

Preparing for Teaching in the Age of AI

A Faculty Checklist



Include an AI Syllabus Statement

- Craft a clear AI usage policy, specifying if and when AI tools are allowed (e.g., for brainstorming, research assistance, or not at all in graded work).
- Include examples of acceptable and unacceptable uses, so students have a concrete understanding of expectations.

[AI Related Syllabus Language](#)
[AI Use Guide and Icons](#)



Familiarize Yourself with AI Tools

- Spend time exploring how common AI tools work and their limitations.
- Try generating text, images, or summaries in these tools to get a feel for how students might use them, noting any issues or biases they reveal.

[Penn State's Copilot Learning Path](#)
[Penn State Libraries' How to Guide - Using ChatGPT Effectively](#)



Test Your Assessments in AI Tools

- Run a few of your assignments or test questions through a GenAI tool, like Microsoft Copilot (Log into Copilot with PSU credentials for data protection)
- Document any areas where the AI provides easily generated responses and consider tweaking those assignments to require more analysis or personal insights.

[Microsoft Copilot](#)



Revamp One Assignment: Focus on Process Over Product

- Choose an existing assignment and restructure it to focus on the steps of problem-solving, analysis, or research (e.g., by requiring reflections, drafts, or step-by-step documentation).
- This emphasizes understanding and effort rather than just a polished final answer, which can reduce AI's effectiveness in completing it without student effort.

[Course and Assignment \(Re-\)Design | U-M Generative AI](#)



Schedule AI Ethics Discussions During the Semester

- Host 1-2 conversations or group activities that cover ethical considerations of AI in education, your academic discipline, and society.
- Provide real-world examples and ask students to consider potential biases, privacy issues, or misinformation AI might produce, encouraging them to think critically about responsible use.

[Classroom Conversations about AI Faculty Guide](#)
["Struggling to Create AI Policies? Ask Your Students"](#)