**Module 5 | AI Checklist**

The purpose of this checklist is to help you explore the potential opportunities for leveraging AI in your teaching, scholarship, and productivity. As you work in your unique context, there is no “right” way to approach this checklist. Rather, it is intended to provide you with an opportunity to reflect on your plans for using AI and to assist you in identifying ways to integrate AI into your current professional practices and work habits. Once you complete this checklist, we encourage you to share your ideas with your colleagues, so you can gain ideas for using AI as a collaborative community.

**Checklist:**

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| **Section 1. Teaching:** The list below highlights various ways in which you can use AI to support your instruction. Remember, as the instructor, you need to revise, refine, and update the content provided by AI, so it is suitable for your course, students, and context. | |
| ***Syllabus Statement:*** Includelanguage in your syllabus that specifies the expectations for student use of AI, such as how AI can be used and how to document its use. | |
| *Self-Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: How might I use AI for this task?* |
| ***Documentation of AI:***Be able to notate both your and your students’ use of AI, as outlined in the Usage Guidance for Instructors and Students. | |
| *Self-Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Lesson Planning:*** Develop lesson plans that position AI to be a tutor, mentor, or another role Develop learning activities, lecture notes/images, and other content needed for teaching. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Design Assessments:*** Generate assessments aligned with your topic in the form of questions (multiple-choice, open-ended, true/false, scenario-based, etc.) or assignments (experiential assessments, projects, etc.). Use AI to draft prompts, guidelines, and rubrics for assignments. After creating an assignment, have AI complete it by appropriately prompting it, so it models sample responses and ways to approach it, which can be used by students as scaffolds. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Supplemental Materials:*** Create study packets, case studies, practice questions, and other content to support student learning | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |

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| **Section 2. Scholarship:** The list below presents ways you can use AI for your scholarly purposes, which includes research and entrepreneurial work. As you engage with AI, remember to use your judgment for deciding if and when it is appropriate to employ AI for your needs. | |
| ***Locate Background Information:*** Find information about topics using AI tools that provide links or references to the original source. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Analyze Data:***Input data sets in AI and have it output findings, insights, themes, and/or patterns based on the data set. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Create Data Displays:*** Enter data into an AI tool and have it organize the data into charts, tables, figures, diagrams, etc. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Feedback on Writing:*** Submit sections of writing to an AI tool and have it identify the writing’s strengths and areas for improvement along with revising it based on the feedback. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Explain New Topics:*** Ask questions to AI about topics you are learning that are related to your research and/or entrepreneurial work. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |

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| **Section 3. Productivity:** The list below ways you can use AI to potentially increase your productivity. While AI offers benefits and can improve efficiency, be certain that its use improves your ability to complete specific tasks, as compared to more traditional methods. | |
| ***Summarize Key Information:*** Use AI for analyzing large documents to locate and summarize main ideas, overarching themes, and important information. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Draft Meeting Agendas:***Explain a meeting topic along with specific criteria for it and then have AI generate an agenda based on it. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Develop Strategies:*** Describe an initiative that includes intended outcomes or results, participants, and other variables and have AI outline a plan for reaching them (e.g., marketing campaign, fundraising). | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Compose Emails:*** Explain the topic and audience to AI and have it draft emails that can be used to meet those purposes (e.g., CRM, cold emails). | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Design Multimedia:*** Prompt an AI tool to create different types of multimedia (e.g., image, animation, gif, video) for a specific purpose. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |
| ***Check Code:*** Enter code into an AI tool to identify errors and improve it. | |
| *Self- Assess: Can I perform this task?*  On a 1-5 scale, with 5 being advanced and 1 being novice, I self-rank as a: \_\_\_\_\_ | *Reflect: Would I use AI for this task? Explain.* |