Generative AI Tools Workshop

Building Confidence in Responsible AI Use for Learning and Research

Duration: 3.5 hours
Participants: Undergraduate students (Business and IT streams)
Objective: Help students build confidence in using AI responsibly as a support tool for learning and research

---

Session 1: Introduction to AI in Education (20 minutes)

Opening Icebreaker (5 minutes)

Question for students: “How many of you have used any AI tool before? What was your experience?”

[Facilitator Note: This helps gauge the room’s experience level and sets a collaborative tone]

Workshop Goals

By the end of this workshop, you will: - ✅ Confidently use AI tools to support your learning - ✅ Understand ethical boundaries for AI in academics
- ✅ Know how to verify and improve AI outputs - ✅ Have practical strategies for responsible AI integration

AI Landscape Overview (10 minutes)

What Are Generative AI Tools?

Generative AI tools are systems that can create new content based on prompts you give them. Think of them as incredibly knowledgeable assistants that can: - Write text in various styles and formats - Explain complex concepts in simple terms
- Generate code and debug programming issues - Help organize ideas and create outlines - Assist with research and fact-checking

Key Point: These tools are trained on vast amounts of information from books, articles, websites, and other sources up to their training cut-off date.

Common Tools in Education:

Text Generation: - **ChatGPT** - Best for conversations, explanations, and creative writing - **Claude** - Excellent for analysis and longer-form content
- **Bard** - Good for research and up-to-date information

Writing Assistance: - **Grammarly** - Grammar, style, and tone improvements - **QuillBot** - Paraphrasing and summarization

Research Support: - **Perplexity** - AI-powered search with source citations - **Consensus** - Finds and summarizes academic research - **Semantic Scholar** - Academic paper search and analysis

Code Assistance: - **GitHub Copilot** - Code completion and generation - **Replit** - Collaborative coding environment with AI help

Setting Realistic Expectations (5 minutes)

What AI Can Do Well:

- **Generate starting points** for projects and assignments
- **Explain difficult concepts** in multiple ways until you understand
- **Provide structure and organization** for your thoughts
- **Offer different perspectives** on topics
- **Help with editing and refinement** of your work
- **Assist with brainstorming** when you're stuck

What AI Cannot Do:

- **Replace your critical thinking** - You still need to analyze and evaluate
- **Guarantee accuracy** - AI can be confidently wrong about facts
- **Understand your specific context** - It doesn't know your professor's expectations
- **Learn from feedback** - Most AI tools don't remember previous conversations
- **Make ethical decisions** - You're responsible for how you use AI assistance

Important: AI is a tool to enhance your learning, not replace it. Your original thinking, analysis, and insights are what make your work valuable.

Session 2: AI Tools Demonstration (30 minutes)

Part 1: ChatGPT Demo (12 minutes)

Setup and Interface Navigation (2 minutes)

[SCREENSHOT SPACE: ChatGPT homepage and main interface]

Explanation: - Show the chat interface layout - Explain how conversations work - Point out the new conversation button - Mention free vs. paid tiers briefly

Live Demonstration 1: Business Case Study Help (4 minutes)

Prompt to demonstrate:

```
I need to analyze the marketing strategy of a tech startup. Can
you help me create an outline for analyzing their social media
marketing approach? Include key metrics I should look for.
```

[SCREENSHOT SPACE: Full prompt and ChatGPT's response showing structured outline]

What to highlight while showing the response: - Notice how ChatGPT provides a **structured approach** with clear categories - See the **specific metrics** it suggests (engagement rate, reach, conversion, etc.)
- Point out that it gives you a **framework to build upon**, not a finished analysis - The response gives you **direction for your own research**

Follow-up prompt to demonstrate:

```
Can you explain what "engagement rate" means and how I would
calculate it for Instagram posts?
```

[SCREENSHOT SPACE: ChatGPT's explanation of engagement rate calculation]

Teaching moment: Show how you can ask for clarification and deeper explanations of concepts you don't understand.

