



**LAMAR INSTITUTE
OF TECHNOLOGY**

INSTRUCTOR CONTACT INFORMATION

Instructor: Tafhimur Rahman

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Office Phone: (409) 247-4793

Office Location: Technology Center 206

Office Hours: MWF: 10:25 AM-12:25 PM; TR: 11:00 AM-01:00 PM

CREDIT

3 Semester Credit Hours (3 hours lecture, 0 hours lab)

MODE OF INSTRUCTION

Face to Face

PREREQUISITE/CO-REQUISITE:

None

COURSE DESCRIPTION

Application of communication theory to interpersonal relationship development, maintenance, and termination in relationship contexts including friendships, romantic partners, families, and relationships with co-workers and supervisors.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to

- Exhibit understanding of interpersonal theories and principles.
- Demonstrate ability to analyze and critique verbal and nonverbal interactions in mediated and face-to-face contexts.
- Identify perceptual processes as they relate to self and others.
- Demonstrate critical thinking ability by effectively researching, evaluating, and applying communication theories in oral and/or written assignments.
- Demonstrate understanding of the relevance of cross-cultural, co-cultural, gender and age influences on human communication.
- Demonstrate ability to identify, evaluate, and apply conflict styles and conflict management techniques in dyads and/or groups.
- Identify types of barriers to effective listening.
- Demonstrate written and oral competencies as it relates to employment (including job searches, interviews, interpersonal interaction, conflict management, and leadership and performance appraisals).

REQUIRED TEXTBOOK AND MATERIALS

- *Interpersonal Communication: A Mindful Approach to Relationships* by Jason S. Wrench, Narissra M. Punyanunt-Carter and Katherine S. Thweatt. This is a free e-book available online at [Interpersonal Communication: A Mindful Approach to Relationships - Milne Open Textbooks](#) as a PDF. You can also view and download the PDF on Blackboard.
- 1 package of 3x5 or 5x8 index cards
- Must have the ability to upload/print documents for class.
- We will be using Blackboard for this course.

ATTENDANCE POLICY

Regular attendance in class or online is expected at Lamar Institute of Technology. Student absences will be regularly recorded in Starfish, so that you can log in and check it throughout the semester. Students are allotted **three excused absences** for the semester. I will not be accepting doctor excuses or excuses in my class unless it is school related.

DROP POLICY

If you wish to drop a course, you are responsible for initiating and completing the drop process by the specified drop date as listed on the [Academic Calendar](#). If you stop coming to class and fail to drop the course, you will earn an “F” in the course.

STUDENT EXPECTED TIME REQUIREMENT

For every hour in class (or unit of credit), students should expect to spend at least two to three hours per week studying and completing assignments. For a 3-credit-hour class, students should prepare to allocate approximately six to nine hours per week outside of class in a 16- week session OR approximately twelve to eighteen hours in an 8-week session. Online/Hybrid students should expect to spend at least as much time on this course as in the traditional, face-to-face class.

COURSE EVALUATION

Final grades will be calculated according to the following criteria:

- 20% Speeches- 200 pts
 - Who I Am- 50 pts
 - Family Structure- 100 pts
 - Relationship Analysis 50 pts
- 30% Journals 300 pts
 - Journals (6) -50 pts each 300 pts
- 20% Quizzes 200 pts
 - 12 Chapter quizzes will be completed in class. You can drop 2 of them. All quizzes are completed in class. You can utilize the PDF textbook.
 - No collusion on examples, short answers, or essay questions. Individual work is expected.
- 10% Participation 100 pts
 - Participation
- 20% Theory Speech (Common Assignment)
 - Theory Presentation- 200 pts

Participation Activities

1. Listening riddles
2. Gallery Walk- Family Structure
3. Personality quizzes
4. Family Structure Egg Competition
5. Obstacle Course
6. Dear Abby
7. Relationship Map
8. NV- Charades
9. Journal Discussion
10. Poll Everywhere (Mentimeter)

GRADE SCALE

- 90-100 A
- 80-89 B
- 70-79 C
- 60-69 D
- 0-59 F

LIT does not use +/- grading scales

ACADEMIC DISHONESTY

Students found to be committing academic dishonesty (cheating, plagiarism, or collusion) may receive disciplinary action. Students need to familiarize themselves with the institution's Academic Dishonesty Policy available in the Student Catalog & Handbook at

<http://catalog.lit.edu/content.php?catoid=3&navoid=80#academic-dishonesty>.

