



USG Student Guide to Generative AI Literacy

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Name of Course

Semester

Instructor

Introduction: Purpose and Objectives

This guide to **Generative Artificial Intelligence (GenAI)** is designed to help students develop **GenAI literacy** — a foundational understanding of how to use GenAI tools effectively and ethically. By learning best practices and understanding institutional policies, students can take responsibility for their use of GenAI and ensure it aligns with both institutional and course-specific expectations for ethical practices. Without this literacy, students may unintentionally misuse GenAI, leading to serious academic consequences.

Objectives

By completing this guide, students will be able to:

1. **Identify appropriate uses of generative AI tools** in academic settings and in accordance with institutional and instructor-defined policies.
2. **Select and use GenAI tools** effectively to support common learning tasks such as brainstorming, research, writing, studying, and concept explanation.
3. **Apply principles of prompt engineering** to generate accurate, relevant, and purposeful responses from GenAI tools.
4. **Evaluate the reliability and limitations** of AI-generated content, including issues related to accuracy, bias, hallucination, and ethical use.
5. **Demonstrate academic integrity and personal accountability** by responsibly integrating AI tools into coursework while upholding expectations for original work.
6. **Engage in reflective, inquiry-based learning** using GenAI as a partner to support curiosity, critical thinking, and independent learning.

Topic: What is GenAI?

Artificial Intelligence (AI) refers to computer systems designed to perform tasks typically requiring human thought and decision-making. Although AI first emerged in the 1950s, it became more dependable in the 1980s with the rise of expert systems and early forms of machine learning that could analyze data, recognize patterns, and make predictions. However, these early systems were limited by predefined rules and lacked the capacity for creative thinking or generating original content.

Generative AI (GenAI) builds on early forms of AI by not only analyzing data but also generating new content — making it a powerful tool for creativity and problem-solving. Instead of relying on fixed rules, GenAI systems are trained on vast collections of data such as books, articles, creative works, and publicly available online content.

These systems use **Large Language Models (LLMs)** — advanced computer programs that learn patterns in language by processing massive amounts of text. An LLM doesn't "understand" language the way people do, but it can predict and generate words and ideas based on the patterns it has seen. When prompted, GenAI draws on this training to create something new — often useful, though not always accurate.

What Can GenAI Do for You?

While GenAI has some limitations — which we'll explore later — it is already transforming how students, researchers, and professionals work. By automating complex tasks, streamlining workflows, and enhancing creativity, GenAI is becoming a valuable tool across academic and professional settings.

GenAI for Academics

Students are using GenAI to study more effectively, improve their writing, deepen their understanding, accelerate research, and spark new ideas through creative exploration.

GenAI for Research

Researchers are using GenAI to analyze data, generate insights, summarize sources, and assist in drafting reports and literature reviews — all with greater speed and efficiency.

GenAI for the Workplace

In the workplace, professionals are using GenAI to increase productivity by automating repetitive tasks, supporting creative problem-solving, and driving innovation across a wide range of industries and roles.

Topic: GenAI Tasks and Tools

GenAI tools come in many forms, each designed to support different academic, creative, or technical tasks. Whether you're writing a paper, studying for an exam, conducting research, designing a presentation, or translating content, there's likely a GenAI tool that can help.

Below, you'll find examples of tools organized by the types of tasks they support — offering a starting point for exploring what's possible. Keep in mind: this is a fast-changing field, and the capabilities or relevance of specific tools may shift quickly as new technologies emerge.

