

SEMESTER PREPARATION RESOURCE

Faculty AI Semester Kickoff Checklist

Five Foundational Practices to Put in Place Before Classes Begin

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Building an AI-ready culture doesn't happen by chance. It happens through thoughtful planning, consistent communication, and clear expectations. None of the items below require a curriculum overhaul, but together they create a more consistent and supportive learning environment for both faculty and students.

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A Clear AI Syllabus Statement

Go beyond "allowed" or "not allowed." Explain when AI may be used, when it should not be, and why those expectations exist. Transparency builds professional judgment, not just rule-following.

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A Student AI Disclosure Process

Give students a simple way to acknowledge AI assistance with brainstorming, writing, or learning activities. Disclosure supports academic integrity and opens the door to conversations about ethical use.

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Shared Faculty Expectations

Every assignment doesn't need an identical policy, but faculty should aim for consistent messaging on academic integrity, ethical AI use, and professional accountability across the curriculum.

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Opportunities to Teach AI Literacy

Students need more than permission to use AI, they need guidance on using it responsibly. Build in activities that require evaluating AI output, verifying evidence, and recognizing bias.

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Introduce the AI Safety Pause™

Teach students to pause before trusting AI-generated content. Ask: Is it accurate? Is it appropriate? Is it accountable? The habit matters more than the tool.

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QUICK REFERENCE — AI SAFETY PAUSE™:

Is it accurate? • Is it appropriate? • Is it accountable?

Check each box as your program puts the practice in place — revisit each semester as your AI landscape evolves.