Academic Dishonesty (Cheating, plagiarism, etc.) will not be tolerated. On the first offense, you will fail the assignment. On the second offense, you will fail the class.

TECHNICAL REQUIREMENTS

The latest technical requirements, including hardware, compatible browsers, operating systems, etc. can be online at <https://lit.edu/online-learning/online-learning-minimum-computer-requirements>. A functional broadband internet connection, such as DSL, cable, or WiFi is necessary to maximize the use of online technology and resources.

DISABILITIES STATEMENT

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 are federal anti-discrimination statutes that provide comprehensive civil rights for persons with disabilities. LIT provides reasonable accommodations as defined in the Rehabilitation Act of 1973, Section 504 and the Americans with Disabilities Act of 1990, to students with a diagnosed disability. The Special Populations Office is in the Eagles' Nest Room 129 and helps foster a supportive and inclusive educational environment by maintaining partnerships with faculty and staff, as well as promoting awareness among all members of the Lamar Institute of Technology community. If you believe you have a disability requiring an accommodation, please contact the

Special Populations Coordinator at (409)-951-5708 or email specialpopulations@lit.edu. You may also visit the online resource at [Special Populations - Lamar Institute of Technology \(lit.edu\)](https://www.lit.edu/specialpopulations).

STUDENT CODE OF CONDUCT STATEMENT

It is the responsibility of all registered Lamar Institute of Technology students to access, read, understand and abide by all published policies, regulations, and procedures listed in the *LIT Catalog and Student Handbook*. The *LIT Catalog and Student Handbook* may be accessed at www.lit.edu. Please note that the online version of the *LIT Catalog and Student Handbook* supersedes all other versions of the same document.

USE OF ARTIFICIAL INTELLIGENCE (AI) IN THE COURSE

Lamar Institute of Technology (LIT) recognizes the recent advances in Artificial Intelligence (AI). The use of generative AI tools, such as ChatGPT, is permitted in this course only in a limited capacity. Students may not use AI to create speeches, assignments, or any original content that is required for grading. The development of ideas, research, arguments, and speech drafts must be the student's own work.

AI may only be used as a supplemental tool to refine material that has already been written by the student. Acceptable uses include checking grammar and spelling, ensuring clarity and cohesion, and assisting with the organization of outlines. For example, it is not acceptable to ask an AI tool to "create a relationship analysis for X assignment" However, it is acceptable to paste a draft the student has written into an AI tool and request a review of grammar or flow.

Whenever an AI tool is used, students are required to disclose this use within their assignment by including the following statement:

"For this assignment's preparation, the author(s) utilized [Generative AI Tool Name], a language model created by [Generative AI Tool Provider]. Within this assignment, the tool was used only for [e.g., grammar correction, minor phrasing adjustments, or organizational support]."

Failure to properly acknowledge the use of AI tools or relying on them beyond the limits described above will be considered a violation of academic integrity and may result in penalties in accordance with the LIT policy.

STARFISH

LIT utilizes an early alert system called Starfish. Throughout the semester, you may receive emails from Starfish regarding your course grades, attendance, or academic performance. Faculty members record student attendance, raise flags and kudos to express concern or give praise, and you can make an appointment with faculty and staff all through the Starfish home page. You can also login to Blackboard or MyLIT and click on the Starfish link to view academic alerts and detailed information. It is the responsibility of the student to pay attention to these emails and information in Starfish and consider taking the recommended actions. Starfish is used to help you be a successful student at LIT.