Writing and Communication

Description	Examples
GenAI supports writing and communication by helping users brainstorm ideas, organize thoughts, and draft or revise content more efficiently. It also assists with adapting messages for different audiences, improving clarity, and refining tone and style based on the writer's goals.	<ul style="list-style-type: none">• ChatGPT• Claude• Copilot• GrammarlyGO

Studying and Learning

Description	Examples
GenAI supports studying and learning by summarizing information, organizing ideas, explaining complex topics, and generating practice questions. When used thoughtfully, GenAI can act as a study partner to reinforce understanding and encourage deeper engagement with course material.	<ul style="list-style-type: none">• ChatGPT• Perplexity AI• Claude• Quizlet (with AI)

Research and Data Analysis

Description	Examples
GenAI supports research and data analysis by helping users quickly summarize sources, identify patterns, and generate insights from large datasets. It can also support tasks like literature reviews, data organization, and drafting preliminary analyses, making the research process more efficient.	<ul style="list-style-type: none">• Scite Assistant• Consensus• Copilot• Gemini

Creative and Technical Work

Description	Examples
GenAI supports both creative and technical work by generating ideas, content, designs, code, and solutions based on user input. It helps streamline complex tasks, spark innovation, and assist with everything from writing and research to data analysis and software development.	<ul style="list-style-type: none">• ChatGPT• DALL-E• GitHub Copilot• Canva AI• Adobe Firefly

Language and Translation

Description	Examples
GenAI tools can translate text between languages quickly and accurately, making information accessible to a wider audience. They can also help users refine language by rewording, simplifying, or adjusting tone to better fit different communication needs.	<ul style="list-style-type: none">• Google Translate• DeepL• ChatGPT• Microsoft Translator

GenAI Tool Directories

Review these links to search for additional Generative AI tools.

- [Futurepedia](http://www.futurepedia.io) – www.futurepedia.io. A searchable directory of hundreds of AI tools for tasks like writing, studying, research, and design.
- [There's an AI for That](http://www.theresanaiforthat.com) – www.theresanaiforthat.com. Find AI tools by category, use case, or task.

Activity: Get to Know GenAI

This activity introduces you to a popular Generative AI (GenAI) tool and guides you step by step as you ask it to create a short story. You'll try giving it different instructions to shape the story in new ways — like changing the style, adding details, or adjusting the ending. Afterward, you'll ask the AI questions to better understand how it was able to respond and what influenced its choices. This will help you see how your instructions affect what the AI creates and give you insight into how it works.

Objectives

After completing this activity, you will be able to:

1. Interact with GenAI to create and refine content.
2. Give clear, purposeful instructions to direct GenAI's responses.
3. Understand how to communicate effectively with GenAI tools.

Instructions

Follow these step-by-step instructions and then dig a little deeper to discover how GenAI follows your instructions.

1. Open a web-based, GenAI tool such as [ChatGPT](#), [Google Gemini](#), or [Microsoft Copilot](#) in another browser window.
2. Submit a prompt explaining what you would like GenAI to produce. For example, *"Write a short story about a lost dog."*
3. Submit a new prompt to set the length of the story. For example, *"Limit the story to 300 words."*
4. Submit a new prompt to change the name of one of the characters or some other detail in the story. For example, *"Change dog's name to Bruno if male or Bess if female."*
5. Submit a new prompt to change the genre. For example, *"Write a short sci-fi story about a lost dog on a distant planet."*
6. Submit a new prompt to add follow-up instruction such as *"Make it a mystery story instead."* or *"Make it funnier and add a talking cat."*
7. Give the AI an unusual challenge. For example, *"Rewrite the story as if it were a Shakespearean play."* or *"Substitute emojis for words."*

8. Ask the AI to rewrite the story for a different audience. For example, *“Rewrite the story for an audience of children eight to twelve years”* or *“...adult readers.”*
9. Continue to submit requests for changes until you are satisfied with the result.