Live Demonstration 2: IT Problem-Solving (4 minutes)

Prompt to demonstrate:

```
I'm learning about database normalization. Can you explain the
difference between 1NF, 2NF, and 3NF with a simple example using a
student enrollment system?
```

[SCREENSHOT SPACE: ChatGPT's response with normalization explanation and examples]

What to emphasize: - AI breaks down **complex technical concepts** into digestible parts - It provides **concrete examples** rather than just theoretical definitions - Notice how it uses the **specific context** you requested (student enrollment system) - This is perfect for **study preparation** and concept reinforcement

Follow-up demonstration:

```
Can you show me what a table that violates 2NF would look like,
and then how to fix it?
```

[SCREENSHOT SPACE: ChatGPT showing before/after database table examples]

Live Demonstration 3: Writing and Brainstorming (2 minutes)

Prompt to demonstrate:

```
Help me brainstorm 5 innovative business ideas that combine AI
technology with sustainable practices. For each idea, give me a
brief explanation of how it would work.
```

[SCREENSHOT SPACE: ChatGPT's list of 5 business ideas with explanations]

Key teaching points: - AI excels at **generating multiple options** quickly - Ideas are **starting points for your own development** - You can take these concepts and **research their feasibility** - Notice the **creative combinations** it suggests

Key Takeaways (1 minute)

1. **Specificity matters** - Detailed prompts get better results
2. **Iterate and refine** - Ask follow-up questions to dig deeper
3. **Use as a starting point** - Build upon AI suggestions with your own research
4. **Verify information** - Don't assume everything is accurate

---

Part 2: Grammarly Demo (8 minutes)

Setup and Interface Overview (2 minutes)

[SCREENSHOT SPACE: Grammarly app interface and main dashboard]

Explanation: - Show the web app interface - Explain the difference between free and premium features - Demonstrate how to start a new document - Point out the different writing goals you can set

Live Demonstration: Email Improvement (3 minutes)

Type this deliberately flawed text:

```
dear professor smith,
i hope your doing well. i wanted to ask about the asignment that
was due yesterday. i was having some technical issues with my
computer and couldnt submit it on time. could you please give me
an extention? i understand this is not ideal but i would really
apreciate your understanding.
thank you for you time.
best regards,
student name
```

[SCREENSHOT SPACE: Text with Grammarly's corrections highlighted]

Walk through the corrections shown: - **Grammar errors:** "your" → "you're", "couldnt" → "couldn't" - **Spelling mistakes:** "asignment" → "assignment", "extention" → "extension" - **Capitalization:** Proper email formatting suggestions - **Tone suggestions:** How to make it more professional

[SCREENSHOT SPACE: The corrected version of the email]

Teaching points: - Grammarly catches errors you might miss when writing quickly - It explains WHY corrections are needed - The suggestions help you learn proper grammar rules - You can accept or reject each suggestion

Live Demonstration: Business Writing Enhancement (3 minutes)

Type this wordy business text:

```
Our company is looking to implement new software solutions that
will help improve our customer service operations and make things
better for everyone involved in the process while also ensuring
```

```
that we can provide the best possible experience for our
customers.
```

[SCREENSHOT SPACE: Grammarly showing clarity and conciseness suggestions]

Show how Grammarly suggests: - **Removing redundancy:** “help improve” → “improve” - **Clearer phrasing:** Breaking up the run-on sentence - **More direct language:** Eliminating vague terms like “make things better” - **Professional tone:** Suggesting more business-appropriate vocabulary

[SCREENSHOT SPACE: The improved, cleaner version]

Improved version might look like:

```
Our company plans to implement new software to improve customer
service operations and enhance customer experience.
```

Key Takeaways (1 minute)

- **Real-time feedback** helps you learn as you write
- **Understanding suggestions** improves your natural writing skills
- **Context matters** - Different documents need different tones
- **AI writing tools complement** your writing skills, they don’t replace them

---

Part 3: AI Research Tools Demo (10 minutes)

Tool 1: Perplexity.ai Demonstration (4 minutes)

