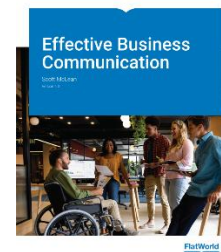


**Edison State Community College
BUS223 Business Communications
Spring Semester 2026**



INSTRUCTOR: Dr. H. Roger Fulk

E-MAIL: rfulk@edisonohio.edu

OFFICE PHONE: 937.381.1547

CELL PHONE: 937-726-7811 (*use for personal, can't-wait questions; leave a message for me if I do not answer. You may also text me.*)

OFFICE HOURS: I am an adjunct faculty member; therefore, I do not have specific office hours. That does not mean I cannot meet with you. E-mail or call me to discuss this. If you ever need to stop by my campus office, it is located in Room 114—West Hall.

COURSE MATERIALS: The following book and software are required of all students for this course. Students should purchase all materials required for use in this course.

Effective Business Communication, Version 4.0, Scott McLean, Author

ISBN (Digital): 979-8-88794-403-6, FlatWorld Publisher, September 2025

Required Hardware and Software

Hardware requirements:

- Refer to www.edisonohio.edu/blackboard or www.edisonohio.edu, and then click on the Blackboard link at the bottom of the home page.
- You will need to be able to record multiple videos (for a number of assignments) and post to *YouTube*. Your video will need to be set for “public,” not private; however, once your assignment is graded and you understand the grade, you may remove your post from *YouTube*.

Software Requirements:

MS Word: All of your written assignments will use *MS Word*. You will need to be able to open and save a document as a Word 1997-2003 format, *Word* 2007, *Word* 2010, *Word* 2013, *Word* 2016, or *Word* 2019. **No other word processing software application such as *Libre* or *Pages* is acceptable.** The instructor will grade only those assignments using *MS Word*.

If you do not have *MS Word* on the computer you will use for your assignments for this course, you may download a free copy of the *Office 2019 Suite* which includes much more than *Word*. From Edison’s webpage, click on RESOURCES>IT HELP DESK. Scroll to the bottom of the page to the blue area and click on *How do I download Office 365?*

Google Docs: If you use Google Docs, you will need to convert your documents to *MS Word* documents. Consult with Edison's IT HelpDesk if you are unsure how to do this.

Netiquette: We will be communicating a lot with each other. Be respectful of your classmates' opinions, beliefs, and thoughts. There may be a time where you depend on them to do the same. You will be expected to communicate with your classmates and your instructor using appropriate language and style, which includes email communication. Remember: the way you communicate can reflect the level of respect you have for the people with whom you communicate. In addition, using your phones, laptops, or classroom computers for non-course related work is not only distracting to me and other students, but is disrespectful and an inappropriate use of our time.

YOUR INSTRUCTOR'S POLICIES

Academic Alert. In order to support your success, the instructor of this course may contact your career pathways advisor regarding your attendance and/or academic performance. This academic alert may be initiated at designated times especially during the first half of the term or at any time your success is in jeopardy. This is a support effort, not a punishment or threat.

If you find yourself struggling for any reason, please contact your instructor or advisor for support.

Announcements. The Blackboard Announcements feature is one way that I will communicate with you; I use Blackboard Announcements frequently. Announcements are available to you in two ways: Your instructor will email announcements to your edisonohio.edu email account, and Announcements appear in the Announcements area of Blackboard®. Your instructor uses Announcements to communicate information that is important for everyone in the course to know.

Assessment Policy. See below:

- The textbook, CONNECT digital online product, instructor-provided checklists/check sheets, message templates, and chapter PowerPoint presentations for the course are used to complete assignments.
- Once you have logged onto the Blackboard site, you will see links in the appropriate Assignments weekly folder.
- You will have chapter quizzes for each text chapter we study. Most quizzes have 25 questions.
- There is a comprehensive written paper and oral presentation required for this course. Specific instructions will be given later in class.

Attendance/Participation. Blackboard keeps track of every time you log in and when you submit assignments. Merely "logging in" is not significant; you must have interaction with the content or assignments to be noted as "attending."

Edison State Community College believes that students must “attend class” if they are to be well prepared for the workplace; this definitely applies to online courses. Your diligence in keeping up with assignments is expected and required.

Notifying your instructor in advance (unless impossible) if you are unable to meet time requirements or deadlines is a courtesy and is expected behavior. If you become ill or have a family emergency, please contact the instructor as soon as possible to notify her of the reason. You will still be required to complete all assignments, and there may still be deductions for assignments being late (see “Deadlines” in this syllabus). However, extenuating circumstances may waive the late penalty.

Assignment Submission Policy/Deadlines. Most, if not all, assignments will be completed and/or submitted through Blackboard, the course management system used by Edison.

