Considerations For Instructors **Requiring or Permitting** GenAI Use in Class

For Instructors **Requiring or Permitting** the Use of GenAI

In addition to the previous recommendations, you must provide the KPU Notice of Use ([Notice of Use - Required Generative Artificial Intelligence in this Course : TEACHING & LEARNING COMMONS KNOWLEDGE BASE](#)), and please consider the following:

Implementation
- It is important to include the information regarding use of GenAI in the course syllabus and in any printed material relevant to the course's assignments.
- GenAI use should be positioned within the context of the discipline being studied.
- Describe how GenAI may be used and for which parts of the assignments. If prompts or other outputs need to be submitted with the assignment describe this for the students.
- Considering student ability and course level may be helpful if determining the guidance you provide the learners.
- The only GenAI that may be required are Copilot, Padlet, and where available, Adobe.
- Determine if you will limit their AI tools choice or let your learners choose the tools to use. Providing a rational for your choice will support the learners growing understanding around when and where GenAI is appropriate or not.
- Be clear with the learners:
    - How and where AI use is required.
    - If you allow the learners to self-select AI tools,
    - Remind them of risks to privacy and IP.
    - Encourage KPU recommended tools or tools that are free for use.

Citation
- Specify style of citation, activities requiring citation and how different activities may be accounted for.
- Be clear with expectations around citing GenAI work.
- See the library for support in citing GenAI in APA and MLA.
- Provide guidance for students choosing their own tools

Data and Privacy Reminder
- GenAI tools will collect and store personal data and information entered into the system.
- It is important that instructors and students are aware of this.
- Entering and personally identifiable information should be avoided.

Additional Consideration for Instructors **Permitting** GenAI Use in Class	Considerations For Instructors **Restricting** The Use of GenAI In class
Further Implementation Considerations - Be clear if there are any assignments or parts of assignments where GenAI must not be used. - Discuss with them if they need to seek your approval before using optional GenAI. - Encourage the use of KPU provided AI Tools, Copilot, Padlet, and Adobe.	- Describe why GenAI is not allowed; how its use will it negatively impact a student's learning. This additional context will help a learner develop their perspective on appropriate and inappropriate use of GenAI. - Be clear with respect to Spell Checkers, Grammar Checkers, Transcribers, and AI for revision study. - Outline how your students may check any software use that they feel may be questionable with you.