

The Essential AI “how to” manual

Ground rules for your classes

- Every class has a **syllabus** that tells you about the plan for learning and the professor’s expectations. In most courses, professors will also include rules for using AI. Read the syllabus carefully and if AI isn’t mentioned, ask the professor about it right away.
- Expect that AI Policies will vary between professors, courses and even projects and class assignments. **Some faculty members will encourage or even require you use AI, while others will prohibit it.** Those decisions are based on the learning goals for the course. Keep track of the policies for each course and assignment so you don’t get confused.

Apply the highest ethical standards when using AI

- **Originality:** Ensure all work submitted is your own, representing your unique voice and ideas. When permitted, you can use AI tools for help but not to do the work for you, unless your professor says it’s okay to use AI in a specific way.
- **Acknowledgement and attribution:** Follow your professors and Bristol’s rules for acknowledging or citing AI use. If you’re uncertain, ask about it. The APA and MLA both provide guidelines for citing generative AI work. You can find this information in the Student AI guide on the Library Learning Commons website.
- **Data security and safety:** Be aware that anything you type into an AI tool is not private and may be used in many ways you can't control. ***Never*** share personal, sensitive, or confidential information about yourself or others in a chat prompt. And be careful uploading any research papers, etc.

Using AI Checklist:

- ✓ I have read my syllabus, or asked my professor if they allow the use of AI tools in my class.
- ✓ I understand when and how I can use AI for this assignment.
- ✓ I am using my own ideas, words, and voice in my writing.
- ✓ I have checked the sources for any information generated by an AI tool like ChatGPT, and properly cited any facts, statistics, or quotes.
- ✓ I have carefully analyzed the output from an AI tool for false, biased, or harmful information.
- ✓ I have documented where and how I used AI, and cited it according to the rules of my course.
- ✓ I have not used any confidential, protected, or copyrighted information.
- ✓ I can explain in my own words and demonstrate my understanding without the use or aid of AI.
- ✓ I can prove what sources I used to verify the information.

Generative AI Concerns

Truth & Accuracy



Hallucinations

Generative AI can produce inaccurate, misleading or completely false information using a confident voice.

Ethics & Rights



Intellectual property

Generative AI can be trained on copyrighted material and intellectual property used without consent.

Tech Issues



Not current

Some Generative AIs do not capture up-to-date news and information, so their output can be outdated.

Bias

Generative AI can produce output with subtle or blatant biases because of programming and the source training data.

No accountability

Generative AI sources are often kept opaque. Private information you input may be shared with others without your knowledge or permission.

Resource hungry

AI models are very expensive to develop and the massive power consumption to train them and respond to queries can be bad for the environment.

Mediocre Quality

Generative AI struggles with context, deeper meanings or emotional tone. Depending on its training data, the output can seem bland or uninspired. Newer AI models are often far superior to older models.

Lack of values

Generative AI programming often doesn't fully consider the consequences or damages that may result from its use. Guardrails for AI systems are still in development.

Security risks

AI tools developed by individuals or small operations may not have adequate safeguards to protect privacy and block malware.

TIP: When you search Google, you can shut off the AI summary – Go to Settings, then tap Notifications. Tap summarize notifications, and turn it on or off.