



Sample syllabus language regarding the use of Artificial Intelligence

While the use of Artificially Intelligent (“AI”) chatbots, such as ChatGPT, may be permitted to some degree in this course, the two most important things to remember are:

- Students must always cite when and where they have used AI in their work.
- Student submissions must be their own original work.

Here are some guidelines of what a student may or may not use AI for in the course:

- Students MAY use AI to help
 - give suggestions for proper grammar or improving writing
 - organize their work and suggestions for answering questions
 - create an outline or summary of their work
 - with research
 - determine where to expand on ideas or strengthen arguments
- Students MAY NOT
 - submit assignments that are primarily written by AI;
 - use AI generated content in any way in the following assignments: <list here; for example, discussion posts>;
 - submit AI generated summaries or outlines as their own;
 - fail to properly cite where and how they used AI.

Extended information that can be placed on Canvas, the syllabus, or elsewhere:

AI is improving every day and will transform how a lot of work, especially writing and education, is done. Turning in an assignment that is primarily, or completely written by an AI, is not doing your own work, and in violation of academic integrity standards.

Due to the recent rise in popularity, the instructor may allow the use of AI in this course according to the following guidelines. These have been generated and edited using the help of ChatGPT for its use in a college course that includes critical thinking. Here are Chat GPT’s thoughts to use it while maintaining academic integrity and critical thinking:

- The use of AI generated content will be allowed on all assignments EXCEPT for <list here>.
 - **Students should primarily use AI to help organize thoughts and writing.**
 - Students are highly discouraged from using them in any way for discussion posts, however, as the primary point of the discussions is to get practice writing and thinking on your own.
- Any use of AI writers MUST be cited.
 - Include which one used, when used, where it has been used in your assignment, and any other relevant information.
 - Failure to acknowledge when and where a student has used them will result in a 0 on the assignment.

- The ability to resubmit the assignment is at the instructor's discretion.
- Failure to meet the citation requirements in the assignments will result in a 0.
 - This is to ensure that students are doing their own work as AI cannot do this part of the assignment properly.
 - The ability to resubmit the assignment is at the instructor's discretion.
- AI writers are tools for expanding one's understanding but should not be used as a replacement for your own critical thinking and analysis and thus should not be relied upon to do the bulk of an assignment.
- Do not trust AI and do not expect it to give you anything with real substance. You are responsible for your work, and you should double-check anything and everything it gives you.
- Use AI as a starting point for discussion and analysis. Rather than accepting its responses uncritically, use them as a jumping-off point for further exploration and critical thinking. Consider how the responses align with or challenge your existing beliefs and theories.
- Avoid relying solely on AI for answers to open-ended questions. While AI can provide useful insights, they may not be able to fully address the complexity of the issues. Use your own critical thinking skills and additional research to explore these issues in more depth.
- Finally, remember that AI writers are machine learning tools designed to simulate human conversation. They are not a substitute for human interaction or discussion. Always seek out opportunities to engage with your peers and instructors to deepen your understanding of important concepts.

Sample syllabus statement regarding safety:

Safety is vital the well-being of our campus community and maintaining a safe and secure learning environment is imperative to achieve our educational goals. In general, you should follow the guidance of an authority figure (such as a faculty member or other college/district employee) during an emergency, as they have received relevant training on what to do in the various situations that may arise.

You should also be familiar with the campus emergency and safety information, which can be found at the [Office of Campus Safety](#) and the [Emergency Procedures](#), and contain detailed information on what to do during events like earthquakes, fires, active shooters, and other emergencies.

For on-campus emergencies, call 714-895-8999 (x58999 from a campus phone) or dial 911. All campus phones have been programmed with a single button to call Campus Safety. You may also use one of the blue emergency poles on campus.

Should conflict occur on-campus, it is helpful to practice de-escalation techniques. These include active listening, being empathetic and non-judgmental, respecting personal space, keeping a neutral tone, and awareness of body language.