

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