**Business Communication Curriculum Audit:  
 AI Readiness Assessment**

Institution: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructions: Rate each item on a scale of 1-4 (1=Not addressed, 2=Minimally addressed, 3=Adequately addressed, 4=Comprehensively addressed). Calculate section scores to identify priority areas.

**Section I: AI Integration & Ethics** (Max: 32 points)

Score: \_\_\_/32

□ Students learn to identify appropriate AI tools for different communication tasks

□ Curriculum addresses AI ethics and responsible use in professional contexts

□ Students practice AI-assisted writing with proper attribution and transparency

□ Program teaches evaluation of AI-generated content for accuracy and bias

□ Students understand legal and professional implications of AI use

□ Faculty demonstrate current knowledge of AI communication tools

□ Assessment methods account for AI-assisted work appropriately

□ Program prepares students for AI-integrated workplace environments

**Section II: Modern Workplace Communication** (Max: 28 points)

Score: \_\_\_/28

□ Curriculum reflects current digital communication platforms and norms

□ Students learn cross-cultural communication in virtual environments

□ Program addresses remote work communication strategies

□ Students practice data visualization and interpretation skills

□ Curriculum includes social media professional communication

□ Students learn to communicate complex technical concepts to diverse audiences

□ Program teaches crisis communication in digital contexts

**Section III: Critical Thinking & Analysis** (Max: 24 points)

Score: \_\_\_/24

□ Students learn to evaluate information credibility in digital environments

□ Program teaches fact-checking and source verification skills

□ Students practice distinguishing human vs. AI-generated content

□ Curriculum addresses misinformation and its professional implications

□ Students develop skills for analyzing algorithmic bias in communication

□ Program teaches media literacy for professional contexts

**Section IV: Practical Application & Assessment** (Max: 20 points)

Score: \_\_\_/20

□ Assignments reflect real-world professional communication challenges

□ Students complete projects requiring AI tool integration

□ Assessment methods measure both process and product in communication tasks

□ Program includes employer feedback on graduate communication preparedness

□ Students build portfolios demonstrating AI-enhanced communication skills

**Section V: Faculty Development & Resources** (Max: 16 points)

Score: \_\_\_/16

□ Faculty receive ongoing professional development in AI communication tools

□ Institution provides access to current AI communication technologies

□ Teaching materials reflect current workplace communication realities

□ Faculty collaborate with industry professionals on curriculum relevance

**Scoring Guide**

Total Possible Points: 120

90-120 points: AI-ready program with comprehensive modern communication curriculum

70-89 points: Good foundation requiring targeted enhancements in specific areas

50-69 points: Moderate gaps requiring systematic curriculum review

Below 50 points: Significant modernization needed to meet current workforce demands

**Priority Action Areas**

Lowest Scoring Sections (List sections scoring below 75% of possible points):

**Next Steps**

• Reviewing curriculum materials for AI integration opportunities

• Assessing faculty development needs for modern communication tools

• Evaluating current textbook resources for workplace relevance

• Consulting with industry partners on graduate preparedness expectations

This audit tool is provided courtesy of Bovée & Thill, authors of Business Communication Today, 16th Edition, published by Pearson. Visit our [ordering page](https://blog.businesscommunicationnetwork.com/texts) and our comprehensive [AI-integrated curriculum resources](https://blog.businesscommunicationnetwork.com/resources).