

Teaching in the Age of AI

A Faculty Checklist



Include an AI Syllabus Statement

- Craft a clear AI usage policy, specifying if and when AI tools are allowed. Consider co-creating a policy with students at the beginning of the semester.
- Include examples of acceptable and unacceptable uses, so students have a concrete understanding of expectations (e.g., for brainstorming, research assistance, or not at all in graded work).



Familiarize Yourself with AI Tools

- Spend time exploring how common AI tools work and their limitations.
- Try generating text, images, or summaries in these tools to get a feel for how students might use them, noting any issues or biases they reveal.



Test Your Assessments in AI Tools

- Run a few of your assignments or test questions through a GenAI tool, like Amplify for data protection.
- Document any areas where the AI provides easily generated responses and consider tweaking those assignments to require more analysis or personal insights.



Discuss AI During the Semester

- Host 1-2 conversations or group activities that cover ethical considerations of AI in education, your academic discipline, and society.
- Explore productive AI usage in an academic setting, such as generating review quizzes and brainstorming new ideas.

Adapted with permission from Teaching in the Age of AI faculty guide created by Penn State University.