

## **Policy and Guidelines for Responsible AI Use**

Students are encouraged to use AI tools in this course, but only with prior approval from the course instructor or coordinator. You must clearly document how, when, and which tools you used (including prompts if relevant). Always verify AI-generated information, check for plagiarism, and credit original sources. Never share private, sensitive, or copyrighted material with AI tools.

Responsible AI use can enhance learning, and we're here to support you in using it ethically and effectively. Our shared aim is for you to succeed—by engaging thoughtfully with AI, you will strengthen your skills as a professional and prepare for future success.

In addition, you must:

- Be transparent in documenting AI use.
- AI may be used for brainstorming, idea generation, and language refinement, but not as a replacement for original critical thinking and problem-solving.
- Verify all sources and give proper credit to any scholars or ideas.
- Ensure your work meets our community standards for integrity and responsible use.
- Demonstrate your AI literacy through assigned activities before using AI in major projects.

Generative AI can enhance learning in specific contexts, but using it without care can limit your growth. Failure to follow this policy may result in grade penalties or other academic consequences.