



## AI & ChatGPT Expectations and Guidance for Teaching

AI, or artificial intelligence, refers to the development of computer systems that can mimic human intelligence to perform tasks, process data, make decisions, and/or solve problems. Popular AI includes maps navigation, virtual assistants like Siri, audio streaming services, and personalized shopping experiences. Generative AI is software that is able to create new content, including text, images, simulations or other media, in response to prompts. Popular generative AI tools include ChatGPT and DALL-E.

Kean University's academic integrity guidelines emphasize the need for students to attribute authorship to others when the work the present is not their own through the use of quotation marks, citations, and oral source attributions, and other means of making clear what is original to the student and what is taken from other sources. Any use of generative AI -- meaning programs such as ChatGPT, GPT 4, DALL-E, Vertex, and many others to come -- is subject to the same citation rules as any ideas, text, speech, or imagery derived from human authors. Instructors are urged to make this plain on syllabi and to explain how students should and should not use AI applications in preparing course assignments.

Instructors are also encouraged to include learning activities that prompt students to critically discuss, analyze and evaluate the opportunities and limitations/pitfalls of using generative AI within the specific field of study covered in the course.

The below key ideas can be helpful as you develop your classroom Generative AI expectations and instruction:

- Teaching using a draft-writing approach and emphasizing the writing process is best practice. By requiring students to submit their work at various stages of the writing process, faculty can help students to develop their ideas and ensure that student essays are original and well-written.
- Generative AI itself can be a learning tool. Keys to this effort are
  - designing assignments that encourage original work, that require critical and creative thinking and goes beyond summarizing information, and therefore minimizes the risk of academic dishonesty.
  - creating instructional activities that guide students to explore and use AI/ChatGPT tools as a writing aid and not as a replacement for original thought and writing

Please find sample policy statements at this [webpage](#).

Below are some sample course specific AI policy statements created by Kean faculty. As you read these policies, please notice the wide range of policy approaches and how they match the discipline and course goals. Faculty interested in learning more about creating generative AI policies should attend a CTL workshop on the topic. Information about these and other workshops can be found at the [CTL website](#).

**AI expectations for an Education Class:** AI is ubiquitous in today's technology driven society. This class prepares you for teaching with technology in meaningful ways. Therefore, we will intentionally use AI at specific times in the course. There will also be assignments where I ask you to affirm that you did not use AI

to construct a response. These assignments will be checked using AI writing detection tools like Turnitin and GPTZero.

**AI expectations for a Math Class:** You are allowed to use any software to do homework (10% of your grade), including GPT-4/chat GPT, especially to check your work. Critical assessments (such as quizzes and exams) are in-class and students can use their textbook, graphing calculator, and notes (and as many formulas as needed). No mobile phones or web browsing is allowed during in-class assessments, so generative AI cannot be used.

**AI expectations for a Humanities Class:** You may use AI programs e.g. ChatGPT to help generate ideas and brainstorm. Think of generative AI as an always-available brainstorming partner. However, you should note that the material generated by these programs may be inaccurate, incomplete, or otherwise problematic. Beware that use may also stifle your own independent thinking and creativity. When/if you use Artificial Intelligence (AI) platforms in your assignments, please write a note to clarify where in your process you used AI and which platform(s) you used. If you include material generated by an AI program, it should be cited like any other reference material. We will discuss this more throughout the semester in class  
\*\*Please note, you may not submit any work generated by an AI program as your own.

Additional information about AI in higher education and this policy can be found at the [webpage](#).