The University of Oklahoma  
College of Continuing Education  
Advanced Programs – Course Syllabus

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

Course Number:  
HR 5163-101

Course Description:  
This course will be a fun and interesting exploration of the field of non-verbal behavior. Because most communication occurs non-verbally (as much as 80-90%), Human Relations professionals need a solid understanding of communication through physical appearance and behavior; cultural and gender differences; non-verbal cues of persuasion, deception, and power; and, theory and research that will help improve their non-verbal skills.

Class Dates, Location and Hours:  
Dates: January 4-6 & 11-13, 2013  
Location: OCCE, Norman, Oklahoma. Classes are held at the Thurman White Forum Building of OCCE, 1704 Asp Avenue.  
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: December 6, 2012

Site Director:  
Cathy Yeaman. Assistant: Kathie Nicoletti. Phone: 405-325-3333; Fax: 405-325-9148; email: apnorman@ou.edu

Professor Contact Information:  
Course Professor: Deborah Goodman, Ph.D.  
Mailing Address: 4709 Seabrook Court  
Oklahoma City, OK 73142  
Telephone Number: (405) 751-4278 Cell (405) 308-3095  
E-mail Address: Debbygood@cox.net  
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 405-325-7140 (outside the U.S.). (Text prices are available online.)


Choose one of the following three books for the Post-Seminar Assignment:


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:
Through assigned reading, written activities, group work, and in-class interactive exercises, the students will be able to:

- understand non-verbal behavior concepts, theories, and models;
- have a clearer understanding of the importance of non-verbal behavior in communication;
- learn strategies to improve non-verbal communication skills;
- understand cultural and gender differences in non-verbal communication; and
- learn non-verbal cues of persuasion, deception, status and power.

Assignments, Grading and Due Dates:

1. Attendance at all classes, punctuality (e.g., arriving to class on time), and participation in class activities are required for a minimum grade. (If you miss class because of an emergency or excused absence, please make arrangements with the professor for make-up work.) (10 points)

2. Students are expected to read the Richmond and McCroskey text before the first night of class in order to be informed class participants in discussions and activities.

Due the first night of class is a ten to fifteen page paper (typed, double-spaced, one inch margins) that is a review of the chapters of the textbook. In this review, for each chapter identify some of the most important concepts, definitions and theories. Using term paper format, please give at least two citations in the paper from each chapter and use the APA Manual format for citations (e.g., Richmond, McCroskey, & Hickson, 2008, p. 24). Use the APA style to give author’s credit when you quote or paraphrase. Remember to include an introduction and conclusion to your paper but there is no need for a reference page since there is only one resource. If you quote another theorist’s work use the citation (e.g., (Author’s name, as cited in Richmond, McCroskey & Hickson, 2007, p.). The paper will be graded on content, grammar, paragraph development, and use of the APA. (40 points)

Note: Two points will be deducted from the paper for each day the paper is overdue.

3. With a small group of classmates, you will make a class presentation no longer than 30 minutes on an assigned topic (e.g., cultural differences in nonverbal, facial behavior, environment, haptics, proxemics, etc.). You will be given time in class for preparing the presentation. (20 points)

4. Post-Seminar Assignment: In a seven to twelve page paper, do a review of the Axtel, Hall, or Mehrabian text. Give at least 2 citations per page in your paper from the text that references the most important ideas of the author. Include in your paper your opinion of the book and address how you will apply the knowledge from the book to your personal and professional life. (30 points)

Please type and double-space your paper. Use the APA Manual style for term papers, include frequent citations (at least two per page), and include a reference page. E-mail to the professor at: Debbygood@cox.net
Grading: This is a letter-graded course: A, B, C, D, or F.

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<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Percent of Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, participation, and punctuality</td>
<td>N/A</td>
<td>10%</td>
</tr>
<tr>
<td>Paper on the text</td>
<td>First night of class</td>
<td>40%</td>
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<tr>
<td>Group presentation</td>
<td>In Class</td>
<td>20%</td>
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<tr>
<td>Post-Seminar Assignment</td>
<td>Due two weeks after the last day in class</td>
<td>30%</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. Advanced Programs does not provide duplicating services or office supplies.

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

Deborah Downing Goodman, Ph.D.

Education

- 1993 Ph.D. in Educational Leadership and Policy Studies, University of Oklahoma
- 1986 Master of Human Relations, University of Oklahoma

Current Positions

- Advanced Programs Professor since 1993
- 1993-2008 Adjunct Assistant Professor, Department of Health and Exercise Science
- 1993-Present Adjunct Professor, Department of Human Relations, University of Oklahoma
- 1986-Present Family Life Education Consultant and Certified Sexuality Educator

Frequently Taught Advanced Programs Courses

- HES 452 Human Sexuality II
- HR 5083 Seminar in Group Dynamics
- HR 5093 Introduction to Graduate Studies in Human Relations
- HR 5163 Seminar in Nonverbal Behavior in Human Relations

Major Areas of Teaching and Research Interest

- Culturally sensitive health promotion and curriculum development
- Native American education
- Sexuality education and family life education
- Participatory community development/empowerment model programming

Representative Publications and Presentations

- Out of the Box, Into the Circle: Participatory Community Development. Publishing Possibilities, 1997

Representative Honors and Awards Received

- Fine Fellowship
- Letseizer Award
- Board of Trustees, (past) Oklahoma City National Memorial Institute for the Prevention of Terrorism
- Board of Trustees, (present), The Institute of American Indian Arts and Culture (IAIA) (A tribal college and Museum of Contemporary Native American Art).

Major Professional Affiliations

- AASECT (American Association of Sex Educators, Counselors and Therapists)
- SEICUS