Best Practices for Syllabus AI Policies

- Inclusion of instructor use
- Indication of Restricted, Conditional, or Open AI use
- Policy violations
- Discussion of reasoning—for example, you might include a discussion of ethical use of AI (relation to critical thinking, environmental concerns, etc.)

Sample AI Use Policy, Conditional Use

Student Use of AI

In this course, students may not use generative artificial intelligence (AI) tools to create, write, or substantially generate course assignments. All work submitted for this course must be your own original work.

Using AI to generate essays, paragraphs, discussion posts, responses, or other assignment content constitutes academic misconduct. This includes submitting work that is fully or partially produced by AI tools, even if the output has been lightly edited or paraphrased.

Plagiarism is defined as presenting someone else's—or something else's—words, ideas, images, or solutions as your own without proper attribution. This definition includes work produced by generative AI tools. Because this course is designed to strengthen your writing, reading, and critical thinking skills, submitting AI-generated work interferes with your ability to meet the course learning objectives.

Limited and Permitted Uses of AI

- Brainstorming or listing possible topics or questions before you begin drafting
- Creating outlines or organizational frameworks before you write (please note: you may not use AI to generate an entire paper outline for you—this is a course assignment and therefore falls under the use of AI to generate a course assignment)
- Generating examples of sentence structures or transitions (not content for your assignment)
- Helping you understand assignment instructions by rephrasing them
- Assisting with proofreading after you have written your own draft (e.g., identifying grammar or clarity issues)
- Assisting with giving you feedback for revisions after you have written your own draft

If you are unsure whether a specific use of AI is permitted, ask before submitting the assignment.

Instructor Use of AI

For transparency, I do not use AI to grade student work. All grading and evaluation are done by me.

I may occasionally use AI tools to:

- Organize or revise course materials
- Improve the structure or clarity of the Canvas course site
- Generate sample writing to demonstrate effective and ineffective genre conventions. These examples are used strictly as instructional tools to help students better understand expectations. For example, I might use AI to generate a sample body paragraph with structural and/or evidence weaknesses to serve as a learning tool in class.

Policy Violations

Violations of this AI use policy are considered academic misconduct. If AI use is suspected, the student will be required to meet with me to discuss the assignment. Possible outcomes include:

- A zero on the assignment
- An opportunity to revise or rewrite the assignment
- Referral to the Vice President of Student Services
- Repeated violations may result in failure of the assignment(s) and the course.

Quick check before you submit:

1. Is every word your own?
2. Did you avoid using AI to draft or substantially generate the content?
3. If you used AI in a permitted way (brainstorming, proofreading), did you still write and revise the work yourself?

Sample AI Use Policy, Restricted Use

The use of generative AI is not authorized for use in this course. All the work that students submit for this course should be their own. Plagiarism is unethically paraphrasing and/or presenting someone else's words, writing, images, solutions, or ideas as if they are one's own without citing and/or quoting the original source material, and this includes work produced with the use of generative A.I. (GenAI) tools. The use of AI tools is not permitted at any stage of the work process for any assignment. Violations of this policy will be considered academic misconduct. Different classes at Feather River College may implement different A.I. usage policies, and it is the student's responsibility to be informed of and conform to expectations for each course.

If you have adopted a Restricted A.I. Policy for your course(s), consider including the following items in your syllabi policy:

- Provide a list of other resources, supplemental material, or tools that are available to support students in lieu of using generative A.I. (GenAI) tools.
- Clarify the penalties for improper or unethical use of GenAI tools.
- Explain how A.I. detection tools will be used to identify unethical use of A.I.-generated work.
- Provide explanation why GenAI tools are not compatible with achieving the goals of the course.

Sample AI Use Policy, Unrestricted Use

The use of generative A.I. is authorized for use in this course. This course encourages students to explore the use of generative A.I. (GenAI) tools for all assignments and assessments. Any such use must be appropriately acknowledged and cited. Please note that large language model GenAI tools frequently provide users with incorrect information, tend to make up or "hallucinate" incorrect facts and fake citations, generate contradictory statements, incorporate copyrighted material without appropriate attribution, perpetuate implicit biases, and sometimes integrate or report offensive concepts, products, or images. Plagiarism is unethically paraphrasing and/or presenting someone else's words, writing, images, solutions, or ideas as if they are one's own without citing and/or quoting the original source material, and this includes work produced with the use of generative A.I. (GenAI) tools. Students will be responsible for any inaccurate, biased, offensive, or otherwise unethical content submitted regardless of whether the work originally comes from the student or a GenAI tool. It is each student's responsibility to assess the validity and applicability of any GenAI output that is submitted. Use of GenAI tools to produce work without appropriate acknowledgment or citation may be considered academic misconduct. Different classes at Feather River College may implement different A.I. usage policies, and it is the student's responsibility to be informed of and conform to the expectations for each course.

If you have adopted an Open A.I. Policy, consider including the following items in your syllabi policy:

- Provide a table or list of the assignments where, when, and how GenAI tools can be used.
- Document what is allowed and not allowed when using GenAI (e.g., brainstorming, summarizing articles, defining aspects of codes, etc.).
- Provide information about how you want students to cite GenAI use (e.g., provide the prompt, response, both the prompt and the response; ask A.I. for a bibliography, etc. in MLA or APA Style of Documentation).
- Provide a list of GenAI platforms or kinds of GenAI tools that are allowed for use in the context of the course (e.g., ChatGPT, Excel Formula Bot, Claude AI, Grammarly, etc.).
- Clarify the penalties for improper or unethical use of GenAI tools.
- Provide explanation how and when GenAI tools are compatible with achieving the goals of the course.