# 🧠 Artificial Intelligence (AI) Use Policy

**Why This Matters**

We recognize that generative AI tools (like ChatGPT, Grammarly, Copilot, etc.) are becoming a regular part of many people’s lives—including in learning environments. This course aims to help you develop the skills, knowledge, and critical thinking that will serve you beyond this class. To support your learning, we’ve created clear guidelines for when and how AI tools may or may not be used.

# 🎯 Course Goals & AI

Our learning goals emphasize:

* Independent critical thinking
* Clear and effective communication
* Ethical and responsible knowledge use

We’ve aligned our AI policy with these goals to support your growth while maintaining academic integrity.

# ✅ Permitted AI Use

You **may use approved AI tools** in the following ways:

* **Brainstorming** topic ideas
* **Generating outlines or drafts** (with your own revisions and critical engagement)
* **Practicing questions** or testing your understanding (like a study tool)
* **Grammar/spell-check tools** (e.g., Grammarly) for editing after your draft is complete

**If you use AI**, you must:

* **Disclose it clearly** (e.g., include a brief statement like “I used ChatGPT to generate a draft outline for this essay.”)
* **Engage critically** with the AI-generated material (do not copy and paste outputs directly as your final submission)

# 🚫 AI Use Not Allowed

Do **not use AI tools** in the following situations:

* **Quizzes, exams, or timed assessments**
* **Final versions of major assignments** where original analysis or reflection is required
* **Discussion posts** when the goal is to share your own personal or scholarly perspective

Using AI in these ways violates the academic integrity expectations of this course.

# 🧍‍♀️ Student Support & Well-being

We understand that time pressures, uncertainty, or perfectionism may lead some students to lean heavily on AI tools. If you’re feeling overwhelmed, **please reach out to your instructor or TA.** We’d rather work with you to adjust deadlines or provide support than have you compromise your learning.

Resources available:

* Writing Center
* Academic coaching
* Instructor and TA office hours

# 📣 Communicating About AI

This policy will be:

* Shared in the syllabus
* Discussed during Week 1 of class
* Posted in the course LMS for easy reference

You are encouraged to **ask questions** if you’re ever unsure whether AI use is appropriate for an assignment.

# ⚖️ Academic Integrity & Enforcement

We aim to apply this policy fairly and consistently. Any suspected misuse of AI will be reviewed thoughtfully and without assumptions. If you have concerns or notice inconsistencies, you can always raise them privately.

# 🔄 Reviewing the Policy

This AI use policy is a living document. We will revisit it during the semester and ask for your input to make sure it remains clear, fair, and aligned with your learning needs.

Questions? Confused? Curious?
Talk to us. AI is evolving—and so are we.