

## 1. What is your professor's AI policy?

Write the policy on the lines below.

---

---

---

## 2. Practice making a prompt

I. Write your topic below.

---

---

---

II. Write your prompt below.

---

---

---

---

### Effective prompts include the following:

**Context-** AI will need to know what kind of assignment you are working on, which field it is in, and what level of expertise is required

**Task-** You need to tell AI what you want it to do (analyze, generate, recommend, synthesize)

**Specifics-** Any instruction given to AI needs to be very clear and specific in order for AI to know what is expected to be included in the output, so ensure you include the intended audience

**Simple Language-** Avoid using jargon with AI; instead, opt for a conversational approach

**Expectations for the output feedback-** Tell AI how you want the output to be formatted and structured

**Feedback-** While using AI, you can ask it to help you create a prompt. Before submitting a prompt, you can also ask it what information it needs before creating its response (it will then tell you what additional information it requires for the best response). You can also provide feedback to a response it gives throughout the process by asking it to make adjustments if you don't get what you are looking for.

# AI Use Worksheet

III. Choose an AI model (Copilot, Gemini, ChatGPT) and use the prompt you created.

IV. Copy and paste or write down the response from AI in the blank space below.

V. Reflect on whether you received the information you wanted.

---

---

---

VI. Discuss any changes you think could be made to the prompt to improve it.

---

---

---

VII. Write down your new prompt.

---

---

---

## 3. Citation Practice

I. Write the reference style (APA, MLA, CMS) that you will use for your paper.

---

II. Create an in-text citation for the prompt used above.

---

III. Create a reference for a bibliography/works cited using the prompt above.

---

---

---