

Student AI Use Self-Assessment Checklist

How to Use This Checklist:

- **Before submitting your work**, go through the checklist to ensure that you've used AI responsibly and ethically.
- **Reflect & revise.** If after going through this check-list you find that you want to need to revise your work, summarize the changes you made to be able to check that item off the list under the prompt.
- **Use AI as a tool** for creativity, research, or assistance, but always aim to maintain ownership of your work and your learning process.

1. Understanding and Purpose

- Did I use AI to enhance my learning, creativity, or productivity in a meaningful way?
- Did I ensure that using AI aligns with the assignment's requirements and my academic goals?
- Did I ask myself if I could complete the task independently without relying on AI tools?

2. Transparency and Disclosure

- Did I clearly disclose the use of AI to my instructor or peers where required?
- Have I identified which parts of my work were assisted by AI (e.g., drafting, brainstorming, etc.)?
- If required, did I provide proper citations or acknowledgments for AI-generated content?

3. Originality and Integrity

- Did I ensure that the AI-generated content is integrated into my own ideas and analysis, rather than relying on it entirely?
- Did I add my personal voice, critical thinking, and original thought to the work, so it doesn't feel generic or over-reliant on AI?
- Did I check for any AI-generated content that may conflict with the integrity of my work, such as plagiarism or overly similar results to others?

4. Critical Thinking and Evaluation

- Did I critically evaluate the AI-generated content for accuracy, relevance, and quality?
- Did I question any AI-generated suggestions and refine them based on my knowledge, course materials, or instructor guidelines?
- Did I avoid using AI in ways that would shortcut my learning or the process of developing my skills?

Student AI Use Self-Assessment Checklist

5. Avoiding Over-Reliance on AI

- Did I avoid using AI to complete entire sections of my work, especially when it is meant to assess my independent thought (e.g., essays, problem-solving)?
- Have I balanced the use of AI with my own effort to ensure that I am not delegating my learning process to the tool?

6. Ethical Considerations

- Did I consider whether using AI in this way was ethical, including whether it aligns with the academic integrity policies of my institution?
- Did I ensure that the use of AI did not contribute to any form of dishonesty, such as cheating or misrepresenting the work as entirely my own?
- Did I use AI tools in a way that respects others' intellectual property and privacy?

7. Data Privacy and Security

- Did I ensure that the AI tools I used respect my privacy and that of others, particularly in sensitive or personal projects?
- Did I avoid sharing any personal, confidential, or proprietary information with AI tools (unless they are designed for such use)?

8. Feedback and Reflection

- Did I reflect on how AI influenced my work and whether it contributed to my overall learning experience?
- If asked, could I explain how I used AI in my work and defend my decisions in a transparent manner?
- Did I ask for feedback on my use of AI to ensure that it was appropriate and beneficial?

9. Compliance with Assignment Guidelines

- Did I ensure that my use of AI adhered to the guidelines provided by my instructor, including any rules on AI usage or restrictions?
- If the assignment prohibited AI use, did I ensure I completed the work independently and without AI assistance?

10. Long-Term Learning

- Did I use AI in a way that supported my development of skills and knowledge, rather than relying on it to do the work for me?
- Did I engage deeply with the material, using AI tools to complement my learning rather than substitute it?