



Pros (What AI Can Help You Do)

- **Increases readability, enhances tone, and clarifies ideas** *Draft clearer sentences, simplify jargon for different audiences, and tighten structure.*
- **Supports feedback while practicing presentations** *Get suggestions on organization, pacing, transitions, and slide clarity.*
- **Improves accessibility across materials** *Create alternative text, captions, transcripts, summaries, and speech-to-text.*
- **Co-creates resources as a thought partner** *Brainstorm examples, activities, prompts, images, quiz items, rubrics, and outlines to accelerate drafting.*

Cons (What to Watch Out For)

- **May overlook personal, cultural, and professional context** *Outputs can be inaccurate, biased, or misaligned with your field's standards.*
- **Can misrepresent data or sources** *Citations may be incomplete or fabricated; statistics can be framed incorrectly.*
- **May overcomplicate workflows for some users** *Learning how to structure effective prompts can take extra steps, and unfamiliar tools can slow work or add friction.*
- **Has environmental impact** *Training and running large models consumes energy; use intentionally and efficiently.*

DON'T	DO	
<p>Assume AI-generated content is accurate</p> <p>Copy and paste AI generate content</p>	<p>Review and edit all AI-generated content, cross-check statistics, and check references at the source</p>	<p>Review how the AI tool works and privacy policies</p>
<p>Copy and paste references</p> <p>Conceal AI use</p>	<p>Disclose AI use (APA, 2026), describe and share how it was used</p>	<p>Obtain consent from participants before data is entered into an AI tool</p>
<p>Provide raw, identifiable data to an AI tool</p>	<p>De-identify data provided to an AI tool</p>	<p>Ask for suggestions for catchy titles</p>
<p>Ignore costs associated with AI use</p>	<p>Consider the cost, accessibility, and environmental impact of use</p>	<p>Check that submission criteria and learning objectives are met</p>
		<p>Remove filler words from recordings</p>