[SCREENSHOT SPACE: Perplexity.ai homepage and search interface]

Research Query to demonstrate:

```
What are the latest trends in sustainable business practices in
2024? Include recent case studies.
```

[SCREENSHOT SPACE: Perplexity’s response with sources and citations]

What to highlight: - **Real-time information:** Unlike ChatGPT, Perplexity can access current web information - **Source citations:** Each piece of information includes clickable source links - **Multiple perspectives:** Draws from various authoritative sources - **Structured response:** Organizes information logically

Point out the source quality: - Academic journals - Industry reports
- News articles from reputable publications - Company sustainability reports

Follow-up query to show:

```
Can you find specific examples of companies that have reduced their carbon footprint by more than 30% in the last two years?
```

[SCREENSHOT SPACE: Perplexity's response with specific company examples and data]

Tool 2: Academic Research with Consensus.app (3 minutes)

[SCREENSHOT SPACE: Consensus.app interface]

Academic query to demonstrate:

```
Impact of artificial intelligence on small business productivity
```

[SCREENSHOT SPACE: Consensus showing research summaries and methodology]

Explain the interface: - **Research summaries:** Key findings from multiple studies - **Methodology information:** How studies were conducted - **Sample sizes and contexts:** Understanding the scope of research - **Conflicting findings:** When studies disagree

Teaching moment: - This is how you **verify claims** made by other AI tools - **Peer-reviewed research** is more reliable than general web sources - **Multiple studies** give you a fuller picture than single sources

Tool 3: ChatGPT for Research Organization (3 minutes)

Prompt to demonstrate:

```
I found these 5 sources about digital marketing trends. Help me create a comparison table showing: main findings, target audience, methodology, and key takeaways for each source.

Source 1: "Social Media ROI in 2024" - HubSpot survey
Source 2: "Gen Z Consumer Behavior" - McKinsey report
Source 3: "Video Marketing Effectiveness" - Wistia study
Source 4: "Email vs Social Media" - Mailchimp analysis
Source 5: "Influencer Marketing ROI" - AspireIQ research
```

[SCREENSHOT SPACE: ChatGPT creating a structured comparison table]

What this demonstrates: - AI helps **organize information** you've already gathered - Creates **structured summaries** for easy comparison - Identifies **patterns and connections** between sources - Helps you **synthesize research** rather than just collecting it

Important note: Emphasize that students should verify these sources exist and contain the information claimed.

Session 3: Hands-On Session (1 hour)

Setup and Group Formation (5 minutes)

Group Formation Strategy:

- **3-4 students per group**
- **Mix Business and IT students** when possible
- **Assign specific roles** within each group:
  - **Prompt Engineer:** Crafts and refines AI prompts
  - **Quality Checker:** Verifies AI outputs and fact-checks
  - **Documentation Lead:** Records the process and findings
  - **Integration Specialist:** Combines AI outputs with original thinking

Tools Access Checklist:

Ensure each student can access: - ✅ ChatGPT (free version sufficient) - ✅ Grammarly (free version)
- ✅ One research tool (Perplexity.ai recommended) - ✅ Shared Google Doc for collaboration

---

Activity 1: Idea Generation & Development (20 minutes)

The Challenge

Each group will receive a real-world scenario and must use AI to generate solutions, then develop the best idea with their own critical thinking.

Business Stream Scenarios:

Scenario 1: Coffee Shop Retention Challenge *"A local coffee shop wants to increase customer retention by 25%. Use AI to brainstorm innovative loyalty program ideas, then develop one concept in detail."*

What students should do: 1. **Initial brainstorming** (5 minutes) - Use ChatGPT to generate 8-10 loyalty program ideas - Try different prompt styles to get varied responses

[SCREENSHOT SPACE: Students' ChatGPT brainstorming session results]

1. **Idea development** (10 minutes)
    - Select the most promising idea from AI suggestions
    - Use follow-up prompts to develop implementation details
    - Add group's own insights about local market conditions

[SCREENSHOT SPACE: Follow-up prompts and detailed development responses]

