**Ready to use genAI?**

This checklist is for students to use before engaging with generative AI (genAI). It prompts students to reflect on their purpose and consider if and how genAI can enhance their learning experience. Additionally, the checklist suggests that students familiarize themselves with genAI’s capabilities, ethical usage, and potential risks.

**My learning**

* Am I permitted to use genAI in this unit, and how am I allowed to use it? Where can I find this information?
* What are the capabilities of the genAI tool and what are the requirements of my assessment? Is it the best tool for the job? Do I need to use genAI at all?
* Do I have a strategy for developing effective and iterative prompts? Quality output is dependent on quality prompts.
* Is this tool saving me time or is it a distraction from my main task? Is it possible I am over-relying on genAI? In the use of genAI beneficial to your learning?
* Am I using genAI actively, selectively, critically? How can I use genAI in a way that helps me to develop skills in critical thinking, writing, or doing the essential learning of the course?
* Am I using genAI to explore and engage with discipline knowledge in new and creative ways that enhance my learning by:   
  – focusing on the learning experience and new creative and critical processes?   
  – working through obstacles, frustrations and mistakes as learning opportunities?
* Have I reached out to my instructor and VIU support services for further support in how to best use genAI?

**Risks and limitations**

* Am I aware of the risks and limitations of using genAI?
* Have I critically evaluated any generated output? Have I cross-checked any claims? Have I drawn on multiple credible sources?
* Are there any risks to privacy or breaching copyright in my use of genAI?

**Academic integrity**

* Am I acting with academic integrity in my use of genAI?
* Have I followed my course and assignment instructions?
* Have I appropriately acknowledged my use genAI in my assessment and provided details of how I have used it?
* If I have directly used generated output in assessment, have I cited it where required?

(Adapted from: Deakin University. (n.d.). Am I ready to use generative AI? <https://www.deakin.edu.au/students/study-support/study-resources/artificial-intelligence/checklist-am-i-ready-to-use-genai>)