish a theoretical perspective.
- Explain what constitutes “data”.
- Explain the relative advantages and disadvantages of different data collection techniques.

Assignments, Grading and Due Dates:

1. Students are expected to become familiar with the Hickson, Stacks and Moore text before the first class in order to be informed class participants in discussions and activities. Attendance at all classes, punctuality (including handing assignments in on time) and active participation in class activities are required for a minimum grade. (If you miss class because of an emergency, please make arrangements with the professor for make-up work.)

2. With a small group of classmates, you will make two class presentations no longer than 30 minutes on your assigned topic from the text. The class presentations are expected to have examples of the nonverbal information covered in the presentation. Class-time presentations.

3. The final assignment will be a nonverbal analysis of an intimate conversation. Details will be discussed in class. 3-5 page paper using APA Style due 3 weeks from course end date.


Grading: This is a letter-graded course: A, B, C, D, or F.

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<thead>
<tr>
<th>Assignment</th>
<th>Percent of Grade</th>
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<tbody>
<tr>
<td>Attendance and in-class participation</td>
<td>20%</td>
</tr>
<tr>
<td>Group Presentations</td>
<td>45%</td>
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<tr>
<td>Final Examination</td>
<td>20%</td>
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<tr>
<td>Nonverbal Analysis Paper</td>
<td>15%</td>
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NOTICE: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.
POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution’s policy regarding “I” (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy.

Students who receive Financial Aid must resolve/complete any “I” (Incomplete) grades by the end of the term or he/she may be placed on “financial aid probation.” If the “I” grade is not resolved/completed by the end of the following term, the student’s Financial Aid may be suspended make the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Honesty

Honesty is a fundamental precept in all academic activities and … [you] have a special obligation to observe the highest standards of honesty. Academic misconduct in any form is inimical to the purposes and functions of the University and is therefore unacceptable and is rigorously proscribed. Academic misconduct includes:

- cheating (using unauthorized materials, information, or study aids in any academic exercise), plagiarism, falsification of records, unauthorized possession of examinations, intimidation, and any and all other actions that may improperly affect the evaluation of a student’s academic performance or achievement; assisting others in any such act; or attempting to engage in such acts.

All acts of academic misconduct will be reported and adjudicated as prescribed by the student code of the University of Oklahoma. All students should review the “Student’s Guide to Academic Integrity” found at http://www.ou.edu/provost/integrity

Accommodation Statement

The College of Continuing Education [Advanced Programs] is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your OU Site Director.

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course.

Copyright

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: http://www.goou.ou.edu/
INSTRUCTOR VITA
Jolene Ring, M.Ed.

Education

1980 Master’s in Guidance and Counseling Psychology, University of Oklahoma

Current Positions

• Inpatient Behavioral Health Specialist for Oklahoma Health Care Authority
• Adjunct Assistant Professor, Department of Human Relations, University of Oklahoma, Norman, OK

Frequently Taught Advanced Programs Courses

• HR 5100 Counseling with Children
• HR 5153 Human Emotions
• HR 5083 Seminar in Group Dynamics
• HR 5113 Child Abuse and Neglect
• HR 5113 Anxiety Disorders
• HR 5113 Sexual Abuse
• HR 5113 Play Therapy
• HR 5100 Group Counseling

Major Areas of Teaching and Research Interest

• Therapeutic Issues with Children
• Attachment
• Clinical Interventions

Major Professional Affiliations

• American Business Women’s Association
• Association of Play Therapy