COURSE CALENDAR (subject to change at the instructor's discretion)

Week/Date	Readings/Assignments	Due Date
Week 1 Aug. 25-29	<ol style="list-style-type: none"> 1. Orientation to the course – Read Syllabus 2. Course Icebreakers 3. Read Chapter 1 Human Communication 4. Review Who Am I Speech Assignment 	Sept 1 by 11:59 PM
		Syllabus Quiz Icebreakers Activity: Personality Cards
Week 2 Sept 3/5	<ol style="list-style-type: none"> 1. Read Chapter 2 Interpersonal Overview 2. Read Chapter 3 Intrapersonal Communication 	Sept 7 by 11:59 PM
		Journal 1 Who Am I speech PPT
Week 3 Sept 8-12	Who Am I Presentations	Sept 14 by 11:59 PM
		Points of Connection Feedback
Week 4 Sept 15-19	<ol style="list-style-type: none"> 1. Read Chapter 4 Verbal Elements of Com 2. Read Chapter 5 Nonverbal Com 	Sept 21 by 11:59 PM
		Journal 2
Week 5 Sept 22-26	<ol style="list-style-type: none"> 1. Personality Assessment 2. Review Assessment Gallery Walk Guidelines 3. Conduct Personality Research 4. Prepare for Gallery Walk 	Sept 28 by 11:59 PM
		Journal 3 Personality Assessment
Week 6 Sept 29-3	Personality Tests: Gallery Walk	Oct 5 by 11:59 PM
		Journal 4 Points of Connection Feedback
Week 7 Oct 6-10	<ol style="list-style-type: none"> 1. Read Chapter 6 Cultural Factors 2. Review Theory Presentation Guidelines Teacher Workday- Oct 10 th	Oct 12 by 11:59 PM
		Journal 5 Select Chapters (Discussion Board)
Week 8 Oct 13-17	<ol style="list-style-type: none"> 1. Read Chapter 7 Talking & Listening 2. Read Chapter 8 Building & Maintaining Holiday- Oct 13 th	Oct 19 by 11:59 PM
		Exam 1
Week 9 Oct 20-24	Family Structure Presentations	Oct 26 by 11:59 PM
		Post Final PPT to discussion board
Week 10 Oct 27-31	<ol style="list-style-type: none"> 1. Read Chapters 9 Conflict and 14 Dark Side 2. Review Guidelines for Theory Presentations 	Nov 2 by 11:59 PM
		Select your Theory on the discussion board. Journal 6
Week 11 Nov 3-7	<ol style="list-style-type: none"> 1. Read Chapters 10 Friendships and 11 Family & Marriage 	Nov 9 by 11:59 PM
		Journal 7
Week 12 Nov 10-14	Theory Presentation	Nov 16 by 11:59 PM
		Journal 8
Week 13	Theory Presentation	

Nov 17-21		
Week 14 Nov 24-28	Thanksgiving Break	
Week 15 Dec 1/3	Read Chapters 12 Computer Mediated & 13 Work Relationships Last class day Dec 4	Dec 4 11:59 PM
		Journal 9
Final Dec 5	Dec 8 Final grades posted Dec 11 Grades due by Noon	Final Dec 5
		Journal 10

COURSE REQUIREMENTS

- Blackboard – You all have an LIT Blackboard account that you should check 3-4 times per week, at minimum. In addition to finding assignment directions, PowerPoint files, grades, etc, you will also turn in some of your assignments on Blackboard.
- LIT Email – You should check your LIT email daily.

ADDITIONAL COURSE POLICIES/INFORMATION

- Respectful participation in class discussions and speeches is expected. At times, students may have differing viewpoints from those of their classmates. Disagreements lead to critical thinking, scholarly debates, and learning, however, disrespect for the opinions of others will not be tolerated. Refrain from using profanity, name calling, tangents, and/or diatribes.

Speech Days- Face to Face Courses

- Attendance on Speech Days- All students are expected to be present on speech days. We should support our classmates and participation points are given.
- A formal outline must be turned in for all speeches (i.e. no impromptu speeches). No outline, works cited... No speech grade. No partial credit for speeches will be given without both paperwork and a presentation.
- On speech days please be attentive to the speaker. No reading, working on homework, playing on your laptop or talking etc... Computers should be closed during speeches.
- Speaking order- We will draw randomly.
 - If you are absent for draw you should assume you are going on the first day.
 - **It is your responsibility to find out when you will be present! Speaker order will be posted on Blackboard.**
- Students are expected to dress appropriately for speeches. Please dress in **BUSINESS CASUAL**.
- Speeches that are read will be penalized up to 2 letter grades per speech. The goal of this class is to speak **extemporaneously**; well-researched, well-rehearsed, effective use of notecards, and overall well-prepared speeches are the expectations.

Topic Selection

- All topics must be posted on the discussion board. This course utilizes a topic list. Your topic must be selected from the posted list.

