**AI Documentation Template**

**For Action B: Let AI Help, Assess Human Value**

**Student Instructions**

This template helps you document your use of AI tools throughout your project, demonstrating your critical thinking, decision-making, and discipline-specific knowledge. The goal is to show **how you directed, evaluated, and built upon AI assistance** rather than simply using AI-generated content.

**Remember:** The quality of your thinking and professional judgment matters more than the quality of AI outputs.

**AI Documentation Framework**

**Part 1: AI Interaction Log**

**Document each significant AI interaction**

**Interaction #: \_\_\_\_\_ | Date: \_\_\_\_\_ | AI Tool: \_\_\_\_\_**

**1.1 Context & Purpose**

* **What you were trying to achieve:**
* **Why you chose to use AI for this task:**
* **What you hoped AI could help with:**

**1.2 Your Input**

* **Your prompt/query:**

[Copy your exact prompt here]

* **Context you provided to AI:**
* **How you refined your prompt:**

**1.3 AI Response Summary**

* **Key suggestions/outputs from AI:**
* **Most useful parts:**
* **Problematic or irrelevant parts:**

**1.4 Your Analysis**

* **What AI got right:**
* **What AI missed or got wrong:**
* **How AI output relates to course concepts:**
* **Professional accuracy assessment:**

**1.5 Your Decisions**

* **What you kept and why:**
* **What you rejected and why:**
* **How you modified AI suggestions:**
* **What you added that AI couldn't provide:**

**Part 2: Overall AI Integration Analysis**

**Complete at project conclusion**

**2.1 Strategic AI Use (300-400 words)**

Reflect on your overall approach to using AI:

**Prompting Strategy**

* How did your prompting improve over time?
* What made your most effective prompts work well?
* What did you learn about communicating with AI?

**Quality Control Process**

* How did you verify AI information/suggestions?
* What criteria did you use to evaluate AI outputs?
* How did you ensure accuracy and appropriateness?

**Integration Decisions**

* When did you choose to use AI vs. work independently?
* How did you balance efficiency with learning?
* What tasks did you intentionally avoid using AI for?

**2.2 Discipline-Specific Value Added (250-350 words)**

Demonstrate your subject expertise:

**Knowledge Application**

* How did your [discipline] knowledge help you evaluate AI suggestions?
* What discipline-specific insights did you bring that AI lacked?
* How did you apply course concepts to improve upon AI outputs?

**Professional Context**

* How would professionals in your field typically approach this work?
* What industry standards or practices did you apply?
* How does your approach prepare you for professional practice?

**Creative/Critical Contribution**

* What original thinking did you contribute beyond AI suggestions?
* How did you synthesize AI assistance with your own ideas?
* What makes your final work distinctly yours?

**2.3 Learning & Development (200-300 words)**

Reflect on your learning process:

**Skill Development**

* What did you learn about effective AI collaboration?
* How did working with AI enhance or challenge your understanding?
* What skills did you develop that transfer beyond this project?

**Critical Thinking Growth**

* How did evaluating AI outputs develop your critical thinking?
* What questions did AI help you ask that you might not have considered?
* How did you maintain agency over your creative/intellectual process?

**Future Applications**

* How will you use AI differently in future projects?
* What principles will guide your AI use professionally?
* What boundaries will you maintain in AI collaboration?

**Quick Reference Guides**

**Effective AI Prompting Checklist**

* ✅ **Be specific** - Include context, constraints, desired format
* ✅ **Iterate** - Refine prompts based on initial responses
* ✅ **Set boundaries** - Specify what you do/don't want
* ✅ **Ask for reasoning** - Request explanations, not just answers
* ✅ **Test understanding** - Ask AI to explain concepts back to you

**Critical Evaluation Framework**

**For each AI suggestion, ask:**

* 🔍 **Accuracy** - Is this information correct and current?
* 🎯 **Relevance** - Does this address my specific context and goals?
* 📚 **Depth** - Does this demonstrate understanding of key concepts?
* 💼 **Professional standards** - Would this meet industry/academic expectations?
* 🎨 **Originality** - How can I build upon this with unique insights?

**Common Documentation Mistakes to Avoid**

* ❌ **Copying AI responses without analysis** - Always explain your evaluation
* ❌ **Vague descriptions** - Be specific about what you kept/changed/added
* ❌ **Missing the "why"** - Explain your reasoning for decisions
* ❌ **Ignoring discipline knowledge** - Connect to course concepts and professional practice
* ❌ **Superficial reflection** - Go beyond "AI helped me" to analyse how and why

**Documentation Templates by Task Type**

**Research Tasks**

**AI Input:** Research query or topic exploration **Document:**

* Information reliability assessment
* Source verification process
* Gaps you identified and filled
* How you synthesised multiple perspectives
* Original analysis or connections made

**Creative Tasks**

**AI Input:** Ideation, inspiration, or creative suggestions **Document:**

* Creative direction you provided
* How you developed AI ideas further
* Personal aesthetic/style decisions
* Cultural or contextual knowledge you added
* Unique creative choices that define your voice

**Technical Tasks**

**AI Input:** Code, formulas, technical solutions **Document:**

* Problem-solving approach you guided
* Technical understanding you verified
* Modifications you made and why
* Testing/validation you performed
* Learning about underlying principles

**Writing Tasks**

**AI Input:** Structure, content suggestions, or feedback **Document:**

* Voice and perspective you maintained
* Arguments or insights you developed
* Research and evidence you verified
* Revision decisions you made
* How you ensured authenticity

**Submission Format**

**Organization Structure**

AI\_Documentation\_LastnameFirstname/

1\_interaction\_logs/

⎣interaction\_01\_[date]\_[purpose]

⎣interaction\_02\_[date]\_[purpose]

⎣...

2\_analysis/

⎣strategic\_ai\_use\_reflection

⎣discipline\_value\_added\_analysis

⎣learning\_development\_reflection

3\_appendices/

⎣full\_ai\_conversations (if relevant)

⎣verification\_sources

**Word Count Guidelines**

* **Interaction logs:** 100-200 words per significant interaction
* **Strategic AI use reflection:** 300-400 words
* **Discipline-specific analysis:** 250-350 words
* **Learning reflection:** 200-300 words
* **Total:** Approximately 1000-1500 words (excluding interaction logs)

**Quality Indicators**

**Excellent documentation demonstrates:**

* 🎯 **Strategic thinking** about when and how to use AI
* 🧠 **Critical evaluation** of AI outputs using discipline knowledge
* 💡 **Original contribution** that goes beyond AI suggestions
* 📈 **Learning progression** in both AI collaboration and subject mastery
* 💼 **Professional awareness** of appropriate AI use in your field

**Assessment Integration**

**How This Documentation Will Be Evaluated**

**Process Quality (30%)**

* Thoughtful AI tool selection and use
* Clear documentation of decision-making
* Evidence of iterative improvement in AI collaboration

**Critical Analysis (40%)**

* Sophisticated evaluation of AI outputs
* Integration of discipline-specific knowledge
* Demonstration of professional judgment

**Learning & Growth (30%)**

* Reflection on skill development
* Understanding of AI capabilities and limitations
* Articulation of future AI collaboration principles

*This template should be adapted based on your specific assignment requirements, discipline, and learning objectives. Not every project will require all sections—select and modify based on the scope and nature of AI use in your particular assessment.*