AI and Writing Support Quick Guide

Our orientation towards working with AI in academic writing:
Our approach to AI is informed by common guidance across [APA](https://www.apa.org/pubs/journals/resources/publishing-tips/policy-generative-ai), [MLA](https://style.mla.org/citing-generative-ai/), and [Chicago](https://www.chicagomanualofstyle.org/qanda/data/faq/topics/Documentation/faq0422.html) styles recommending writers acknowledge their use of AI as a tool rather than provide attribution for the program as an author itself. AI is not an author, so our focus will remain on the student as the author and learner.

In all our work with students, we assume the best intent and believe that seeking tutoring is a vulnerable act that signals a desire to learn and improve. We work to respond to each student with differentiated support, and if they choose to make generative AI part of their writing and learning process, we will be responsive to this decision as part of the context for our work with students and provide advice and guidance on the ethical and effective use of AI in writing. We help students identify ways in which AI may be an appropriate and helpful tool for their writing and have transparent discussions with students about when AI may be inappropriate, unethical, or ineffective for their goals. We will continue to respect student’s decisions about their work, their privacy, and their independence by serving as a non-evaluative space for student learning.

# How writing tutors can help students use AI in their learning:

Writing tutors aren’t experts in AI, but we have a working knowledge of common generative AI programs like ChatGPT, Microsoft Copilot, and Google Gemini. We use these programs as part of our professional development and gather insights from how students are using them in our sessions. We keep up with trends in AI in academia and reports from MinnState and Metro State’s AI Taskforce. We can help students using AI in learning by:

* Reviewing syllabi and assignment instructions to determine if using AI is appropriate, allowed, or effective
* Helping students locate places in AI-generated content where their original writing is necessary or more effective
* Reviewing AI-generated content to check for accuracy, relevance, and alignment with assignment goals
* Identifying inaccurate, nonexistent (“hallucinated”), or incorrectly cited sources and recommending steps to replace or correct these sources
* Helping students find ways to use generative AI as part of the brainstorming and planning processes of writing
* Assisting students in creating or revising prompts to generate better content

# What students can expect when working with writing tutors on AI-generated content:

* We are a non-evaluative, judgement-free space to make mistakes and learn
* While we will provide guidance around academic integrity and encourage students to make informed decisions, we do not report uses of AI that may considered violations of academic integrity or plagiarism
* To give students better advice and more accurate feedback, tutors may encourage students to discuss their use of AI in a document; any information students share is only used to provide support and is confidential
* Like instructors, individual tutors may have different opinions about the ethics of AI, but we will always respect student decisions and reinforce their agency

# What faculty can expect from our staff and leadership:

* Our tutors will continue to keep information about sessions with students confidential, sharing information about tutorials only with the student at their request
* Tutors will not require students to disclose whether they have used AI in writing to have a tutorial and will work with whatever material the student brings to the session, asking questions about process and authorship as they consider appropriate
* Tutors will consistently emphasize the importance of individual instructor’s policies on AI use in their course, help students locate and understand these policies, and respect instructor’s directions for their courses
* For advice on AI and writing or concerns about academic integrity related to AI, faculty should work with our Associate Director, who will work with other staff and leadership to address questions and concerns as needed

**What resources does the Writing Center have for AI and learning?**

* [Citing Generative AI Handout](https://www.metrostate.edu/sites/default/files/2023-09/Citing%20Generative%20Artificial%20Intelligence%20%28GAI%29%20Tools%20Fall%202023_current.docx)
* For further reference:
	+ [Minnesota State Generative AI Guidance](https://www.minnstate.edu/system/asa/innovations/docs/Minnesota-State-Generative-AI-Guidance.pdf) (2024)
	+ Metro State AI Taskforce Report (2024; contact Office of Provost)
	+ [Metro State Policy and Procedure 2190: Academic Integrity](https://www.metrostate.edu/about/policies/7081)

# Contact Us:

* Associate Director, Dr. Luke Morgan, luke.morgan@metrostate.edu
* General questions and tutorials:
	+ Email: tutoring@metrostate.edu
	+ Zoom: [TTS Front Desk on Zoom](https://minnstate.zoom.us/j/98994943457?pwd=L3dNWmY0ejJGMXRCNGdQK21wL1ppZz09)
	+ Phone: (651) 793-1460