Behind the Scenes

When you give GenAI instructions — like *“make it funnier”* or *“rewrite this for kids”* — it predicts what kind of response would best match your request based on similar examples it has seen during training. The process isn’t magic, but it can feel that way. Use the following prompts to dig a little deeper into how GenAI reacts and responds to your input:

- *“How did you decide what to include in the story based on my instructions?”*
- *“What existing works or examples contributed to the content you produced?”*
- *“Can you explain how you changed the tone or style when I asked?”*
- *“Which parts of my instructions had the biggest impact on how the story turned out?”*
- *“What could I have done to improve the instructions I gave you?”*

Topic: Prompt Engineering

In the previous activity, you directed GenAI to help write a story by using a series of **prompts** to shape the tone, length, audience, or style. What you were doing is known as **prompt engineering** — the process of crafting clear, specific instructions to guide GenAI in producing more useful, relevant, and accurate responses.

Role, Context, Task, and Format (RCTF)

Prompt engineering often begins with a simple framework known as **RCTF — Role, Context, Task, and Format**. RCTF is an effective way to engage GenAI because it provides clear, structured guidance, reduces ambiguity, and improves the relevance of the response. By defining its role, providing background context, stating the task, and specifying the desired format, you help GenAI understand your expectations, improve the quality of its response, and minimize the need for repeated follow-up prompts.

RCTF Formula

1. **Role:** Establishes the AI's perspective and expertise, ensuring a credible and informed response.
2. **Context:** Provides background information about the topic and audience.
3. **Task:** Instructs the AI what to provide.
4. **Format:** Structures the format of the response.

RCTF Example and Breakdown

Prompt: *"You are a medical researcher specializing in artificial intelligence applications in healthcare. Explain how AI is used to diagnose diseases, particularly in radiology and in a way that a first-year college student studying health sciences can understand. Provide two real-world examples and discuss one limitation of AI in this field."*

As you read through the prompt, were you able to identify the RCTF formula?

- **Role:** *"You are a medical researcher specializing in artificial intelligence applications in healthcare"*
- **Context and Task:** *"Explain how AI is used to diagnose diseases, particularly in radiology and in a way that a first-year college student studying health sciences can understand."*
- **Format:** *"Provide two real-world examples and discuss one limitation of AI in this field."*

Topic: From Prompts to Conversations

When you first use GenAI, it's easy to treat it like a search engine — ask a question, get an answer, and move on. But GenAI is most effective when you approach it like a conversation with a mentor. By asking follow-up questions, requesting changes, or exploring new ideas, you create a back-and-forth dialogue that can deepen your understanding. This kind of interaction turns GenAI into a powerful learning tool — one that helps explain concepts, clarify confusion, and guide you through challenging topics. The more you engage with it, the more valuable the experience becomes.

Example: From Prompt to Conversation

You are curious about the French Revolution and ask GenAI to *“Explain the causes of the French Revolution.”*

Response: The French Revolution happened because many people in France were unhappy with how things were going. The king had too much power, and the government was spending more money than it had. Most people were poor, while a small group had special rights and didn't have to pay as many taxes. At the same time, new ideas were spreading about fairness and freedom. All of this created tension, and eventually, people decided to fight for change.

Continue the conversation with additional prompts. For example:

- *“Can you organize the causes into political, economic, and social categories?”*
- *“Which of these causes is debated the most by historians?”*
- *“Who are some historians that support different perspectives?”*

Now, you're not just collecting information — you're thinking critically, comparing viewpoints, and deepening your understanding! This is the kind of interaction that helps you move from just using GenAI to *learning* with it.

Digging Deeper

Here are some easy ways to think critically about the GenAI response and to keep the conversation going:

Ask for more explanation.

- *“Can you explain that in simpler terms?”*
- *“Why is that important?”*

Look at other points of view.

- *“What’s another way to understand this?”*
- *“What would someone who disagrees say?”*

Ask for examples or analogies.

- *“Can you give me an example from history?”*
- *“What’s a real-life situation that’s similar to this?”*

Ask for help.

- *“This response feels a bit too general. What information can I provide to help you give a more detailed or focused answer?”*

Summary

The key idea is this: prompting is just the start. The real learning happens when you take time to talk with GenAI as a colleague. That’s how you deepen your understanding, sharpen your critical thinking, and take more ownership of your learning.