1. **Critical evaluation** (5 minutes)
    - Assess feasibility for a small local business
    - Identify potential challenges AI might have missed
    - Consider budget constraints and local competition

IT Stream Scenarios:

Scenario 2: Campus Food Delivery App *"Design a mobile app for campus food delivery. Use AI to help create user personas, feature lists, and basic technical architecture."*

Progressive approach: 1. **User research** with AI assistance 2. **Feature prioritization** based on student needs
3. **Technical planning** with AI guidance 4. **Group refinement** based on campus-specific knowledge

[SCREENSHOT SPACE: Multiple AI interactions showing app development process]

Expected Learning Outcomes:

- Understanding how to **iterate with AI** for better results
- Learning to **combine AI suggestions** with domain knowledge
- Practicing **critical evaluation** of AI-generated ideas
- Developing skills in **prompt refinement**

Activity 2: Academic Writing Support (20 minutes)

The Task

Groups will improve a poorly written academic text using AI tools while maintaining academic integrity and adding original analysis.

Sample Text for Improvement:

```
Artificial intelligence has become very important in business
today. Many companies are using it for different things. It helps
with customer service and also data analysis. Some people worry
about jobs being lost but there are also new opportunities being
created. AI will probably continue to grow in the future and
change how business works.
```

Step 1: Grammar and Style Enhancement (7 minutes)

Instructions for students: 1. **Paste the text into Grammarly** 2. **Review each suggestion carefully** 3. **Accept appropriate changes** while maintaining meaning 4. **Document which suggestions you rejected and why**

[SCREENSHOT SPACE: Grammarly interface showing corrections and suggestions]

Teaching moment: Not all AI suggestions should be accepted automatically. Students need to understand WHY changes are suggested.

Step 2: Content Enhancement with AI (8 minutes)

Prompt for students to try:

```
This paragraph about AI in business is too general and lacks
specific examples. Help me:
1. Add specific examples of AI applications in customer service
and data analysis
2. Provide concrete statistics about job displacement and creation
3. Suggest 2-3 credible sources I should research for more
detailed information
```

[SCREENSHOT SPACE: ChatGPT’s enhanced content suggestions]

Critical instruction: Students must verify any facts or statistics AI provides before using them.

Step 3: Original Analysis Addition (5 minutes)

Group task: Add a paragraph of original analysis that: - Connects AI trends to their field of study (Business/IT) - Includes their own perspective on the challenges/opportunities - References their personal experience or observations

[SCREENSHOT SPACE: Student groups’ original paragraphs added to AI-enhanced text]

Academic Integrity Check:

Students must document: - What came from the original text - What was AI-generated or AI-enhanced - What represents their original thinking - How they would cite AI assistance in academic work

---

Activity 3: Research & Fact-Checking (15 minutes)

The Challenge

Groups receive claims that need verification using AI research tools. They must determine accuracy and find supporting evidence.

Sample Claims to Investigate:

Business Claims: 1. *“Remote work increases productivity by 40% across all industries”* 2. *“Social media marketing has 300% better ROI than traditional advertising”* 3. *“Companies using AI chatbots reduce customer service costs by 50%”*

IT Claims:
1. *“Cloud computing reduces IT costs by 60% for small businesses”* 2. *“Python is the fastest-growing programming language globally”* 3. *“Cybersecurity attacks on small businesses increased 200% in 2024”*

Research Process:

Phase 1: AI Research (6 minutes)

Instructions for students: 1. **Use Perplexity.ai** to research your assigned claim 2. **Document the sources** AI provides 3. **Note any conflicting information** you find 4. **Look for the original data sources** behind statistics

[SCREENSHOT SPACE: Perplexity research results for each claim]

Phase 2: Source Verification (5 minutes)

Students should check: - Are the sources real and accessible? - Are they from authoritative organizations? - What’s the date of the original research? - Are there potential biases in the sources?

