

Millersville University  
THE WRITING CENTER

# AI Use Guide



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# DEFINITION

## What is AI?

Artificial Intelligence, often referred to as AI, refers to a form of technology that performs tasks that historically have required human intelligence. This technology utilizes computer systems for the purposes of machine learning, natural language processing, computer vision, robotics, and other related processes (Milicević, et. al, 2024).

# RESOURCES

## What AI Resources Are There?

AI resources often are designed to meet a specific need; for example, some are for writing assistance while others generate images. There are several AI resources available for individuals with varying levels of accessibility (some are free while others charge a fee or require a subscription).

## What AI Resources Are There?

### AI Assistants:



#### ChatGPT (Open AI)

- Chatbot
- Generates Text and Images
- Searches the Internet
- Analyzes Text and Documents

Cost: Free

Privacy: Saves Your Data, But Doesn't Share it



#### Copilot (Microsoft)

- Chatbot
- Generates Text and Images
- Searches the Internet
- Analyzes Text and Documents

Cost: Free, with Pro version available for a fee

Privacy: Saves Your Data, But Doesn't Share it



#### Gemini (Google)

- Chatbot
- Generates Text and Images
- Searches the Internet
- Analyzes Text and Documents

Cost: Free, with Advanced version available for a fee

Privacy: Saves Your Data and Shares it



#### Claude (Anthropic)

- Chatbot
- Generates Text, Images, Code...
- Searches the Internet
- Analyzes Text and Documents

Cost: Free, with Pro version available for a fee

Privacy: Saves Your Data Only with Consent and Doesn't Share it



#### Deepseek

- Chatbot
- Logical Analysis
- Solves Complex Mathematical Problems
- Assists with Coding

Cost: Free, with Pro version available for a fee

Privacy: Based in China; Saves your Data, May Share the Data



#### Grok (xAI)

- Chatbot
- Generates Text, Images, Code, and More
- Searches the Internet
- Analyzes Text and Documents

Cost: Free, with Advanced version available for a fee

Privacy: Saves Your Data and Shares it

## What AI Resources Are There?

### AI Assistants:



#### Perplexity AI

- Chatbot
- Generates Text, Images, Code, and More
- Searches the Internet
- Analyzes Text and Documents

Cost: Free, with Pro version available for a fee

Privacy: Saves Your Data and Shares it



#### Meta AI

- Chatbot
- Generates Text and Images
- Searches the Internet
- Analyzes Text and Documents

Cost: Free

Privacy: Saves Your Data and Shares it

### Additional Writing Specific AI Tools

- Jasper AI
- Grammarly
- Rytr
- Anyword
- Writesonic
- Sudowrite
- QuillBot

### Additional Image Generator AI Tools

- DALL-E
- Adobe Firefly
- Jasper Art
- Canva
- Bing Image Creator
- Craiyon
- Leonardo AI

With AI being a new and continually changing field, new tools are always being developed and established tools frequently being adjusted or discontinued.

## How Can AI Be Used?

The uses for AI overall are far too numerous to mention; however, below are some of the potential uses that may be used by educators and students (Milicević, et. al, 2024):

- Brainstorming Ideas
- Creating an Outline or Storyboard
- Generating Text, Images, Audio, etc.
- Getting Feedback on Ideas
- Creating Learning Content
- Analyzing Data and Providing Insights
- Creating Personalized Learning Plans
- Creating Rubrics
- Creating Outcomes and Objectives
- Generating Icebreakers
- Generating Scenarios, Samples, Examples



## When to Use AI

While AI can be extremely helpful, using it incorrectly or at the wrong time can result in unintended errors, misunderstanding, or potential plagiarism. Below is a quick guide for assessing whether AI should be used and in what capacity.

**Step 1: Look At Your School's Policy Section**

**Step 2: Look At Your Professor's Policy**

**Step 3: Decide How to Use AI**

**Step 4: Cite AI**

**Step 5: Develop an Effective Prompt**



### Step 1: Look At Your School's Policy Section

#### Below is Millersville University's Policy on AI:

Plagiarism is defined as intentionally or unintentionally using ideas, images, words, or data from another source without crediting that source (including online sources). Students are required to accurately acknowledge any ideas, images, words, or data they use from another source by properly citing the source with (1) an in-text citation in the body of the paper and (2) a complete entry in the reference list at the end of the paper. By placing their name on an assignment/paper/project, students certify that, unless properly cited, all work is original. Students will avoid being charged with plagiarism if they properly acknowledge/cite when doing one or all of the following:

1. quoting source's actual words, including words generated by Artificial Intelligence;
2. using another person's ideas, opinions, or theories, including those generated by an AI, even if they are completely paraphrased in their own words;
3. borrowing facts, statistics, or other illustrative materials, including those generated by an AI, unless the information is common knowledge.

These guidelines should be followed for all source types, including books, newspapers, pamphlets, journal articles, websites, AI-generated content, and other online resources.

<https://www.millersville.edu/policies/pdf/academics/academic-policy-academic-honesty-and-dishonesty.pdf>

### Step 1: Look At Your School's Policy Section

**Below is the University College's Policy on AI:**

University College believes that AI should be a tool used to enhance human capabilities and promote well-being. While AI can generate valuable insights and solutions, we recognize that innovation and creativity are a uniquely human activity.

# POLICY & USE

## Step 2: Look At Your Professor's Policy

Not all professors allow AI in their classes, and their policy may vary depending on the course they are teaching.

**Check the syllabus** for information on the policy.

If information is not available in the syllabus, **ask your professor directly**.

