

Artificial Intelligence Guidance

FOR STUDENTS



**JACKSONVILLE
UNIVERSITY**



Purpose of this Guidance

In the ever-evolving age of artificial intelligence (AI), it is of the utmost importance that students at Jacksonville University be prepared for an AI-infused future. Since its founding in 1934, Jacksonville University has prided itself on offering more than 100 academic majors, minors, and programs to address the diverse interests, curiosities, and educational needs of today's students and aspiring professionals. With a core curriculum that features a strong liberal arts foundation with pre-professional programs, undergraduate research, leadership opportunities, and engaged learning, Jacksonville University provides a strong academic foundation with an innovative spirit for all students.

As part of this commitment to innovation, preparation, and excellence, Jacksonville University recognizes the need to prepare all learners for a world of technological advancement and, at times, uncertainty. This guidance is intended to help Jacksonville University students navigate the evolving world of Artificial Intelligence in a way that aligns with the ideals, beliefs, goals, and overarching purpose of the University, while also preparing learners with the skills and competencies needed to excel in an AI-infused world.

Generative Artificial Intelligence, or Gen-AI, has transformed how we consume, create, and view media and information in our world.

What is Artificial Intelligence

OVERVIEW

If you were to look up the definition of artificial intelligence, you will probably find a wide array of results. Simply put, artificial intelligence refers to computers simulating human-like behavior. Artificial intelligence is not a new concept, although it has new capabilities that have made it more disruptive as a technology. Have you used any of the following? If so, you have used some form of artificial intelligence!

- Siri or Alexa (or other voice assistants)
- Recommendation Systems (like when Netflix suggests your next binge-watch)
- Chatbots (ever had a chatbot help you on a website? That was more than likely AI!)
- Image Recognition (how did Instagram know who was in your picture?)
- Autonomous Vehicles
- Language Translation
- And so much more

As you can see, we have benefited from AI for years, using AI to help us complete tasks, navigate the world, make the world more accessible, and maybe more enjoyable; however, recent AI advancement has us navigating a new world of Generative Artificial Intelligence.

Seven Principles of AI in Education

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| 1 | PURPOSE | Use AI to help all students achieve educational goals |
| 2 | COMPLIANCE | Reaffirm adherence to existing policies |
| 3 | KNOWLEDGE | Promote AI Literacy |
| 4 | BALANCE | Realize the benefits of AI and address the risks |
| 5 | INTEGRITY | Advance academic integrity |
| 6 | AGENCY | Maintain human decision-making when using AI |
| 7 | EVALUATION | Regularly assess the impacts of AI |

AI Literacy and Career Readiness

As AI and other emerging technologies continue to transform the workplace, having a foundational understanding of these tools is becoming increasingly essential for career success. Employers are placing greater value on candidates who can navigate and leverage technology, making technical proficiency a key factor in employability after graduation.

Beyond securing a job, continuous learning and adaptability are critical for long-term career growth, as rapid technological advancements will inevitably reshape industries and job roles. Professionals who embrace ongoing skill development—whether through coding, data literacy, AI applications, or digital tools—will be better equipped to stay relevant, pivot when necessary, and capitalize on new opportunities in an evolving job market.

GENERATIVE INTELLIGENCE

Gen-AI refers to AI that can generate new content, including text, video, images, music, or even computer code, based on the data these AI systems have been trained on. Now, you can ask AI for a recipe based on the ingredients you have on-hand by uploading a picture of your pantry, you can ask AI to summarize your notes, written or typed, in a more-logical or concise manner, and you can have AI generate images and other media to accompany your projects. The possibilities of Generative AI seem endless, but there are important limitations and conversations that must be had to ensure AI is being used in an ethical, scholarly, and responsible manner.

Is AI Use Banned at Jacksonville University?

At Jacksonville University, instructional decisions are left up to the professors of your class. There is currently no institutional ban on Artificial Intelligence, but it is your responsibility as a student to understand the AI policies of each of your courses and professors, and to follow that guidance. As a member of the Jacksonville University community, you are expected to foster and uphold the highest standards of honesty and integrity, which are foundations for the intellectual endeavors we engage in. To underscore the importance of truth, honesty, and accountability, students and instructors should adhere to the following standard:

I do not lie, cheat, or steal, nor do I condone the actions of those who do.

Academic misconduct occurs when a student engages in an action that is deceitful, fraudulent, or dishonest regarding any type of academic assignment that is intended to or results in an unfair academic advantage.

With the addition of AI as an opportunity for learning, growth, and development, we uphold the same standards.

We do not lie.

If an instructor asks us about our AI use, we will be honest.

We do not cheat.

Without explicit permission to use AI in my courses, I will not do so, as this could be interpreted as having an unfair advantage and/or cheating.

We do not steal.

While some of the issues plaguing AI use involves the potential theft or unauthorized use of materials to train AI, we can do our part in mitigating this by acknowledging AI use, being cognizant of where AI gets its information, and using AI systems that prioritize consent and privacy.

ACADEMIC MISCONDUCT STATEMENT

It is imperative to review all AI policies in all of your courses. If your professor does not offer an AI policy, have a conversation with that professor about their expectations. Jacksonville University provides the following statement regarding Academic Integrity and Artificial Intelligence:

Jacksonville University recognizes the power and potential in Artificial Intelligence to assist in many areas of scholarship represented at the institution. GenAI, like ChatGPT and others also have the potential to be misused. In general, the Academic Integrity Policy stated in this document and elsewhere in Jacksonville University publications and websites leaves the use of AI in an academic setting up to the faculty. GenAI produced materials submitted for graded assignments may falsely represent the work as generated solely by the student. The specific use of AI on assignments is left up to the individual instructor and should be articulated on course syllabi and in the instructions for individual assignments. If instructors do not give explicit permission to use GenAI students should assume that its use may constitute a violation of the Academic Integrity Policy of Jacksonville University.

Student Responsibility with AI

As a Jacksonville University student and scholar, there are certain expectations the university places on you as a representative of the university. These expectations, as is related to AI, are listed below.

Adhere to Instructor, Class, and University Policies regarding AI use and Academic Integrity

As stated above, professors at Jacksonville University have the academic freedom to allow, or disallow, AI use in their courses. You must adhere to all instructor and class-based AI guidance. Should your professor allow AI use, you should adhere to the guidance set forth in this document.

Develop an Awareness of AI as a Technology and Social Disruptor

With the rate of technological advancement, especially as it pertains to AI, it is impossible for any one person to stay up to date with AI advancement information. However, as scholars prepare to enter the workforce or additional academic pursuits, our lives will surely be impacted in some form due to AI.



As an independent scholar, you are encouraged to investigate AI use in your field; you are encouraged to build your own AI literacy, both as an academic practitioner and a member of society, including how your chosen field and profession are currently using AI to enhance and augment their practices.

Student Responsibility with AI

Consider Diversity and Privacy with AI

Not all AI platforms are the same, especially when it deals with the privacy of your information. In general, you should assume that any information provided to an AI system has the potential of using that information to further train and develop the AI model. Even when dealing with platforms that promise data privacy and security, you should always consider the information you are feeding AI. In general:

- Do not upload any personally identifiable information into AI
- Do not upload any class materials to AI unless you have the explicit permission of your instructor
- Do not use AI in a way that would compromise your data and privacy, or the data and privacy of others.
- Do not upload content that is not yours to AI unless you have permission. This includes copyrighted work of others.

Regarding AI output, it is also important to know that the AI output has been generated using what essentially boils down to predicative text, in a similar way to what occurs on your cell phone when you begin typing a text message. This should never be assumed to be accurate but can be used as a basis to investigate things further.



Historically, scholarly literature and other available content commonly used by AI to train their models *has not always been representative of the diversity* of our world. It is important to always question AI output, especially in matters of diversity, equity, and inclusion, and to make adjustments to the AI output based on this knowledge.

Student Responsibility with AI

Acknowledge AI Use

As with any non-original contributions to our learning, it is our responsibility to cite and reference all non-original thoughts. In the age of AI, it is even more important to be proactive in being honest, open, and transparent with your AI use in all assignments, dealings, and processes. As each professor will have different expectations, it is important to consult with your professor on preferred method of citation. Some examples include:

APA Style Guidance:

- OpenAI. (2023). ChatGPT (Mar 14 Version) [Large language model]. <https://chat.openai.com/chat>
- OpenAI (2023)
- OpenAI (2023)

MLA Style Guidance:

- Describe the symbolism of the green light in the book *The Great Gatsby* by F. Scott Fitzgerald” prompt. ChatGPT, 13 Feb. version, OpenAI, 8 Mar. 2023, chat.openai.com/chat.

Chicago Style Guidance:

- Text generated by ChatGPT, OpenAI, March 7, 2023, <https://chat.openai.com/chat>.
- ChatGPT, response to “Explain how to make pizza dough from common household ingredients,” OpenAI, March 7, 2023.

Students should also approach AI generated citations with caution and double check citations provided by generative AI tools for accuracy and relevance. As citations can be tricky, be sure to communicate with your professor about their individual expectations.



If your professor has no formal citation rules, clearly label AI-assisted contributions, explain its role, and highlight your own knowledge and scholarship.

Student Responsibility with AI

How are students using AI responsibly?

We can look at case studies of how other scholars and professionals are using AI to enhance their workflow, practices, and approaches. With such new and emerging technology, how each individual uses AI may be different. Here are some ways AI can be use responsibly:

1. Typical use of Narrow AI- Students and faculty have been using common AI tools with transcription services, spell checkers, and grammar check services. Generally, this use of narrow AI is accepted and encouraged.
2. Typical use of Generative AI for Ideation- Sometimes we need to think more about a topic, plan accordingly, and brainstorm. AI can be an effective thought partner in these situations. This includes:
 - Brainstorming ideas for a project
 - Coming up with ways to expand on your existing knowledge
 - Clarifying concepts and ideas
 - Suggesting titles, structure, and themes for a project
 - Generating imagery to accompany your work
 - Virtual chatbot and tutor to help study for upcoming exams
3. Your professor may also include embedded AI into your course. This could look like:
 - Specific tasks requiring the use of AI to generate information
 - Classroom chatbot for support and explanation
 - Summarization of concepts
 - Simplification of complex ideas
 - Support the production of multimedia artifacts



CRITICAL NOTE:

Even in these established cases, it is important to note once again that no AI content should be used without professor approval in your courses; no AI should be used in a way that circumvents the learning process at Jacksonville University; no AI should be used without crediting it's use in submitted work, and you should always work to use AI as a resource, not the final product.



Student Responsibility with AI

Humanity First Approach to AI

In accordance with the information stated above, Jacksonville University acknowledges the importance of meeting this AI opportunity head-on. In doing so, we aspire to prepare learners with the skills needed to excel in an AI-infused world, and the humanity required to do so ethically and responsibly.

At Jacksonville University, we endorse a humanity-first approach to AI. What this means is, while you may consult AI as appropriate, you should always start, and end, any AI process with an infusion of your own natural humanity, knowledge, and skills. This could include the following:

- Verifying all content for accuracy and currency
- Identifying and addressing bias and misrepresentation with AI
- Never submit something that is 100% AI generated as your final product unless instructed to do so by your professor.
- Make substantive revisions of AI output, infuse your own scholarly tone and perspective.
- Never misrepresent AI work as your own

In maintaining this humanity-first approach to AI, we can all take steps to preserve our own academic integrity and the academic integrity of Jacksonville University, all while preparing ourselves and our community in meeting the needs of scholars in the age of AI.