Note to faculty: Please copy and paste one of the following course level icons and accompanying text into your syllabi. To increase the chances of this information being seen, place it near the beginning of the syllabus, just after the course description. Make sure to individualize this for your syllabus by reviewing the highlighted language and identifying acceptable/unacceptable uses.

**Course Level Icons:**

**Do Not Use**: For this course, students are not permitted to use AI applications such as ChatGPT, Bard, or Bing for any purpose. [Faculty ADD: students may/may not use grammar and spellchecking tools such as those integrated into MS Word]

**Minor Uses Permitted:** For this course, YOU must be the author of all coursework. You may use AI in some minor ways. For example, unless otherwise specified in the assignment, you may use AI to [FACULTY ADD EXAMPLES OF WHAT IS ACCEPTABLE. FOR EXAMPLE: generate ideas, polish or edit text you have drafted, create an outline of an essay, modify or design presentation slides, review content, quiz yourself, or for other studying purposes].

Unless otherwise specified, you may not use AI to: [FACULTY ADD EXAMPLES OF WHAT IS NOT ACCEPTABLE. FOR EXAMPLE: for any purpose while taking a quiz or test; generate content that is directly used in an assignment (such as code, text, images, or other media); solve problems from assignments; write a first draft of a paper or essay; write all or part of a discussion post; analyze data.] Always review individual assignments for specific instructions. [OPTIONAL: If you are using language generated by an AI app, you must properly attribute that use by putting that language in quotation marks and adding a citation just like you would when you copy language from human authors.]

**AI Integration By Assignment**: In this course, students are [permitted or required] to integrate AI into **some** of the substantive work of the course. Review individual assignments to determine permissible uses. Unless otherwise noted, you should be able to demonstrate how you contributed to an assignment. [FACULTY ADD SPECIFIC REQUIREMENTS FOR AI USE. FOR EXAMPLE: You are required to keep drafts of assignments and generative AI logs that demonstrate how you used AI and what portion of an assignment’s content was generated by AI.]

**Specific Expectations and Notes: If you prefer not to use one of the above course level icons and would rather provide specific expectations, use this icon and provide detailed instructions for students on the use of generative AI here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

In addition to the course level icon, please review the following icons that may be used at the assignment level. At a minimum, we suggest you include appropriate icons for your exams and/or final projects/presentations.

**Task Level Icons**

Notes to students: this information is provided to students on the linked document

* Do not use citations to external sources generated by AI; they are likely to be false. Only include citations to sources you have personally checked.
* If you are copying and using language generated by an AI app, you must put that language in quotation marks just like you would when you copy language from human authors.
* Citations should take this form, unless you are otherwise directed:
  + [AI source]. [Short description of how you used it] (date; link to chat or AI website)
  + OpenAI, chatGPT. Response to prompt: “Explain what is meant by the term ‘Triple Bottom Line’” (February 15, 2023; <https://chat.openai.com/>).

**** No AI permitted on this assignment.

Generating Ideas

* Ex: using AI to generate a business idea, thesis, slogan, design, image, marketing concept

Creating Outlines

* Ex: using AI to outline a paper, assignment, argument

First Draft: Work Product Generation

* Ex: using AI to generate initial work product for an assignment (I.e, first draft of text, code, graphic, spreadsheet, PPT)

Analyzing Data

* Ex: using AI to generate conclusions based on analysis of a data set

Rewriting, Editing, Polishing, Debugging

* Ex: using AI to rewrite portions (sentences/paragraphs/sections) of a report, document.
* Ex: using AI to debug code

Intra-Sentence Text Edits (punctuation, grammar)

* Ex: Grammarly, MS Word, other tools to proofread, offer synonyms, fix grammatical errors, other limited text edits within a sentence. Does not include rewriting entire sentences.

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