AI Use: A How-To Guide for Instructors

Artificial intelligence (AI) is a powerful tool that already has many uses in our daily lives, workplace industries, and education. It's also important to note this is an evolving technology, meaning information and examples in this document should also be considered "evolving", and subject to change as needed.

1. Using AI effectively & positively

AI doesn't have to be the "enemy" in the classroom. Rather, you might consider ways it could be used to augment or assist in various assignments. Some examples include:

- Have students plan projects with AI (with outlines, brainstorming, topic generation, etc.)
- Have students "debate" AI on a given topic (perhaps to practice for class presentations)
- Have AI generate a document (business memo, for example) and have students, individually or in groups, analyze what things are missing or how it could be improved based on things discussed in class
- Ask AI about a historical event and have students analyze any inaccuracies or missing information

2. AI Resources

Many AI platforms have different applications that could prove useful to you, either in developing lessons, planning classes, or in crafting student assignments. Many of these platforms have "free" versions (though may have limited functions):

- Adobe Firefly – image generation, image cleanup, creating "cool" text
- Microsoft CoPilot – image generation, topic sentence ideas, spell check/passive voice checker
- ChatGPT – idea generation, brainstorming, outlining, all standard AI uses
- Google Scholar – research tool associated with scholarly literature (academic publications peer-reviewed sources, etc.)
- Copy AI – faculty can use its template library to help plan lessons, presentations, creative writing prompts. Students can use to brainstorm essay topics
- Consensus – helps with background research and gathering sources (more of a search engine, powered by AI)
- Google Socratic – helps solve specific questions in math, science, English, and humanities; ask a question, and it provides visual step-by-step explanation

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3. AI Instructor/Course Policies

To ensure full transparency, it's important that instructors all have the IECC Academic Integrity Policy and the Statement on Generative AI on their course syllabi. (Copies of these statements are available on the Course Syllabus Template posted in the Intranet: go to Entrata > Employees tab > Forms > "Main Page" heading / Faculty > "Syllabus: Course Syllabus Template"). These statements establish the basic expectations for student behavior on these issues. ***It is still up to the instructor to determine the level of acceptable AI use in their classes and what, if any, consequences result for students who violate these policies.***

As the instructor, you may choose to allow any/all use of AI in your classes. Or, you may have a more "mixed" approach and allow AI use in certain assignments or work. Or you may choose to prohibit any/all use of AI in your classroom. *What you choose is entirely your discretion as the instructor of the course. Whatever you decide, be very clear about the policy and potential consequences – and be sure to articulate those to students at the start of class and in the course syllabus.*

AI instructor policy statements for the course syllabus:
- **Full Use:** Students may use AI tools to enhance their coursework, including data analysis, natural language processing, and educational apps. Students are expected to uphold ethical standards by ensuring transparency in AI use, avoiding academic dishonesty such as plagiarism or misrepresentation of AI-generated work, and respecting data privacy laws. Students must adhere to course policies and seek guidance as needed.
- **Mixed/Limited Use:** Students may use AI tools only on certain assignments in this course. Students are expected to uphold ethical standards by ensuring transparency in AI use, avoiding academic dishonesty such as plagiarism or misrepresentation of AI-generated work, and respecting data privacy laws. Students must adhere to course policies and seek guidance as needed.
- **Prohibited Use:** AI tools are not permitted for use in any coursework assignments unless explicitly authorized by the instructor. Students must adhere strictly to this policy and refrain from utilizing AI for tasks such as data analysis, natural language processing, or educational applications unless specified otherwise by course guidelines.

Some possible consequences you could use in your syllabus, if students violate your course-specific AI policy:
- Student given option to re-do the assignment, perhaps for partial credit
- Student given option to complete alternative assignment (for partial or full credit)
- Student given a "0" for assignment, no option to re-do

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4. AI Detectors

There are various AI detectors available online (generally for free) that instructors can use to check student work. **Please note – the accuracy of these detectors is largely unknown, and they can produce "false positives." As such, it's critical that instructors are careful in how they use the detectors, how they approach students with concerns of wrongdoing, etc. Some helpful detectors include:

- Turnitin – Canvas assignments can be linked to Turnitin Similarity, which has a built-in AI detector
- [GPTZero](#)
- [GPT-2 Output Detector](#)
- [Bartleby Detector](#)
- [ZeroGPT](#)

5. Handling AI Offenses

It is expected that most issues/incidents re: AI violations are handled by the individual instructor (based on your preference and what you've outlined in your course policy). When handling these issues, keep in mind:

1) **Don't assume a student's intent was malicious.** Often, it's a failure to understand how to properly, and ethically, use a tool. For example, the basic Editor in Microsoft Word in Office 365 offers sentence revisions, powered by AI. During a routine Edit check, a student may just accept those suggestions, and suddenly, they have a document that will be flagged as "AI generated." If they write papers using Google Docs or OneDrive, you could ask them to share the file with you (with editing rights) to check the version history and see how the document developed.
2) **Use this as an opportunity to talk with the student.** Have them explain what happened and how they used the tool. Explain *why* that use is not appropriate, and perhaps offer alternatives for things they can do on future assignments to avoid this issue moving forward.
3) **Explain what will happen based on your policy.** Can they redo the assignment? Do they earn a 0 and that's it? Something else? Again, this will all depend on what is outlined in your course-specific policy listed in the syllabus.

What to do with repeated offenses or combative situations:

If a student has had repeated offenses and the instructor has exhausted all other measures, or if at any point in trying to handle the issue the student becomes combative, then it becomes a Student Conduct issue. As such, please fill out a Behavioral Incident Report and refer the issue to Cassandra Goldman, Dean of Students. (to access form: go to Entrata > Employees tab > Forms > "Main Page heading" Miscellaneous > Behavioral Incident Report).

AI Use: A How-To Guide for Instructors

6. Ethical Use of AI (Citing)

If allowed in your class, any use of AI should be properly cited and documented in the assignment. If faculty use AI in any capacity, the same rules should be followed to help model ethical behavior. Be sure to instruct your students on how to properly cite AI in their work, based on the citation style you require for class. The IECC Learning Commons has developed a helpful LibGuide on AI, which also includes how to properly cite.

APA Format:

Name of Tool. (Year). *Title of Service* (Version) [AI Service]. URL

Example:

OpenAI. (2023). *ChatGPT* (Mar 14 version) [Large language model]. https://chat.openai.com/chat

MLA Format:

"Prompt you used to generate the text or description if prompt is too long." *Name of AI Tool*, version of tool, Publisher/company that created the AI, Day Month Year you accessed the AI, the URL of the tool.

Example:

""Rewrite of 'A Rose for Emily.'" *ChatGPT*, GPT-4, OpenAI, 21 June 2024, chat.openai.com/chat.