

AI Use Disclosure and Reflection Template

Purpose: This form is intended to promote ethical and transparent use of AI tools in your coursework. Complete this form if you use any AI tool at any point while working on an assignment, and use your answers to write an *AI Use Disclosure Statement*. Note: AI use is not inherently inappropriate, but disclosure and reflection helps ensure integrity and supports learning.

Potential Uses	Definition	Use	Initial Prompt
Brain-storming	Used AI to generate topic ideas, questions, or general directions to explore.		
Outlining	Used AI to help structure main points or organize your paper/project.		
Drafting	Used AI to generate initial sentences, paragraphs, or sections of your work.		
Revising	Used AI to reword, expand, condense, or clarify your writing.		
Data Analysis	Used AI to perform statistical or mathematical analysis, regressions, or text analysis.		
Interpre-tation	Used AI to categorize, summarize, or manipulate data and suggest associated conclusions.		
Research	Used AI to suggest sources, summarize content, or explain complex topics.		
Editing Grammar/ Style	Use AI to correct grammar, improve tone, or polish your final version.		
Visuali-zation	Used AI to create visualizations or graphs		
Privacy and Security	How privacy and security were upheld in alignment with the expectations of ethical information use and institutional policies.		N/A
Other	Describe:		

This template is adapted from Weaver’s (2024) AID framework.
Weaver, K. D. (2024). The artificial intelligence disclosure (AID) framework: an introduction. *arXiv preprint arXiv:2408.01904*.

Tool(s) Used

What AI tools did you use (if any)?

Example: ChatGPT, Grammarly, Perplexity, Bard, Microsoft Copilot, Notebook LM, etc.

Answer:

Extent of AI Involvement

How much of your final submission was influenced by AI-generated content? (Select one)

- ☐ None ☐ A few ideas or phrases
☐ Several sentences or sections ☐ Substantial input throughout
☐ I heavily relied on AI to shape the final version

Verification and Responsibility

How did you verify or revise the AI-generated content for accuracy, appropriateness, and originality?

Example: I fact-checked the information using academic sources; I revised the tone to match my voice; I rewrote AI suggestions in my own words.

Answer:

Reflection

How did using AI affect your learning or writing process?

Example: It helped me get unstuck during outlining; I learned how to organize my arguments better.

Answer:

Sample Disclosure Statement:

ChatGPT was used to brainstorm general directions to explore when composing my artifact reflection. Grammarly was used to help revise my draft answers into clearer, more concise sentences. No identifiable information was shared with ChatGPT, nor did I copy and paste assignment instructions into the AI tools. Instead, I provided a summary of the assignment in my own words.

Disclosure Statement: