T T
TEACHING, LEARNING
& PROFESSIONAL
DEVELOPMENT CENTER

TEXAS TECH
Office of the Provost
Faculty Success

When can I use AI?

WORKFLOW

Generative AI can be a great tool in many areas, when used with caution. These programs work best when given detailed prompts and clear directions.

SAVE TIME

- Summarize the main points of an article
- Explain significant details of a complex matter
- Aid in decision making

BRAINSTORM

- Draft an email
- Plan a multi-step project
- Phrase something in a different way

TRY SOMETHING NEW

You might ask ChatGPT to "Tell me more about the history of this topic", "What are some different perspectives about this event?", or "Tell me how this content is relevant to my field."

DO

- Research the answers given
- Ask the tool to provide resources
- Try different programs

DON'T

- Copy & paste sensitive information
- Trust factual claims until verified
- Shy away from the challenge

TEACHING

Sometimes we need new ideas to refresh how we teach. AI tools can help us enhance the learning experience for all students.

ASSIGNMENT DESIGN

- Discover new class activities
- Reword test questions
- Create syllabus descriptions

CLASSROOM ENGAGEMENT

- Demonstrate appropriate AI uses
- Invite students to blend imagination with course material

LEARN TOGETHER

Using an image generator can take the place of quick writes in virtual learning spaces! Or you might create visual metaphors on complex concepts for those who benefit from visual aids.

DO

- Understand that these tools are still learning too
- Take note of how different programs might answer the same prompt

DON'T

- Use simple prompts
- Give students permission to use AI without explicit guidelines

PROJECTS

Inspiration doesn't always strike when we need it most. Text and image generators can be just the thing to clear the brain fog.

RESEARCH & PUBLICATIONS

- Organize details for an outline
- Discover new resources
- Generate images to visualize ideas

PROMOTION & TENURE

- Shape your teaching narrative with inspired language
- Describe your accomplishments
- Synthesize lists into statements

ACHIEVE GOALS

It can be difficult to describe your accomplishments or talk about your skills in writing. Do you need help translating your personal talents to professional skills?

DO

- Be mindful about personal information
- Cite your AI use when appropriate
- Embrace learning a new skill

DON'T

- Use generated work unedited
- Paste unpublished content from others
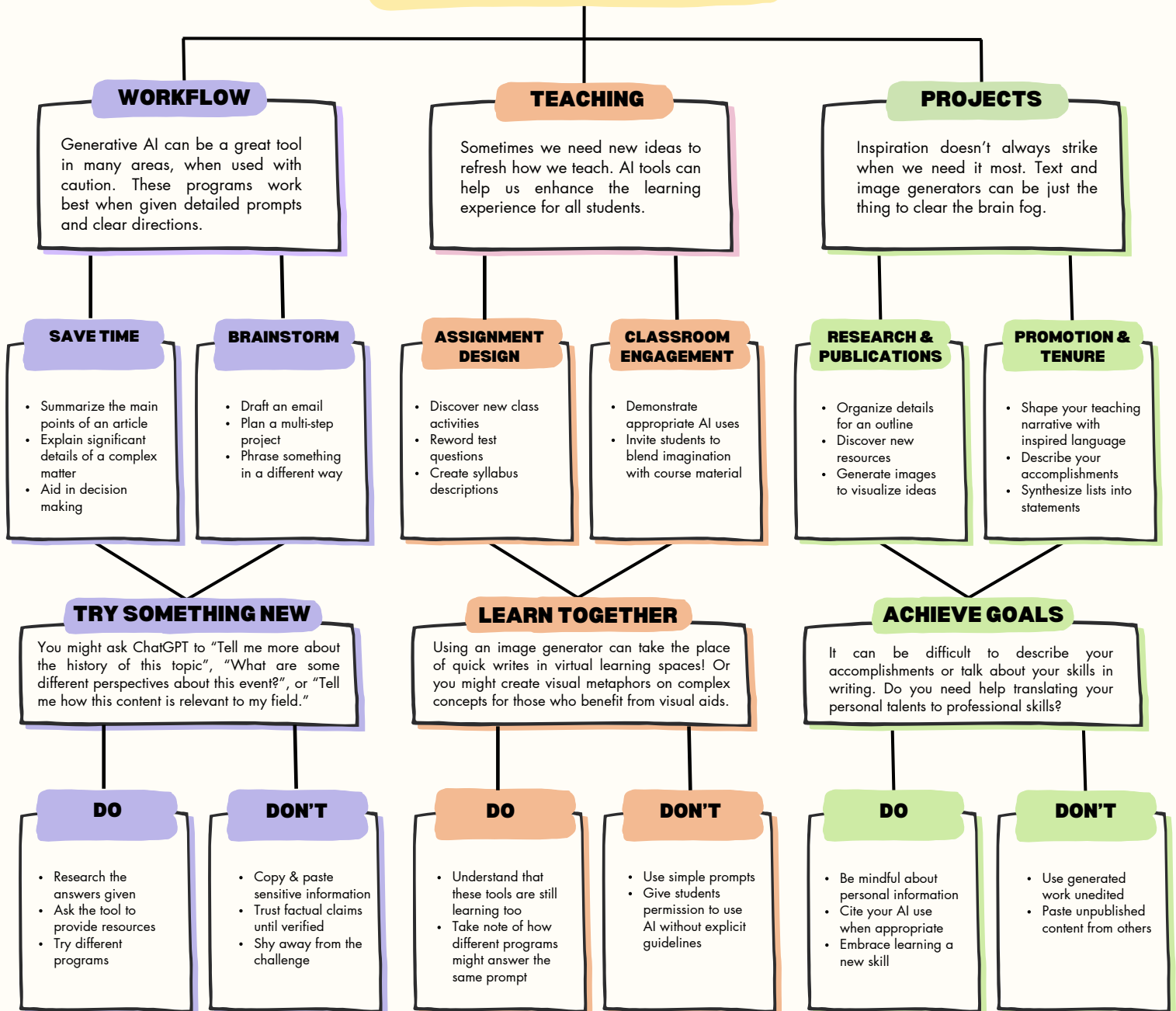
PLEASE NOTE

The guidelines for academic AI use may change as these tools continue to develop rapidly. Keep up with the TLPDC's latest recommendations and workshops on our AI Teaching Resources page!