- All assignments will have due dates. **My personal policy is that late assignments will receive a 10% per day reduction after grading.** This is a strict policy because much of the content that you will learn in this course is sequential, meaning that what you learn in one assignment is built upon in the next assignment. Once you get behind, you may lose focus and understanding. ***In-Class work performed daily is not permitted to be made up later.***
- Having said that, I do recognize that there are extenuating circumstances that could prevent your meeting a deadline. You will have to share those with me if you expect me to make a judgment about whether to accept a late assignment. Hint: Just don't tell me you are busy; everyone is busy. The late policy may not apply to some assignments. Your instructor will make it clear if an assignment may not be graded if it is submitted after the posted due date.

Charger Station and Basic Needs. Edison State Community College is proud to assist students needing help to obtain basic necessities. The Charger Station is available for you to restock and refuel so you can refocus your energy on class. The Charger Station is stocked with all kinds of grab-and-go snacks or meal supplies for later. Stop by the Tech Lounge located adjacent to the art gallery in the East Hall or in Room 121 at the Greenville campus. If you need additional assistance with basic necessities, please contact Student Affairs in room 160

Cheating and Plagiarism. Your instructor adheres to the ESCC Academic Honesty Policy in this course. Cheating is not be tolerated in this course. Both the student who copies work from another student and the student who allows another student to copy from his/her work will receive a zero on the assignment in question.

Submitting a research-based assignment without proper in-text citations and full source citations is plagiarism—whether intentional or accidental. MLA 2009 citation styles will be required for any research-based assignment. If in-text citations and a complete source list with full citations are not included, the assignment is not acceptable, i.e. is likely to receive zero points.

Communication with Classmates. There are two ways you can use our Blackboard course site to reach a classmate:

- **E-mail:** Click on the Edison Email button in Blackboard. If you access Edison email while you are in Blackboard, the subject line of the message will contain our course information (BUS223S-004SS-2019SS). Using this option tells the recipient that the message is related to our course.
- **Discussion Board:** You can use the **COURSE Q & A** discussion board forum in our Blackboard course site for **ALL QUESTIONS** unless the question is about an assignment I have already graded for you and/or if your question is about a test. In the case of a graded assignment, please e-mail your question to me.

Communication with your Instructor. There are several ways you can reach your instructor:

- **Discussion Board:** You can use the **COURSE Q & A** discussion board forum in our Blackboard course site if you do not need an *immediate* answer and if your thought or question can be addressed to all classmates.
- **E-mail:** For all official course-related email communication, your instructor will use the *edisonohio.edu* email system to communicate to individuals. You should use Edison email to communicate with your instructor or any of your classmates. Click on the Edison Email button in Blackboard. If you send an email message to your instructor using any email account other than your Edison email; your instructor will not open the message. You should use email to your instructor for personal questions only; questions about the course should be asked using the **COURSE Q & A** discussion board forum.
- **Phone:** At the top of the first page of this syllabus, you can see the cell phone number for your instructor. You can use phone calls for personal or confidential questions or discussions; use the **COURSE Q & A** discussion board forum for all other questions.
- **Text Messages:** If you have sent an email and not received a response within 24 hours, please text me. While email is the preferred and quickest way to reach me, texting will get a quicker response than a phone call.

Disability Services Edison State Community College will make reasonable accommodations for students with documented disabilities. If you believe you may need an accommodation based on the impact of a disability, contact the instructor privately with your self-identification letter. If you do not have a self-identification letter, contact the Office of Disability Services by emailing disabilities@edisonohio.edu or by calling [937-778-8600](tel:937-778-8600). The Office of Disability Services is located on the Piqua Campus in Student Affairs - Room 160. For additional information, visit the Disability Services web page at www.edisonohio.edu/disability.

Chapter Assignment Schedule

Elevator Pitch/Speech Activities	August 30
Chapter 1.....	September 6
Chapter 2.....	September 13
Chapter 3.....	September 20
Chapter 4.....	September 27
Chapter 5.....	October 4
Chapter 6.....	October 11
Chapter 7.....	October 18
Chapter 8.....	October 25
Chapter 9.....	November 1
Chapter 10.....	November 8
Chapter 11.....	November 15
Chapter 12.....	November 22
Chapter 13.....	November 29
Chapter 14.....	December 6
Resume, LinkedIn, Employment Skills Project Mock Interviews...	December 13-18

Tentative Points Breakdown:

Online Assignments	10%
Online Chapter Quizzes	20%
Weekly Discussions	10%
Weekly Written Assignments	10%
In-Class Activities	30%
Business Report/Presentation/ Mock Interview	20%
Total	100%

- **Midterm and Final Grading Scales.** The following scale is used to assign both midterm and final grades. The total number of points that you accumulate will be divided by the total points possible (excluding bonus points) to determine your percentage.
 - 90 -100% of final total possible points = A
 - 80 - 90% of final total possible points = B
 - 70 - 80% of final total possible points = C
 - 60 - 70% of final total possible points = D
 - 0 - 60% of final total possible points = F

Faculty Initiated Withdrawal. Class participation is key to academic success. A student's failure to participate in class, to complete assignments, and/or to engage in active learning with the instructor and/or other students will have a negative effect on the student's learning; this is considered to be "non-participation." If non-participation continues until the student is mathematically incapable of passing the course, your instructor may advise the student to consult with a Student Success Advisor and/or Financial Aid Advisor about the ramifications of withdrawing from the course. If a student

fails to communicate with the instructor and does not voluntarily withdraw, Edison State Community College may administratively withdraw the student from the course, and a grade of UW is recommended for the course.

