

Universal Guidelines for AI Use in Teaching and Learning
Course Syllabus Template Addendum
Fall 2024

Ethical Use First Steps: The following language is intended to guide the use of AI in teaching and learning.

When incorporating ChatGPT or any other generative artificial intelligence (AI) technology into course materials, assignments, or discussions, faculty members at the university should promote ethical use of these tools. This includes providing proper attribution when AI-generated content is used or presented. Citations should follow the guidelines specified by academic writing styles such as APA, IEEE, MLA, or other relevant citation styles. Here's an example from APA: <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

While faculty members may not be able to always individually verify the originality of all student work in both teaching and research settings, they can play a crucial role with respect to educating student about the importance of originality in their work and upholding university values related to academic integrity. Faculty members are encouraged to explore alternative assessment approaches and technology tools that promote academic integrity and facilitate the identification of AI-generated content when necessary.

It is essential for faculty members and students to be aware of the licensing agreements and terms of service associated with the use of AI language models like ChatGPT or other generative AI technologies. Different language models may have varying usage restrictions, and compliance with ethical and legal guidelines is crucial. Faculty members are encouraged to refer to official documentation provided by the language model's developers, such as OpenAI's website, and any relevant platform-specific guidelines with respect to language model or other generative AI technologies, such as for ChatGPT usage. Standards specific to the dissemination of scholarly products in various venues are likewise essential (conferences, journals, etc).

Guidance for the syllabus:

Regarding language model and other generative AI technologies, including those such as ChatGPT, and their relationship to teaching and learning, the policy in the syllabus should be explicitly stated with reference to the university Academic Dishonesty Policy. Faculty members have the flexibility to choose from the following options if relevant to their course of instruction:

- **Not Permitted:** Assistance from large language model and other generative AI technologies, including those such as ChatGPT, is not allowed for any activities or assignments. All submissions must be the original work of the student, and the use of AI-generated content is strictly prohibited. Possible disciplinary action for violations of this course policy is described in the university's Academic Dishonesty Policy.
- **Permitted for Some Activities with Attribution:** The use of large language model and other generative AI technologies, including those such as ChatGPT, is allowed only for specified activities or assignments, but proper attribution is required. Students should clearly indicate when AI-generated content has been used and cite the specific language model and platform employed following the citation guidelines specified by APA, MLA, or any other relevant academic style. However, the majority of the work must

still be the original creation of the student. Possible disciplinary action for violations of this course policy is described in the university's Academic Dishonesty Policy.

- Permitted for All Activities with Attribution: The use of large language model and other generative AI technologies, including those such as ChatGPT, is permitted for all activities and assignments, but proper attribution is required. Students should acknowledge the use of AI-generated content and provide appropriate citations following the guidelines specified by APA, MLA, or any other relevant academic style. It is important to emphasize that even with AI assistance, students are expected to engage critically and creatively with the material to produce their work. Possible disciplinary action for violations of this course policy is described in the university's Academic Dishonesty Policy.