

Using Artificial Intelligence (AI) in Your Coursework

A STUDENT GUIDE FOR WHEN A PROFESSOR PERMITS AI COLLABORATION

Read this before using any AI tool in your coursework. AI permissions differ by course, assignment, and professor. This guide applies only when your professor has explicitly stated that AI use is permitted. Always consult your syllabus and your professor first.

STEP 1 — KNOW THE RULES FOR THIS COURSE



Check the syllabus

Each professor defines permitted AI use differently. Look for a specific AI policy in your syllabus or assignment instructions before using any tool.

When in doubt, ask

If the syllabus does not specify, email your professor before submitting. A brief question sent early demonstrates integrity and protects you.

APPROPRIATE AND INAPPROPRIATE USES

When permitted, you may use AI to	Do not use AI to
• Brainstorm ideas or outline a paper • Organize or condense information for slides • Build draft data tables or visual summaries • Edit for clarity, grammar, or flow while maintaining your original work • Generate initial research questions • Explore unfamiliar concepts before deeper reading	• Submit AI-generated text as your own writing • Complete graded work without disclosure • Replace your own analysis, synthesis, or judgment • Enter student records or FERPA-protected data • Substitute AI output for genuine scholarly research • Accept unverified or fabricated citations

STEP 2 — VERIFY BEFORE YOU USE



AI can be wrong

AI systems produce plausible but inaccurate content. Cross-check every factual claim against peer-reviewed sources. Never use an AI-generated citation without locating the actual source yourself.

Ask critical questions

Before using any AI output, ask: *Is this accurate? What perspectives may be missing? Does this align with scholarly research and sound professional judgment?*



STEP 3 — DISCLOSE AND CITE

When you use AI, disclose it. When uncertain, choose transparency. Note in your assignment where AI was used and for what purpose. If no course policy exists, default to transparency. Refer to your professor and course resources for additional examples. It is always safe to use reliable primary sources and cite them appropriately.

APA 7th edition format for a specific AI chat:

AI Company Name. (year, month day). *Title of chat in italics* [Description, such as Generative AI chat]. Tool Name/Model. URL of the chat

Consult the [APA 7.0 manual](#), the [APA Style](#) website, or [RU's library AI Overview](#) for updated AI citation formats. When no format exists for a specific tool, follow the core APA principle: author, date, title or description, source.

A Note on Integrity: AI is a resource, not a co-author. Your ideas, your judgment, and your voice are what your professors are evaluating. Using AI responsibly reflects the same discernment and character expected of Christian educators in every professional context. Proverbs 4:7 teaches that wisdom begins with the decision to “Get wisdom” and “get understanding” (NIV). This reminds us that learning requires human judgment, careful testing, and thoughtful application.