

RSPH (Rollins School of Public Health) Generative AI (Artificial Intelligence) Guidance

Below we provide general guidance on generative AI to help faculty and instructors develop their own course policies. We expect that courses will vary in their specific policies depending on context; therefore, students are likely to encounter a variety of policies across their course schedule in each semester. Clear and transparent communication about your course syllabus policy and reminders in assignment and exam instructions is important. Before outlining your AI course policies, it could also be helpful to contextualize for your students what learning means for your course and how this definition aligns with the specific AI policy you choose to adopt. In addition to documenting the policy in your syllabus, we strongly encourage all instructors to engage in a discussion with students at the start of the semester to clarify expectations and to address any questions that may arise about use of generative AI.

Below is sample text of generative AI policies that you can choose for your course. Feel free to revise as needed and include it in your course syllabus.

Generative AI is NOT allowed in this course:

The use of AI tools to outline, write, create, edit, visualize data, or otherwise complete assignments in this course is prohibited and will be considered academic dishonesty and in violation of the [Honor Code](#). The use of AI in this course hinders your development as a student; in addition to potentially providing inaccurate information, AI removes the opportunity to gain valuable skills by writing, editing, or otherwise generating your own intellectual work. Should you have questions about whether your work is in accordance with AI policies for this course, you are responsible for asking your instructor for clarification.

Generative AI is allowed in this course withing the parameters described below:

Generative AI can be used as a tool to enhance your work. It is NOT intended to substitute your own intellectual work. Use your judgement when choosing to use AI and critically evaluate the output you receive from AI tools. Treat your interaction with AI tools as you would your collaborations with peers and other people. While it is ok to discuss your ideas with others, get their feedback and use that feedback to improve your understanding, formulate your own ideas, evolve your critical thinking, and generate solutions to problems, it would not be acceptable to a) have them complete an entire assignment for you and submit it as your own; b) re-word others' ideas and present them as your own without giving them credit, and c) accept others' statements as fact without verifying the information against other sources. Treat AI tools in the same way and take ownership of your intellectual work. Below are some instances in which use of AI is allowed in this course and others when AI is prohibited. Should you have questions about whether your work is in accordance with AI policies for this course, you are responsible for asking your instructor for clarification.

AI tools are allowed for the following course activities:

- Exploring topics for an assignment
- Refining a preliminary research question
- Creating an outline to organize your thoughts or ideas generated in a group discussion
- Data visualization
- Language revision and/or language translation (e.g., grammar, writing style – but be careful to use suggestions in a way that aligns with your own style and maintains the integrity of your work)
- *List any other activities relevant for your course*

AI tools are NOT allowed for the following course activities:

- Submitting an assignment that was entirely or in part generated by AI (e.g., full sentences, paragraphs, or papers)
- Submitting code that was entirely or in part generated by AI
- *List any other activities relevant for your course*

Citation and Documentation Requirements: Consistent with RSPH Honor Code on academic honesty, use of AI for any of the permitted activities noted above must be properly document and cited as follows:

- Provide a citation for the AI tool that you used.
- Provide citations of any direct quotes or paraphrased content generated by AI tool.
 - Tip: Do not copy any content provided by the AI tool directly into your work to avoid accidentally using content that is not your intellectual work due to editing mistakes. Rather, use the content to inform your thinking and to produce your own work. You may copy your own work into the AI tool, just know that anything you input into generative AI is proprietary.
- Submit a paragraph on any assignment/activity that uses AI explaining what you used the AI for.
 - For example: “For this assignment, I used ChatGPT to generate initial ideas for a research topic and to create an outline. After I wrote the assignment, I further used ChatGPT to check for grammar issues and language consistency. I have cited ChatGPT in the references.”
- Submit a listing of the prompts you used to get the results.
 - Note that the quality of results generated by AI tools is directly related to the quality of the prompts you provide. Providing prompts sufficient to generate results appropriate to graduate-level work will require effort on your part.
 - AI can return inaccurate, incomplete, or dated content even with the highest-quality prompts. It is your responsibility to double with another source unless you are sure the information is accurate. You will be responsible for any errors or omissions provided by the AI tool.