



Artificial Intelligence Guidelines, Clark Atlanta University (CAU AI Guidelines)

The global impact of Artificial Intelligence (AI) on education has led universities and colleges to develop guidelines regarding the integration of AI as a teaching tool. All instructors should have an AI course policy included on their syllabus. These guidelines aim to assist instructors in the effective use of AI in coursework, and to prepare scholars for the AI-driven workforce.

Note: This document informs all who teach or contribute to the teaching of any course at CAU.

Introduction

Generative AI tools, such as ChatGPT, can be part of our educational toolbox, just as dictionaries, calculators, and web searches have been used over the years. Generative AI can be used to create new content in response to prompts. The content could include text, solutions, images, music, videos, animation, and more. AI can be an effective tool that scholars can use to enhance their learning and understanding, and it has impacted every facet of how we teach. However, the decision to incorporate these technologies into teaching and learning is at the discretion of the instructor.

While some instructors may choose AI tools in their course preparation or pedagogy, the instructor should also consider how they allow scholars to utilize it in their courses. These course AI Use Options include Open Use, Limited Use, and No Use. It is the responsibility of the scholars to adhere to the guidelines established by their course instructor. Instructors should decide whether, when, and how AI should be used in courses and clearly communicate those boundaries to scholars on the first day of class. In all situations, intellectual honesty and transparency about the use of AI is paramount.

The main goal of the *CAU AI Guidelines* is to:

Provide Syllabus Language: Offer language for course syllabi that outlines usage guidelines, restrictions, and ethical considerations for both instructors and scholars.

Syllabus Language Provision

This section offers language for course syllabi that outlines considerations for AI Use Options and defines the categories - *Open Use*, *Limited Use*, *No Use*. Instructors should select an AI Use Option category for each of their courses.

Note: Instructors should have an understanding of how AI will assist scholars in the coursework. Please beware that most AI content detectors are not 100% reliable.

Open Use is the utilization of Generative AI tools (such as ChatGPT) for any stage or phase of work in this class. In all situations, usage of AI tools should be cited.

Considerations:

- Discussion and examples on the ethical use of AI tools
 - Strategies for using AI tools responsibly
 - Grading criteria for AI-assisted work
 - Guidelines for proper citation of AI-assisted work
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Limited Use is the permission to use specific AI tools for any coursework and/or the use of AI tools for specific coursework. In all situations, usage of AI tools should be cited.

Considerations:

- Discussion and examples on the ethical use of AI tools
 - Strategies for using AI tools responsibly
 - Specific instances where AI use is permitted
 - Disclosure requirements for AI-assisted coursework
 - Consequences for unauthorized AI use
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No Use is the prohibited use of AI tools in this course.

Considerations:

- Clarification of what constitutes AI tools (to avoid ambiguity)
 - Consequences for violating the AI class policy
 - Strategies for completing coursework in class to “AI-proof” your coursework
 - Strategies for detecting AI usage and protocols for addressing suspected AI use
 - Alternative resources and support for coursework
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Recommended Syllabus Verbiage for ALL Courses

“Artificial Intelligence (AI) usage considerations at Clark Atlanta University vary by course. Courses are either Open Use, Limited Use, or No Use. This course is _____.

Scholars are responsible for reviewing and adhering to the specific AI usage guidelines as outlined in this course syllabus. Any student who is unsure regarding the use of AI tools in this course must consult their instructor prior to utilization.”