- All topics should be appropriate for class and should refrain from using derogatory or inflammatory language of any kind. The instructor reserves the right to make the final decision on what's an appropriate speech topic.

Email Policy

- LIT email only
- Email is checked in the afternoon. Allow 24 hours for a response. Weekend emails may be answered on Monday.
- Please include your class time and an accurate subject.
- Assignments should only be emailed if Blackboard is having technical issues.
- Student emails requesting a review of class content may be directed to come in during office hours for more instruction.

Class time Conferences

- Individual questions concerning grades, scheduling, & absences etc... will be discussed at the end of class. The last 10 minutes are reserved for individual concerns. Additionally for extended conferences consider coming in during office hours. This will allow for a smooth start to class and a specific space to address any concerns.

Assignment Submission

- Assignments are accepted solely on Blackboard. The only exception is when Blackboard is having technical issues. If Blackboard is down due to technical issues, assignments should be emailed to the instructor by the due date (trahman@lit.edu).
- **Blackboard Error-** I make every attempt to check and re-check Blackboard dates at the beginning and during the semester. However, I'm human and might occasionally enter an incorrect assignment date/time on Blackboard. If this happens, please know you have my apologies and I've created an **"open assignment link"** for this reason. Use this link if you have any trouble submitting assignments on time. Blackboard will record your submission time, and no late points will be deducted.

Late Work

- Late work is highly discouraged and incurs a 2-letter grade deduction after the 2nd late assignment.
- Late work is only accepted within 6 weeks of the original due date.
- If you are going to miss an upcoming assignment, it is the student's responsibility to let the instructor know ahead of time and schedule another time to complete the assignment within 6 weeks of the original due date.
- Extensions on assignments without penalty are not given via email. Please talk to the instructor during conference time or office hours. You are more likely to receive an extension if you ask before the due date.
- Please email me to notify me that late work was submitted on Blackboard.

Grading Policy

- Late work will be graded within 2 weeks unless a major assignment is currently in the process of being graded. The major assignment grades will be posted 1st then late work.
- The instructor will make every attempt to update all late assignment grades before grading reports are due. However, there are no guarantees if multiple assignments are submitted late the same week grading reports are due.
- Speech grades will be posted after the paperwork is submitted and the class completes the verbal presentations.

Participation and Punctuality Policy

- It will benefit the student to be on time for class. The instructor is not obligated to repeat information that is missed due to lateness or absence.
- Students should participate in all activities and class discussions.
- Students must submit all assignments on the day scheduled.
- Students who are late after the instructor has called the roll will be considered absent.
- Sleeping is not permitted in class. There will be an in class warning the 1st time. If it happens multiple times the student will lose participation points for the day (even if the assignment is submitted). Please communicate with the instructor if you have extenuating circumstances that may impact your engagement.
- Cellphone usage during class instruction or class work is discouraged.
- Participation is worth 100 points. It's based on the activities we complete in class. To receive points, you must actively take part in the discussions, games, quizzes, and written assignments. These assignments cannot be made-up, but you can complete an alternative assignment if your absence is excused.

Extra Credit

Students can receive 10 points of extra credit for rehearsing their speech prior to presentations starting. You can submit a video or practice with the instructor. Please follow the video instructions for online students. 1 audience member is required.

Journal Guidelines

Journal entry assignments are designed to show that you understand the relationship between chapter content and real-world communication situations. Entries should be 300 to 500 words in length. When writing entries, you may be as personal as you choose. Never feel that you have to share more than you are comfortable sharing. Journal entries are due on the dates posted on the calendar. Late journals are not accepted. Each entry is graded on content, relationship to the concept in the journal prompt, development and completion of thoughts in writing, proper use of grammar/capitalization/spelling, and the guidelines above.

Standard Speech Deductions

Students are provided with detailed instructions for all speeches, and expectations are discussed in class and practiced before completing for a grade. For fairness, there is a list below of the standard deductions for common errors on speeches.

Error	Penalty
No Outline and/or Works Cited	Zero on the speech
Over/under time	-1 point per 5 seconds
Missing source(s) on Works Cited	-10 per source
Sources not verbally cited	-5 per source

Food & Drink Policy

- All food and drinks (except water) should be put away during class time.
- The only exception for this would be on workdays or classroom celebrations.