### Step 3: Decide How to Use AI

Assuming your professor allows some form of AI to be used in their course, a decision must be made about which AI tool to use, and how that tool will be used.

#### How to Use AI

- Getting Started on Assignments, such as Brainstorming Topic Ideas or Creating Broad Outlines (NOT Generating Text Unless the Assignment Explicitly Requires it)
- Getting Feedback on Drafts
- Having Ideas Explained in a Less Complex Manner

#### How Not to Use AI

- Having an Assignment Fully Generated (You won't be learning and will be flagged for academic dishonesty)
- Using AI for Research (AI pulls from the internet without discrimination, leading to incorrect or biased sources being used. There is also the risk of hallucinations, when AI provides false or fabricated information.)
- Using AI for an Assignment and not Properly Citing That You Used It.

## AI Use Guide

# CITATION

### Step 4: How to Cite AI

If you use AI for an assignment, make sure that you cite it. Follow the citation style being used for your class:

**APA CITATION:** <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

**In Text Citation:** (Author, Date)

Example: AI can generate dinner ideas such as beef and broccoli stir fry (OpenAI, 2025).

**Reference:** Author. Date. *Title* (Month and Day version) [Additional Descriptions]. URL

Example: OpenAI. 2025. *ChatGPT* (March 31 version) [Large Language Model]. <https://chat.openai.com>

### Step 4: How to Cite AI

**MLA CITATION:** <https://style.mla.org/citing-generative-ai/>

**In Text Citation:** ("Text used for prompt")

Example: AI can generate dinner ideas such as beef and broccoli stir fry ( "what are some ideas for a recipe?").

**Reference:** "Text used for prompt" prompt. ChatGPT, Day Month version, OpenAI, Day Month Year,  
chat.openai.com.

Example: "what are some ideas for a recipe?" prompt. ChatGPT, 31 March version, OpenAI. 31 March 2025,  
chat.openai.com.

### Step 4: How to Cite AI

**CHICAGO CITATION:** <https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html>

**Footnote Citation:** 1. Text generated by ChatGPT, Month Day, Date, OpenAI, <https://chat.openai.com>.  
2. Response to “Text nused for prompt,” ChatGPT, OpenAI, Month Day, Year,  
<https://chat.openai.com>.

Example: 1. Resoponse to “what are some ideas for a recipe?,” ChatGPT, OpenAI, March 31, 2025,  
<https://chat.openai.com>.

**Reference:** Author.Response to “Text used for prompt.”ChatGPT, Month Day, Year, URL.

Example: OpenAI. Response to “what are some ideas for a recipe?” ChatGPT, March 31, 2025.  
[chat.openai.com](https://chat.openai.com).



### Step 5: Develop an Effective Prompt

In order to ensure you are getting the best information possible from AI, you must make sure you provide an effective prompt.

#### Effective Prompts Include the Following:

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

**Expectations for the Output-** 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.

**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

## Step 5: Develop an Effective Prompt

### Prompt Examples:

Mediocre Prompt: What are some topic ideas for a paper on the Roman Empire?

Better Prompt: What are some topic ideas for a five-page, undergraduate level paper on the Roman Empire?  
Provide five possible topics.

Best Prompt: What are some topic ideas for a five-page, undergraduate level paper on the Roman Empire?  
The paper is for an advanced, senior-level course designed to address the decline and fall of the Roman Empire, with special interest paid to military and political developments. Provide five possible topic ideas in a bulleted list with a brief, two sentence note regarding why it may be a good topic.

## Potential Issues and Concerns

### Security

- Your information and data may be at risk.

### Environmental Impact

- The computational power used to train AI requires substantial electricity and water, which can emit pollutants and strain water supplies and disrupt ecosystems; data centers use minerals and natural resources to produce hardware and contribute to electronic waste that emits hazardous materials

### Sources

- Since AI draws from various sources on the internet, the information provided may not be accurate.
- AI may draw from copyrighted material without consent.
- Hallucinations can occur, which refers to AI providing incorrect or misleading information without a source.
- It may be difficult to determine where AI sourced information

### Interpretation

- Depending on the AI's source training and programming, there is a risk that information will be presented in a biased manner.
- Because no standard guardrails (for ensuring ethical, reliable, and safe AI use) are in place for AI yet, unintentional bias, inaccurate information, or risks to privacy can occur. It is essential to be mindful of what information you share and to critically analyze and evaluate AI-generated content

## AI Use Guide

# REFERENCES

- Purdue University Library and School of Information Studies. (2025, March 31). *Research Guides: Artificial Intelligence (AI): Home*. Research Guides at Purdue University Libraries. <https://guides.lib.purdue.edu/c.php?g=1371380&p=10135074>.
- McMaster University Libraries. (2025, February 11). *McMaster Libguides: How Do I Cite Generative Ai?: Chicago (18th Ed.)*. McMaster LibGuides at McMaster University. <https://libguides.mcmaster.ca/cite-gen-ai/chicago>.
- Milicević, V., Lazarova, L.K., & Pavlović, M. J. (2024). The application of artificial intelligence in education: The current state and trends. *International Journal of Cognitive Research in Science, Engineering and Education*, 12(2). 259-272.
- OpenAI. (2025, March 2). ChatGPT response to [your name] on topics related to the decline and fall of the Roman Empire. ChatGPT. <https://chat.openai.com>

# For More Information

## Make An Appointment With the Writing Center

Make an appointment through Starfish



or send an email to the Writing Center and a tutor will be in touch



writing.center@millersville.edu



<https://www.millersville.edu/enwl/writing-center/>



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