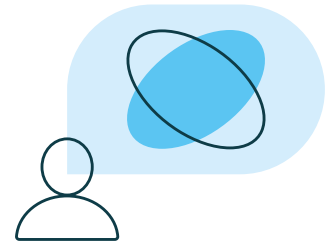# Ethical AI use checklist for students

A checklist is an easy way to guide your usage of AI to avoid any appearance of academic misconduct.

Points to consider **before/during** the assignment

The goal is to check off "yes" for most, if not all, of the points. If you checked "no," consider what steps can be taken to address the issue or complete the task.

	Yes	No
Can I produce **artifacts** of my writing process such as brainstorming, drafting, revisions and/or reflections? **Pro tip #1:** Use Draft Coach or ask your instructor to allow the option of multiple submissions in Turnitin Feedback Studio. **Pro tip #2:** Keep a record of your documents, such as multiple drafts.	☐	☐
Did I follow the instructor's guidance on exactly what and how generative AI tools can be used for this assignment? **Pro tip #3:** Ask clarifying questions as needed.	☐	☐
Did I make the effort to be certain that my writing **style** and voice are evident in my work?	☐	☐
Did I **cite** any AI used to complete my assignment?	☐	☐

Points to consider **after the final submission**

The goal after you've submitted your work is to answer "yes" to ensure you are able to respond to any questions that may arise regarding the ethical use of AI in your assignment. If the answer is "no," what steps can you take to address those areas?

	Yes	No
Am I prepared to **respond calmly** to any questions regarding how and why I used AI in case questions arise? **Consider the following:** • How can I prepare for the discussion? • What reason(s) did I have for using AI to complete a particular passage or section? Was it used for idea generation or to create an outline, for example? • Did my use of AI follow the guidelines given for this particular assignment? • Did I cite my usage correctly according to instructor or institution guidelines?	☐	☐
Am I prepared to discuss my **writing process**? **Consider the following:** • Where/when did I work on the assignment? • Who else read it and possibly provided feedback? • What changes did I make and why? • How did I conduct the necessary research?	☐	☐
Can I clearly outline and explain the **writing choices** I made? **Consider the following:** • What sources did I include or choose not to? • Why did I take this position? • How and why did I select each example/evidence? • Are my personal ideas or experiences evident?	☐	☐
Can I share documentary **artifacts** of my writing process? **Provide the following as needed:** • Notes, outlines, version histories, or drafts - handwritten or electronic, i.e. if you used Turnitin's Draft Coach or the instructor enabled multiple submissions in Turnitin's Feedback Studio. • Feedback from a peer or other trusted reviewer.	☐	☐

To explore more ideas about academic integrity in the age of AI, visit
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