AI-Based Tools: Appropriate Use Statement

Student Name: _____

Assignment: _____

Date: _____

Using AI-based tools appropriately is crucial for promoting transparency and upholding academic integrity. Appropriate use of AI tools involves different steps.

Instructions: Prior to submitting your assignment, review each of the following steps ensure that you have used AI-based tools appropriately for this assignment. Check off each of the steps you have completed and submit this form with the assignment.

☐ **Follow instructor's guidelines** on how to use any AI-based tools. If you're unsure of these guidelines, check the course syllabus, the assignment instructions, the assignment rubric, eClass messages and/or ask your instructor.)

☐ **Cite any AI-generated material.** As GenAI continues to evolve, the guidelines for citing it also evolve. To ensure you are citing it in ways that align with your instructor's expectations, review communication from your instructor and if you are still unsure, ask. If your instructor has recommended a certain citation style, refer to the Library's Citing Your Work style guide for assistance and/or reach out to the Library for citation support.

☐ **Fact-check all GenAI output.** Fact-checking is a process that involves using your judgement to identify any facts, statements, and claims that appear within AI-generated output that may be false, incorrect or missing. It then involves accessing other sources to verify this information.

☐ **Evaluate AI-generated output** for any biases, generalizations, lack of currency or plagiarism. Evaluation involves scrutinizing the output to identify statements that appear to:
  - promote stereotypes or contain insensitive information
  - generate overly generalized information that does not capture the actual complexities of the topic
  - provide outdated information
  - lack citations

It then involves accessing other sources to verify this information.

☐ **Provide further information (if appliable).** Some instructors may require you to provide further information on how you interacted with the AI-based tool, considered its limitations, integrated its output, and/or to show how you reflected on what you learned. If you're unsure whether additional information is required, review all related communication from your instructor and if you are still unsure, ask.