

Guidelines for Teaching and Learning with AI

These guidelines have been developed in alignment with the recommendations from the ODU Artificial Intelligence (AI) Implementation Workgroup. They aim to provide clear and practical guidance for faculty, students, and staff on integrating and using AI technologies in teaching and learning at Old Dominion University (ODU). The guidelines reflect the collaborative efforts of the faculty AI workgroup and are designed to foster an innovative, ethical, and supportive environment for AI use in education.

Guiding Principles:

- 1. Encouragement of AI Integration:**
 - Faculty are encouraged to explore and integrate AI tools to enhance teaching and learning experiences.
- 2. Ethical and Responsible Use:**
 - AI use should align with ethical standards, respect data privacy, and comply with relevant regulations (FERPA, HIPAA, etc.). Transparency in AI applications is essential.
- 3. Flexibility and Autonomy:**
 - Faculty have the autonomy to decide the extent to which they incorporate AI tools in their courses. Those who choose not to use AI will not be required to follow these guidelines.
- 4. Training and Support:**
 - Comprehensive training programs and resources will continue to be provided to ensure faculty and students are well-equipped to use AI tools effectively.
 - The Division of Digital Transformation and Technology (DTT) will provide and continuously update AI training sessions. Faculty are encouraged to attend these sessions.
- 5. Continuous Feedback and Improvement:**
 - Feedback on AI tools, trainings, and resources will be used to continuously improve AI initiatives at ODU.

Specific Guidelines:

- 1. Understanding AI Capabilities and Limitations:**
 - Faculty should familiarize themselves with the capabilities and limitations of AI tools. Training and resources will continue to be provided to aid this understanding.
 - AI tools should be used to augment, not replace, human interaction and judgment.
- 2. Course Policy Statements:**
 - Faculty should include a clear AI policy in their course syllabi, outlining how AI tools can be used in the course. Sample policy statements for permissive, hybrid, and restrictive use are provided below.
- 3. Assignment Design:**
 - Redesign assignments to leverage AI tools where appropriate, such as generating prompts, providing feedback, or simulating real-world scenarios.

- Consider the potential for misuse of AI tools and design assignments to promote original student work.
- 4. **Academic Integrity:**
 - Clearly communicate expectations regarding the use of AI tools and the consequences of misuse.
 - Academic integrity misconduct will follow existing honor code and student conduct standards.
 - Faculty will be provided with relevant tools and trainings to detect and address potential academic misconduct related to AI, as these become available.
- 5. **Legal Compliance and Data Privacy:**
 - Ensure AI use complies with copyright, intellectual property, and privacy laws.
 - Protect sensitive data and comply with FERPA and HIPAA regulations when using AI tools in teaching and learning.
- 6. **Ethical Practices:**
 - Use AI tools in a manner that supports diversity, inclusion, and accessibility.
 - Educate students and recommend student to attend trainings that aim to educate them about the ethical use of AI and the potential biases and limitations of AI-generated content.
- 7. **Training and Resources:**
 - The Division of Digital Transformation and Technology (DTT) will continue to update and add to the existing AI website to include additional trainings and resources such as use cases, alternative assignments, and webinars.
 - Faculty are encouraged to attend training sessions provided by DTT to effectively integrate AI into teaching practices.
 - Faculty can coordinate with DTT to recommend or develop new training sessions, facilitate AI use as subject matter experts, and share their experiences in using AI for teaching.
 - DTT will also provide additional resources such as AI use cases, AI alternative assessments assignments, and AI literacy

Sample Course Policy Statements:

Permissive Policy: This course encourages students to explore the use of Generative AI (GenAI) tools such as ChatGPT for all assignments and assessments. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GenAI output that is submitted; you bear the final responsibility. Violations of this policy will be considered academic misconduct.

Hybrid Policy: Certain assignments in this course will permit or even encourage the use of Generative AI (GenAI) tools such as ChatGPT. The default is that such use is disallowed unless otherwise stated. Any such use must be appropriately acknowledged and cited. It is each student's responsibility to assess the validity and applicability of any GenAI output that is submitted; you bear the final responsibility. Violations of this policy will be considered academic misconduct.

Restrictive Policy: We expect that all the work students submit for this course will be their own. In instances when collaborative work is assigned, we expect for the assignment to list all team members who participated. We specifically forbid the use of ChatGPT or any other Generative AI (GenAI) tools at all stages of the work process, including preliminary ones. Violations of this policy will be considered academic misconduct.