Student AI Decision Framework

A Practical Guide for Ethical, Professional AI Use

Aligned with *Business Communication Today,* 16th Edition (Bovée & Thill)

This framework reflects the AI-in-every-chapter approach of Business Communication Today, 16e, which treats AI as an integrated component of professional communication—not a separate tool or shortcut. The framework reinforces core textbook principles: audience-centered communication, ethical judgment, learning transfer, and professional accountability.

Step 1: Clarify the Purpose of the Task

Ask whether the assignment is designed for skill development or professional performance. Business Communication Today emphasizes learning transfer—students must develop their own thinking before relying on AI assistance.

Step 2: Assess the Stakes

Determine whether the message is low-, medium-, or high-stakes. As emphasized throughout the textbook, higher stakes demand greater human judgment, accuracy, and tone control.

Step 3: Check Rules and Expectations

Confirm course policies, assignment instructions, and organizational norms. Business Communication Today stresses professionalism, transparency, and credibility as non-negotiable standards.

Step 4: Decide What AI Can—and Cannot—Do

AI may assist with brainstorming, drafting, and editing, but it cannot replace strategic thinking, audience analysis, or ethical reasoning—core competencies reinforced across all chapters of the text.

Step 5: Apply the Editor's Test

Students are expected to revise AI-generated content for clarity, concision, tone, and specificity. This mirrors the textbook's emphasis on revision as a critical professional skill.

Step 6: Verify Everything

AI hallucinations pose serious credibility risks. Business Communication Today repeatedly emphasizes verification, accuracy, and ethical responsibility.

Step 7: Decide on Transparency

Disclosure and attribution align with the textbook's treatment of ethics, trust, and professional integrity.

Step 8: Final Accountability Check

Students remain fully responsible for the final message. This principle aligns with the textbook's focus on ownership, judgment, and real-world accountability.

Core Principle from Business Communication Today, 16e

AI can support communication, but it cannot replace human judgment. Professional success depends on the ability to evaluate, revise, verify, and ethically deploy AI-assisted content.