**Step 1: Foundation**

* Review institutional AI policies and legal requirements
* Assess current course learning objectives and outcomes
* Identify which assignments benefit from AI collaboration

**Step 2: Policy Development**

* Draft clear AI use guidelines for your course
* Define disclosure requirements (tool, purpose, extent of use)
* Establish consequences for non-disclosure vs. misuse

**Step 3: Assignment Design**

* Create AI-native assignments that assume collaboration
* Design unique datasets or local case studies
* Include verification and defense components

**Step 4: Assessment Strategy**

* Implement live assessment elements (oral exams, real-time problem solving)
* Develop rubrics that evaluate AI collaboration quality
* Plan for process documentation and iteration evidence

**Step 5: Student Education**

* Teach effective prompting and output evaluation
* Demonstrate verification techniques and fact-checking
* Practice disclosure formats and academic integrity standards

**Step 6: Ongoing Management**

* Monitor and adjust guidelines based on experience
* Collect student feedback on AI use effectiveness
* Stay updated on institutional policy changes

**Quick Reference:**

* Disclosure template: "AI assistance: [Tool] used for [purpose]"
* Red flags: No verification, hidden usage, outsourced thinking
* Success markers: Critical evaluation, iteration evidence, original analysis