[SCREENSHOT SPACE: Students accessing and evaluating original sources]

Phase 3: Critical Analysis (4 minutes)

Group evaluation: - **True/False/Partially True/Insufficient Data** - **What context is missing from the claim?** - **What additional research would be needed?** - **How reliable are AI tools for fact-checking?**

Expected Findings:

Students typically discover that: - Statistics are often **taken out of context** - **"Across all industries"** claims are rarely accurate - **Percentage improvements** depend heavily on baseline conditions - **Recent claims** (like 2024 data) may not have reliable sources yet

---

Session 4: Ethical Use of AI Framework (30 minutes)

Opening Discussion (5 minutes)

Warm-up Question: *"Based on your hands-on experience, what concerns or questions do you have about using AI in your coursework?"*

Common student concerns: - *"Is it cheating if I use AI for ideas?"* - *"How much AI help is too much?"*
- *"What if my professor finds out?"* - *"Will I become too dependent on AI?"* - *"How do I know if my work is still original?"*

Facilitator approach: Acknowledge these are legitimate concerns that many students share. The CLEAR framework addresses each of these worries.

The CLEAR Framework for Ethical AI Use (20 minutes)

C - Credit and Cite (4 minutes)

The Principle: Always acknowledge when and how you used AI assistance.

Practical Guidelines:

For Academic Papers:

```
Example citation: "Initial ideas were generated using ChatGPT
(OpenAI, accessed March 15, 2024) for brainstorming potential
research topics. All analysis, research, and conclusions are
original work based on peer-reviewed sources."
```

For Code Projects:

```
Example documentation: "Used ChatGPT to explain the concept of
recursion and provide a basic template. All implementation,
testing, and debugging completed independently."
```

For Group Projects:

```
Example process note: "Team used AI tools for initial
brainstorming and outline creation. All research, analysis, and
final recommendations developed through team discussion and
independent research."
```

What constitutes proper attribution: - Name of the AI tool used - Date of access
- Specific way AI was used (brainstorming, explanation, editing, etc.) - Clear distinction between AI assistance and original work

L - Learn, Don't Substitute (3 minutes)

The Principle: Use AI to enhance your understanding, not replace your thinking.

✅ **Responsible Approaches:** - **Concept explanation:** "Explain photosynthesis in simple terms" - **Feedback on ideas:** "What are potential weaknesses in this business plan?" - **Study assistance:** "Quiz me on database normalization concepts"
- **Writing improvement:** "How can I make this paragraph clearer?"

❌ **Problematic Approaches:** - **Complete assignment generation:** "Write my entire essay about climate change" - **Blind copying:** Using AI code without understanding how it works - **Avoiding learning:** Always asking AI instead of consulting textbooks/lectures - **Submission without comprehension:** Handing in work you can't explain

Red Flag Self-Check: *"If AI tools disappeared tomorrow, would I be able to complete similar work based on what I've learned from using them?"*

E - Evaluate and Verify (3 minutes)

The Principle: AI can be wrong, biased, or outdated. Always verify important information.

Verification Strategies by Content Type:

For Factual Claims: 1. **Cross-reference with authoritative sources** 2. **Check publication dates** - AI training data has cutoff dates
3. **Look for peer-reviewed research** when available 4. **Verify statistics with original sources**

For Code Solutions: 1. **Test thoroughly** before submission 2. **Understand each line** - be able to explain the logic 3. **Check for security vulnerabilities** or inefficiencies 4. **Validate against assignment requirements**

For Analysis and Arguments: 1. **Consider alternative perspectives** AI might have missed 2. **Look for logical gaps** or unsupported conclusions
3. **Add your own critical thinking** and domain knowledge 4. **Check for potential biases** in AI responses

Real Example of AI Error: *Show a screenshot where ChatGPT provides an incorrect date, statistic, or technical explanation, then demonstrate how to verify and correct it.*

[SCREENSHOT SPACE: Example of AI providing incorrect information and the verification process]

A - Avoid Academic Dishonesty (3 minutes)

The Principle: Understand and follow your institution's specific AI policies.

