# VCC Course Artificial Intelligence (AI) Readiness Guide

This guide provides reflective questions to help consider what the right level of AI permitted use for your course is, based on your course learning outcomes. Informing students about the requirements and expectations of the course supports student success. Your course syllabus or department handbook should include AI guidelines that are specific to the course, linked to the section on academic integrity, and communicated to students at the start of the term so that they are aware of if and how Generative AI tools can be used ethically and effectively.

# Guiding questions

What type of AI functionality/ features embedded in the tools would be allowed or disallowed? Is there a way to make this distinction?

Are students permitted to use AI tools for:

* grammar checking and sentence correction?
* writing fluency?
* learning the course material?
* brainstorming, idea generation?
* multimodal content such as creating images, videos or presentations?
* exam preparation? (have you thought about intellectual property rights statements of your course materials?)
* assignments? How and to what extent?
* are students permitted to use any AI tool, or do you want to ensure equitable access by specifying a tool like Copilot with VCC login?

Do you consider the uploading/sharing of your course materials (e.g., instructional videos) to AI tools a violation of copyright? If yes,

* Have you included a copyright statement about the use of course materials in the syllabus?
* Have you informed students not to upload course materials to AI tools?
* Are students permitted to upload course readings to AI tools?

When permitting the use of AI for assignments, how would you inform/educate/support students to use AI tools relevant to the course?

* Is it beneficial to design and include an [activity](https://learningdesignviews.educ.ubc.ca/ai-corner#activities) to explore the use of AI tools in the context of your course, including ethical use, privacy, and safety?
* Have you included guidance on citing AI content?
* Have you included links to resources on basic AI prompting or ensured that students all receive a prompt template to work with?
* Have you shared credible and reliable sources such as Google Scholar, or other websites/ resources more relevant to the subject area with students to verify and check accuracy of AI generated information?

Do you require students to use an AI tool in the course? If yes,

* Have you reviewed [VCC’s Institutional Guidelines on GenAI](https://rise.articulate.com/share/YERv5ONvynq51-Gt194jOSrlUnLjZJpQ#/lessons/2Do7y9mDZkpEg_0ZtFYKYzPDo6bqTJ7F) to determine if the tool is approved?
* Have you provided guidance to students about how to sign up for AI tools potentially using a nickname?
* Have you included instructions on anonymizing personally identifying content?

How do you plan to communicate your AI course guidelines to students?

* Along with including guidance in the syllabus, would you also share it as a class discussion, provide scenarios, etc.?
* Have you created a space for students to get clarification on AI use in the course?