# COMM 4829.501: Fall 2025

**Interpersonal Communication**

**TTH 11 – 12:20 am, FRLD 458**

## Professor: Dr. Lori Byers

**Email:** Lori.Byers@unt.edu

### **Office Hours:** TTH after class and by appointment

**Course Description**

The goal of this course is to increase your understanding of the role different types of communication play in developing successful leadership skills. The course aims to achieve this goal by teaching foundations of leadership theory, providing examples of theory in leadership practice, and exploring the many ways we can develop a broad array of leadership communication skills effectively. Lecture, discussion, engagement exercises, activities, and applied research assignments will be used to increase student knowledge and communication skills.

# Learning Objectives

* Develop an awareness of the role communication plays in effective (and not-so-effective) leadership approaches;
* Recognize the characteristics of competent communication in successful leadership;
* Demonstrate skill in selecting and using a variety of communication strategies and responses based on situational contexts and goals of leadership approaches;
* Evaluate listening habits and demonstrate effective listening skills;
* Effectively demonstrate professional communication behaviors and practice effective leadership skills;
* Demonstrate effective leadership conflict management principles;
* Apply leadership theory to real-life situations.

**Required Texts:**

This course will consist of online and library readings.

**Attendance and Participation**

Learning is a social process. For this class to be successful, your attendance and participation are imperative. We will conduct this class as a seminar, performing the roles of teachers and learners simultaneously. This is possible only if everyone prepares in advance for class by giving thoughtful attention to the assigned readings, assuming a constructive role in class discussions, asking questions, thoughtfully attending to the ideas of others, and sharing your own insights.

If you are absent from class, it is your responsibility to learn about assignments or any class work missed, ideally from other members of the class. If that is impossible for some reason, you are certainly free to *then* contact you instructor.

Due to the time constraints of this course, you are allowed 3 unexcused absences this semester. Any student absence from class is considered *unexcused* with the exception of: personal or family illness requiring physician assistance/hospitalization, UNT school-sponsored activity, religious holy day, or death of a family member**.** Documentation must be provided via the Office of the Dean of Students. A verbal explanation is appreciated but will not suffice as sufficient documentation for consideration.

**Assignment Policies**

You are responsible for turning work in on time. **Late work will not be accepted** without a *documented* “authorized absence” as defined by UNT. You cannot make up missed daily activities. If you are unable to attend class on the day an assignment is due, or if there is any remote chance your car might break down, you might get stuck in traffic, etc., you must email that assignment to me no later than the due date to avoid penalties for lateness.

**Grading of Assignments**

All presentations and assignments are based upon a point system. Students will receive a thorough description of requirements for all assignments before they are due, as well as a detailed explanation of all assignments and grading procedures. Your work will be assessed in terms of concept comprehension and skill mastery. In regard to the skill mastery assessments, it must be stressed that although objective standards exist that can be used to determine the quality of an oral communication skill, a certain amount of subjectivity is inherent in the determination of the degree to which such standards are met.

It is your responsibility as the student to keep up with points accrued throughout the semester. Cumulative grade points will be available through the Canvas course site.

***Please note:*** Please do not contact your instructor via e-mail or phone in an attempt to receive any grades, points or extemporaneous grading issues as course policy does not allow for these transmissions. If you have a question regarding point amounts, please email your instructor with the request and they will bring that information to you in class.

After a graded assignment has been returned to you, you must wait a minimum of 24 hours before contacting your instructor about a possible grade dispute. After a graded assignment has been returned to you, you have a maximum of 1 week to contact your instructor regarding a possible grade dispute.

**Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**Academic Integrity Standards and Standards for Violations**

According to UNT Policy 18.1.16, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University.

**Cheating**. The willful giving or receiving of information in an unauthorized manner during an examination, illicitly obtaining examination questions in advance, using someone else’s work or written assignments as if they were your own, or any other dishonest means of attempting to fulfill a requirement of this course.

**Plagiarism.** The use of an author’s words or ideas as if they were your own without giving proper credit to the source, including but not limited to failure to acknowledge a direct quotation. Exact wording from a source must be identified by quotation marks and citation of the author. Concepts and ideas from sources should also be identified by citation of the author. Rules for citing quotes and ideas can be found in the Publication Manual of the American Psychological Association, 7th edition. *Intentionality is not a factor in determining plagiarism and its consequential penalties.* Students are responsible for making themselves aware of the parameters and provisions of plagiarism.

Plagiarism includes the use of A.I. software or apps (e.g., ChatGPT) to write, edit, or paraphrase text for your paper, as you did not author these words or ideas. The professor of this course will use automated methods to search student papers for A.I.-generated text. Students will be assumed to the author of all submitted text and assignments. As such, students may be asked to explain portions of their papers or to defend arguments presented in their papers verbally. This verbal explanation can then factor into a student’s paper grade, influencing the final grade for that paper up to and including the assignment of a 0% or grade of F for the assignment. The penalty for the first use of A.I.-generated text will be a zero for the assignment. The penalty for the second use of A.I.-generated text will be a grade of “F” for the course.

**Ethical use of A.I. for academic papers.** For this class, clearly state when you have used A.I. and describe how you employed it. What prompts did you use? What were the results of your query? If you do want to use A.I. for ethical purposes, such as the creation of ideas for a potential paper topic, you must declare that you used the A.I. tool and also provide a copy of the results generated by A.I.. Keep a record of all original work, prompts entered, and text generated by A.I. for each assignment.**Remember that for this class, the expectation is that all actual writing will be done by you without the assistance of A.I.** Use of A.I. to create written portions of any assignment is strictly prohibited and considered plagiarism.

**Collusion.** Intentionally aiding or attempting to aid another in an act of scholastic dishonesty, including but not limited to, providing a paper or project to another student; providing an inappropriate level of assistance; communicating answers to a classmate during an examination; removing tests or answer sheets from a test site, and allowing a classmate to copy answers.

**Punishments for cheating, plagiarism, or collusion range from a grade of ZERO on the assignment in question to failure of the course.**

**Policy on Incompletes**

An “Incomplete” will be awarded only in cases where 75% of the coursework has been completed and the grade is warranted by an exigent reason (e.g., medical, military). Inability to complete coursework in a timely fashion does not constitute an acceptable reason for requesting or receiving an incomplete.

**Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Survivor Advocacy**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](mailto:SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565-2648.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

**Access to Information – Eagle Connect**

Students’ access point for business and academic services at UNT is located at: [my.unt.edu](http://www.my.unt.edu/). All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: [eagleconnect.unt.edu/](http://eagleconnect.unt.edu/)

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

**Academic Support & Student Services**

***Mental Health***

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

***Chosen Names***

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let us know.

***Pronouns***

Pronouns (e.g., she/her, they/them, he/him) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns. You can [add your pronouns to your Canvas account](https://community.canvaslms.com/docs/DOC-18406-42121184808) so that they follow your name when posting to discussion boards, submitting assignments, etc.

**Additional Student Support Services**

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

**Academic Support Services**

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)

#### ADA Statement

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at [disability.unt.edu](http://disability.unt.edu/)

**Distractions**

Turn off all cell phones and place them out of sight during class.

**Disclaimer**

This syllabus is an agreement between the instructional faculty member teaching a course and the students enrolled in that course. The syllabus establishes the instructional faculty member’s expectations, providing students with an overview of course content and explanations of course guidelines, procedures, and requirements. Consistent with UNT Policy 15.2.20, Academic Freedom and Academic Responsibility, instructional faculty have the academic freedom to design the course and present the syllabus as they wish, and instructional faculty have the academic responsibility to include specific items to fulfill state and institutional requirements.

Syllabi are not contracts. This syllabus is intended to serve as a guideline for COMM 2020: Interpersonal Communication. Both UNT and your professor reserve the right to make modifications in content, schedule, and requirements as necessary to promote the optimal educational experiences within prevailing conditions affecting the course.

**Assignments**

**Reading Quizzes & In-Class Activities**

(10 quizzes/activities, 10 points each, 100 points total)

You will have many opportunities this semester to demonstrate your superior understanding of the course material and readings through unannounced quizzes and in-class activities during class. If you complete each day’s readings, you should excel.

Quizzes and in-class activities cannot be made up if they are missed. If you are late to class and miss the quiz or activity, that quiz or activity cannot be made up. Quizzes are given to make sure you are keeping up with the reading. Some quizzes will consist of short answer questions, while others may include multiple-choice questions.

We will often use the iClicker for quizzes and attendance.

**Leadership Analysis Assignments**

4 papers, 50 points each, 200 points total

4 presentations, 25 points each, 100 points total

**Assignment #1: Communication through your strengths paper (50 points) & presentation (25 points)**

You will each complete a Gallups StengthsFinder Assessment to determine your top five strengths. A representative trained in the assessment will come to class to discuss the meanings of your findings. This assignment involves you reflecting upon and analyzing your strengths in relation to your identity, your behavior, and your relationships. What impact do your strengths have on your behavior? What role do your strengths play in your personal and professional relationships? How might your strengths interact with the different strengths of others with whom you work? How do your strengths influence the way you view/perceive leadership and the way you approach leadership? Assignments should be approximately 4-5 pages in length.

**Assignment #2: Interview with a leader paper (50 points) & presentation (25 points)**

This assignment requires you to interview someone in a significant leadership position. You must clear your selection by me via a short bio of the person and the types of leadership positions they have held. Together as a class we will work on the questions to be asked. You will write a 4-5 page paper summarizing the findings of your interview.

**Assignment #3: Analysis of an effective leader paper (50 points) & presentation (25 points)**

This assignment asks you to select someone in history or current culture who you feel exemplifies the best characteristics of what it means to be a leader. You should provide an overview of the person’s approach to leadership rich with actual examples to illustrate your points. Your analysis should also provide concrete suggestions for how our own leadership styles can be informed by the leader you selected. Assignments should be approximately 4-5 pages in length.

**Assignment #4: Analysis of an ineffective leader paper (50 points) & presentation (25 points)**

This assignment asks you to flip the script of the last assignment and write a case study of a person whose leadership style contributed to abject failure. Provide plenty of detail to describe the context and details of what happened, explain and analyze this person’s behavior, and clearly explain how their communication behavior and decision-making contributed to their demise.

**Grading scale:**

A: (excellent, clearly outstanding) 360-400 (90-100%)

B: (good, impressive) 320-359 (80-89%)

##### C: (solid, average college-level) 280-319 (70-79%)

##### D: (below-average) 240-279 (60-69%)

F: (sub-par) 0-239 (0-59%)