Grading Philosophy. Here is the way I approach assigning final grades.

"A" Grades - Exemplary Work. "A" grades are exemplary and well above merely meeting requirements. It demonstrates comprehensiveness and a willingness to think about how to think about a problem. "A" grades reflect the kind of thinking outside of the box that is necessary.

"B" Grades - Exceeding minimum requirements. Since C grades represent average work, or meeting expectations, "B" grades are considered to be better than average.

The "B" grade represents an increased level of complexity of analysis, going above the clear-cut and obvious, and exceeding the basic requirements in some manner. It shows a level of depth beyond just the cursory.

"C" Grades – A "C" grade is a passing grade. Statistically, a "C" references the mean average. There is a tendency, today, for students to view a "C" grade as sub-par performance when it really isn't. Thus a "C" is not failing, but adequately addressing a project. A "C" grade is average, acceptable, and meets requirements.

"D" Grades. Since "C" grades reflect average or acceptable work, the "D" is the first notch into poorer than average performance. While certain elements may be present that show understanding or a grasp of the material, analysis and information may be superficial, scant, and/or hurriedly prepared.

"F" Grades. These projects are clearly not up to collegiate standards whether it be in terms of thinking or preparation. The papers show little to no grasp of the material.

Helpful suggestions.

1. **MLA Style Citations.** We use MLA formatting for in-text citations and full citations on a Works Cited list.
 - There are MLA manuals on reserve in the library on the Piqua campus and at the front desk on the Darke County campus, or you can access the MLA site through the External Links button. The answers to the Frequently Asked Questions under MLA Style will be helpful to you. In addition, the Online Writing Lab at Purdue (University) is an excellent source that I use; search for "OWL at Purdue>MLA."
 - **On-campus resources/references.** Computers for student use are located in the Learning Center and the Internet Café on the Piqua campus. A learning lab is located at the Darke County campus. The Piqua campus has multiple computers available in the Learning Center.
2. **PowerPoint Presentations.** The PowerPoint presentations and the textbook may have *slightly* different material. Do not use one to the exclusion of the other: USE BOTH for the best understanding of the material presented.

3. **Proofreading Assistance.** If writing (including grammar, punctuation, and spelling) is not a strength of yours, have a knowledgeable person proofread your work to catch what might otherwise result in costly errors. However, the bottom line is that YOU are the student and all aspects of the submitted assignment are YOUR responsibility.
4. **Tutoring Assistance.** The Tutoring Center on the Piqua Campus has tutors who are waiting to serve you! Tutors can better serve you if you do not see them right before your assignment is due. Prepare your work well enough in advance to allow time to meet with the tutors and make appropriate revisions. Additionally, computer and other mechanical difficulties can cause last-minute problems. Give yourself enough time to be able to deal with them effectively.

When accessing the Piqua Campus Tutoring Center is challenging due to work and family obligations, consider the FREE e-tutoring option available to you. Check the Library/Tutoring Center website for more information.

The instructor reserves the right to make changes to the syllabus and/or course schedule as she sees fit. Any changes will be shared with students via Blackboard Announcements.

TESTING YOUR FAITH ACT POLICY

Edison State Community College is committed to providing an environment respectful of students' beliefs. Students are permitted to be absent for up to 3 days each semester based on their faith, religion, or spiritual belief system with no academic penalty. Students must complete the Testing Your Faith Act Accommodations Form, <https://www.edisonohio.edu/services-support/registration-records>, located in "Forms" and provide a copy to their individual faculty within 14 days from the start of the course. The entire policy can be found in the student handbook at <https://www.edisonohio.edu/services-support/student-resources>.

Have a great Fall Semester!!!!

Updated: August 22, 2026



Getting to Know Your Professor:

Dr. H. Roger Fulk



Education: Doctorate in Business Administration (International Graduate University); Masters in Business Education (Bowling Green State University); Bachelors in Business Administration (Ohio University); Associate in Applied Business (Shawnee State University)

Experience: Full Professor of Business at Wright State University (32 Years); Ohio Hi-Point Career Center (3 Years); Upper Valley Career Center – Adult Division (5 Year); Edison State Community College (7 Years); On-the-Job Office Experience (6+ Years)

Community Involvement: Wilson Health Hospital (Sidney) Board of Trustees | Wilson Health Hospital (Sidney) Auxiliary Volunteer & Chair of Scholarship Committee | The Mercy Mission House Board of Directors & Vice President | Shelby County Retired Teachers Association Newsletter Editor | The Valley Sidney Counter Head/Member