Common Policy Categories:

1. Prohibited Use: - No AI tools allowed for any part of assignment - Often in subjects testing specific skills (writing, coding fundamentals)

2. Restricted Use: - AI allowed only for specific tasks (brainstorming, grammar checking) - Must be disclosed in assignment submission

3. Disclosed Use:
- AI assistance allowed with proper attribution - Students must explain how AI was used

4. Encouraged Use: - AI promoted as learning tool - Focus on teaching responsible integration

Before Using AI - Always Check: - ✅ Course syllabus for AI policy - ✅ Specific assignment instructions
- ✅ When in doubt, ask your instructor - ✅ Institution's academic integrity guidelines

Remember: Policies may vary by course, professor, and type of assignment.

R - Respect Intellectual Property (2 minutes)

The Principle: Be mindful of copyright and privacy considerations.

Guidelines: - **Don't input confidential information** (personal data, proprietary company information) - **Respect copyright** when using AI for content creation - **Understand AI training sources** - AI learns from copyrighted material - **Be cautious with sensitive data** - assume AI interactions could be stored

Example Scenarios: - ✅ Using AI to help understand public marketing concepts - ❌ Inputting your internship company's internal strategy documents
- ✅ Getting help with coding concepts from textbooks - ❌ Sharing private customer data for AI analysis

---

Interactive Case Study Analysis (5 minutes)

Case Study 1: The Overwhelmed Student

Scenario: *"Maria has three assignments due next week. She uses ChatGPT to write complete drafts for two essays and a business proposal, then submits them with minor edits. She doesn't mention AI use because the assignment instructions don't specifically prohibit it."*

Discussion Questions: - What did Maria do wrong according to CLEAR framework? - How could she have used AI more appropriately? - What are the learning consequences of her approach?

Better Approach: - Use AI for **brainstorming and outlining** - Get AI **feedback on her own draft ideas** - Use AI to **explain concepts** she doesn't understand - **Properly cite** AI assistance in her work

Case Study 2: The Collaborative Coder

Scenario: *"Alex is stuck on a programming assignment. He asks ChatGPT to explain the algorithm concept, provides his attempt at the code for feedback, and uses AI suggestions to debug his approach. He documents his process and includes a note about AI assistance with his submission."*

Discussion Questions: - How does this align with ethical AI use? - What makes this different from the first scenario? - How does this enhance rather than replace learning?

Why This Works: - AI used for **understanding, not completion** - Student maintains **ownership of the learning process** - **Transparent documentation** of AI assistance - **Original problem-solving** with AI as a guide

---

Session 5: Group Presentations & Reflection (30 minutes)

Group Preparation Time (10 minutes)

Presentation Assignment Brief

Each group prepares a **3-minute presentation** on: *"How we can responsibly use AI tools in our field of study"*

Required Elements: 1. **Specific Use Case** (45 seconds) - Choose one concrete example relevant to Business or IT - Explain the specific task or challenge - Describe which AI tools would be most helpful

1. **Responsible Practices** (60 seconds)
   - Apply the CLEAR framework to your use case
   - Explain how you would cite AI assistance
   - Describe your verification process
2. **Quality Control** (45 seconds)
   - How would you fact-check AI outputs?
   - What original analysis would you add?
   - How would you test AI suggestions?
3. **Learning Integration** (30 seconds)
   - How does AI enhance rather than replace learning?
   - What skills are you still developing yourself?
   - How does this prepare you for your career?

Preparation Tips for Groups:

- **Choose a presenter** but everyone should contribute ideas
- **Practice your timing** - 3 minutes goes quickly
- **Prepare for one follow-up question** from the audience
- **Use specific examples** rather than general statements

Group Presentations (15 minutes)

Format: 5 groups × 3 minutes = 15 minutes total

Sample Presentation Framework:

Business Example - Social Media Strategy: *"Our group focused on using AI for developing a social media marketing strategy for a student-run business.*

We would use ChatGPT to brainstorm content ideas and analyze competitor strategies, but we'd verify all competitor information through direct research. We'd cite AI assistance in our strategy document and include our own market research and target audience analysis.

