

AI TOOLS DOCUMENTATION TEMPLATE

MMCC8046 AY 2023

Students who use AI tools to prepare their assessment must SUBMIT THIS TEMPLATE

(To learn how to use this template, please see page 2 of this document.)

Questions? Terri.senft@mq.edu.au)

Student name	Student email address	Today's date

Session	Date, time, tool, link	First prompt	Follow up prompt (s)	Most useful info from tool:	How I used info from tool in assessment	Notes or questions for Terri
Session #1	Date: Time: Tool name: Link to chat (if possible)	My first prompt:	Follow up prompt 1: Follow up prompt 2: Follow up prompt 3:	Copy-pasted language from AI tool chat:	How I checked info for accuracy: What I decided to use: How I decided to use it:	
Session #2	Date: Time: Tool name: Link to chat (if possible)	My first prompt:	Follow up prompt 1: Follow up prompt 2: Follow up prompt 3:	Copy-pasted language from AI tool chat:	How I checked info for accuracy: What I decided to use: How I decided to use it:	
Session # 3						
Session #4						
Session #5						
Session #6						

Template Explanation: Refer to this when preparing AI Tools Documentation Template

Part of the Template	Session #	Date, time, tool	My first prompt	My 2-3 Follow up prompt (s)	Most useful info delivered by tool	How I used info from tool in my assessment	Notes or questions for Terri
What should I do?	Identify the most useful 2-5 sessions you spent using an AI tool during assessment.	For each session of AI tool use, note the date & time; list AI tool used, and URL link to your chat transcript (if possible)	For each session, copy-paste the first prompt you gave the tool (in other words, tell us the first thing you asked the tool to do for each session.)	For each session you list, copy-paste 2-3 of the most useful follow-up prompts you gave the tool (in other words, tell us what significant things you asked the tool to do, beyond your original prompt.)	For each session you list, copy-paste what felt to you like the most useful information provided by the tool.	Referring to the useful info you just copy-pasted, tell us <ul style="list-style-type: none"> • Which info you decided to use • How you decided to use it • How you checked for accuracy 	Add any questions, notes, or comments for Terri, here.
Why are you asking me for this?	We need to know which session you are referencing	This shows you know proper scholarly citation practices for AI tool use	Demonstrates you have used tool to get help accomplishing a particular task, not generalized cheating (when tools are permitted by instructor.)	Shows you don't treat the tool like a 'one off' search engine to short-circuit the learning process but like a scholar to think laterally and creatively.	It is your responsibility to vet information provided by AI tools, and your job to transparently curate the responses they provide.	Scholars must show when, how, and in what context they are using language originally generated by AI tools.	In case you have any needs not addressed in rest of template.
Can you give me some sample language?	Session 1, Session 2, etc. (Note: you only need to document 2 sessions. We added additional session slots for those who want or need them.)	Example: Date: 08/05/2023 Time: 11 am Tool name: ChatPDF.com Link to chat: http://www.chatpdf.com/users/tse nft	Examples: <ul style="list-style-type: none"> • Can you summarize the major arguments of this document for me? • Can you read the material I copied below, and give me tips on how to improve my grammar, spelling, syntax, and overall clarity? 	Examples: <ul style="list-style-type: none"> • Can you restate this in words a high school student can understand? • Can you provide an example of what you are talking about using a Chinese platform? • Can you help me brainstorm some possible future technological scenarios where this legal constraint might be challenged? 	From your chat transcript, copy-paste the information you found most valuable for working on your assessment. Note: this is <u>not</u> where you provide a full transcript of your chat. That goes in your Appendix section.	Possibilities: <ul style="list-style-type: none"> • I chose to directly quote this sentence: (tell us the sentence--NO direct quoting more than a sentence.) • I chose to reword the thinking in this paragraph (tell us the paragraph and share what you wrote instead) • I accessed accuracy by cross-checking information against class lecture notes, reading through complete text of {insert your chosen scholarly reading, here}, and/or using news sources to corroborate veracity of events. 	Use If you tried to document accurately, but still have a question about whether you did things "right"

APPENDICES

Below, please copy-paste the full AI chat transcript for each session noted on the template (page 1 of this document.)

APPENDIX 1:

Transcript of chat from Session 1:

(Copy-paste chat transcript from Session 1 here.)

APPENDIX 2:

Transcript of chat from Session 2:

(Copy-paste chat transcript from Session 2 here.)

ADDITIONAL APPENDICES (ONLY IF NEEDED)

APPENDIX 3: Transcript of chat from Session 3:

APPENDIX 4: Transcript of chat from Session 4:

APPENDIX 5: Transcript of chat from Session 4: