

GUIDELINES FOR USING A.I.



ACE MENTOR PROGRAM
ARCHITECTURE • CONSTRUCTION • ENGINEERING

ETHICAL USE & CAUTIONS

AI TOOLS ARE INTENDED TO SUPPORT LEARNING AND SKILL DEVELOPMENT—DON'T OUTSOURCE YOUR LEARNING.

Academic Integrity & Transparency

- Follow mentor or instructor rules regarding AI use
- If AI use is not explicitly allowed, do not use it
- Always disclose when and how AI tools were used. Failure to disclose AI use is considered academic dishonesty
 - Sample AI Disclosure Statement that should be placed after the body of your essay or work before the reference section: "I used ChatGPT to assist in generating ideas for my research paper on climate change. The tool provided a summary of recent studies and suggested relevant topics for exploration."

LEARN AND GET INSPIRED...

**WHEN IN
DOUBT, ASK!**

Appropriate Uses of AI

- Explain concepts or rules
- Clarify instructions or expectations
- Brainstorm ideas and explore more examples
- Improve organization, structure, or clarity
- Practice explanations, arguments, or design thinking.

Inappropriate Uses of AI

- Writing full assignments, final submissions, ACE Scholarship Essays
- Completing entire projects or major components
- Submitting AI-generated answers without modification
- Submitting work you do not understand or cannot explain

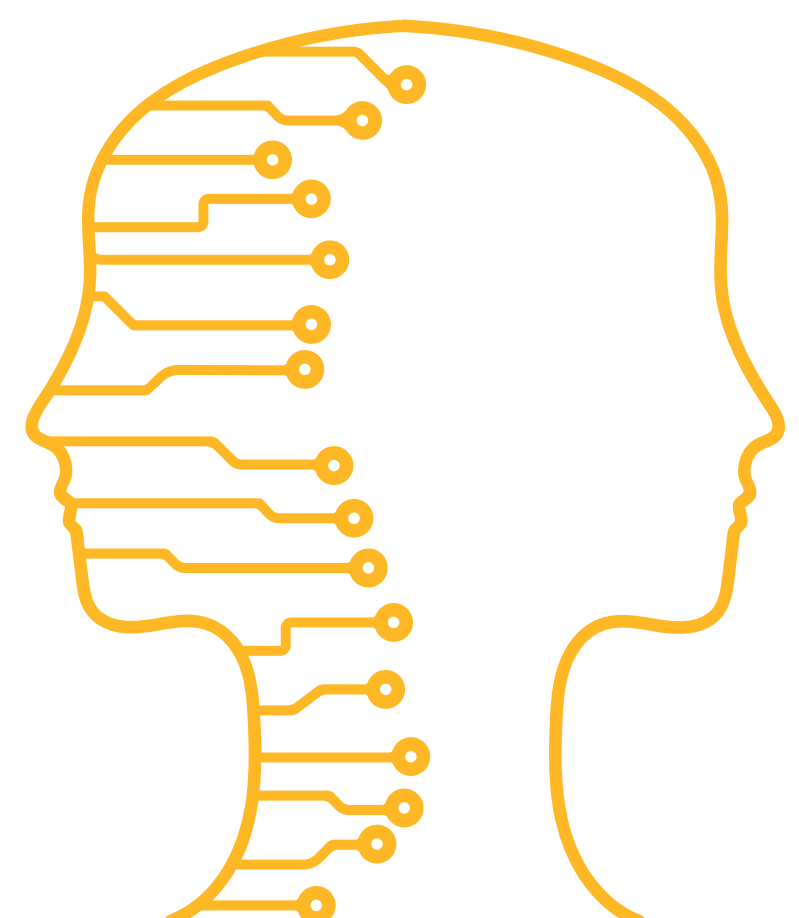
Accuracy & Verification

- AI can provide incorrect or outdated information
- Fact-check all claims using credible academic sources
- AI is not an original source. Cite original sources (books, articles, datasets)
 - Ask AI additional questions to help find the original source materials used to provide you answers to the questions you asked.
 - Review APA or MLA guidelines for citing source materials.

**USE AI RESPONSIBLY. DON'T
SIMPLY COPY & PASTE.**

Review Before Publishing

- Do not copy and paste from AI tools
- All submitted work must reflect your own thinking and voice
- If it feels like cheating, don't do it
- When in doubt, ask a mentor or instructor



**IF YOU DIDN'T WRITE IT, DON'T UNDERSTAND IT, OR DIDN'T
MAKE IT YOUR OWN, DON'T SUBMIT IT.**