For quality control, we'd fact-check any statistics AI provides and add our own insights about our specific target market that AI wouldn't know.

This enhances our learning because we're still doing the strategic thinking and market analysis - AI just helps us organize our thoughts and consider angles we might have missed."

Audience Participation:

- **Encourage questions** after each presentation
- **Note common themes** across groups
- **Highlight innovative approaches** to responsible AI use
- **Address any remaining concerns** about academic integrity

---

Workshop Reflection & Wrap-Up (5 minutes)

Individual Reflection (2 minutes)

Exit Ticket Questions:

1. **Confidence Scale:** Rate your confidence in using AI ethically in academics (1-10)
    - Before workshop: ___
    - After workshop: ___
2. **Practical Application:** What's one specific way you'll use AI responsibly in your next assignment?

    Example responses:

    - *"Use ChatGPT to help me understand difficult concepts in my finance course, then practice similar problems on my own"*
    - *"Use Grammarly to improve my writing, but make sure I understand why changes are suggested"*

    - *“Use AI for brainstorming research topics, then do all the actual research and analysis myself”*

3. **Questions Remaining:** What’s one question you still have about AI ethics or effective use?

Closing Circle Discussion (3 minutes)

Facilitator Questions: - *“What’s one key insight you’ll take away from today?”* - *“How has your perspective on AI in education changed?”*
- *“What will you do differently in your studies moving forward?”*

Expected Responses: - Better understanding of how to use AI as a learning tool - Confidence in ethical boundaries for academic work - Practical strategies for improving prompt writing - Appreciation for the importance of verification and critical thinking

---

Follow-Up Resources and Support

For Students:

Quick Reference Card:

The CLEAR Framework Checklist - [ ] **C**redit - Have I properly cited my AI assistance? - [ ] **L**earn - Am I using AI to enhance my understanding?
- [ ] **E**valuate - Have I verified AI outputs and added my own analysis? - [ ] **A**void - Does my use comply with course policies? - [ ] **R**espect - Am I being mindful of privacy and intellectual property?

Recommended Next Steps:

1. **Bookmark key tools** used in workshop
2. **Review your institution’s AI policy** document
3. **Start small** - try AI assistance on low-stakes assignments first
4. **Join follow-up workshops** on advanced AI techniques
5. **Form study groups** to share AI strategies responsibly

Emergency Support:

- **Academic integrity questions:** Contact your course instructor
- **Technical issues with AI tools:** Campus IT support
- **Research assistance:** University library research help desk
- **Writing support:** Campus writing center

For Instructors:

Assessment Integration Ideas:

- **AI reflection assignments** where students document their AI use process
- **Comparison exercises** between AI-generated and student-original work
- **Ethics case studies** for class discussion
- **Prompt engineering practice** as a learning activity

Red Flags to Monitor:

- Students who **avoid explaining their work** in detail
- **Sudden dramatic improvement** in writing quality without clear progression
- **Generic responses** that don't reflect course-specific content
- **Reluctance to discuss** their research or writing process
- **Work that can't be modified** when asked for revisions

[SCREENSHOT SPACE: Sample student work showing good AI integration vs. problematic AI dependence]

Troubleshooting Common Issues

Technology Problems:

- **AI tool is down:** Use alternative tools or demonstrate with saved screenshots
- **Students can't access tools:** Pair sharing or instructor demonstration mode
- **Slow internet:** Focus on offline discussion of AI ethics principles

Engagement Challenges:

- **Students resistant to AI:** Focus on efficiency and skill development benefits
- **Students overenthusiastic about AI:** Emphasize limitations and verification needs
- **Mixed experience levels:** Pair experienced users with beginners

Time Management:

- **Running behind schedule:** Prioritize hands-on activities over extended demonstrations

- **Ahead of schedule:** Add more complex scenarios or deeper ethical discussions
- **Uneven group progress:** Provide extension activities for faster groups

This comprehensive workshop content provides both the structured learning experience and practical skills students need to use AI tools responsibly and effectively in their academic work.