Topic: Accuracy and Best Practices

GenAI tools can be incredibly useful for brainstorming, studying, organizing ideas, and even jumpstarting research. But like any tool, they come with limitations and risks. Using GenAI responsibly means understanding where it might go wrong and knowing how to spot problems before they harm the credibility of your work.

Below are four key areas to watch out for, along with practical tips to help you use GenAI more thoughtfully and responsibly.

Hallucinations

GenAI is great at sounding confident but not always great at being correct. Sometimes it generates information that sounds plausible but isn't factual or accurate. These misrepresentations and errors are called **hallucinations**.

Example: A student asks an AI tool whether remote work is more productive than in-office work. The AI confidently claims that remote work is superior due to fewer distractions and better work-life balance. Trusting this response, the student includes it in a paper — only to learn later that the research is mixed and much more nuanced.

Best Practices

- Fact-check GenAI-generated information using credible and up-to-date sources.
- Use GenAI as a starting point for research and not a final source.
- Cross-check claims, dates, and statistics with academic and expert sources.

Bias

GenAI reflects the data it was trained on, which can include stereotypes, cultural imbalances, and biased assumptions. Even when it sounds neutral, GenAI can unintentionally reinforce outdated or narrow viewpoints.

Example: A student asks GenAI for examples of leaders in tech innovation. The list includes mostly men from Western countries. The student uses this list in a presentation, unintentionally leaving out influential leaders from other cultures, regions, and gender identities.

Best Practices

- Be aware of who is represented — and who might be missing.

- Seek out diverse perspectives — especially when exploring cultural, historical, or social topics.
- Treat GenAI as one — but not the only — perspective.
- Ask GenAI critical questions like: *“Whose voice is this? What assumptions are being made? What perspectives are not being included?”*

Academic Integrity

Academic integrity means being honest, responsible, and ethical in your academic work — giving proper credit, doing your own thinking, and following the rules. Using GenAI without proper acknowledgment — or relying on it too heavily — can lead to academic misconduct.

Example: A student uses GenAI to write several sections of a paper, editing only slightly. The student doesn’t cite the tool or explain how it was used. When the professor notices inconsistencies in writing style, the student is asked to explain their thinking but cannot.

Best Practices

- Use GenAI to support your thinking — not replace it.
- Be transparent about how you used GenAI, if allowed by the instructor, and follow your institution’s policy for academic integrity.
- Check copyright and usage rules before submitting any AI-generated work.
- Ask GenAI to provide sources but verify that they are real and reputable.

Privacy

Many GenAI tools store or learn from user inputs. If you enter personal or sensitive information — like names, emails, grades, or survey data — you could be putting yourself or others at risk.

Example: A student uploads raw survey responses, including names and emails, into a GenAI tool to help with analysis. Later, another student using the same tool receives a response referencing those survey results and participants. This creates a serious privacy breach.

Best Practices

- Never enter personal, financial, or sensitive information into AI tools.
- Review the privacy policies of GenAI platforms before use.
- Avoid sharing data that must remain confidential or protected.

Topic: Advanced Prompt Engineering

Once you've learned the basics of prompt engineering using the **RTCF** formula, you might like to try using more advanced techniques to get even better results. These approaches are especially helpful for complex assignments, critical thinking, or professional-level tasks like writing, coding, or analysis.

Advanced prompting helps you:

- Get more structured and detailed responses.
- Break big tasks into smaller, manageable steps.
- Guide GenAI to match your voice, goals, or reasoning style.
- Avoid vague or generic answers.

Prompt Chaining

Description: Break a complex task into a series of connected prompts, building your final response step by step. This helps you stay focused and gives GenAI clearer instructions at each stage.

Example: You're preparing an essay on cultural rituals and symbolic meaning:

1. *"Summarize this source article in three key points."*
2. *"Now explain how those ideas relate to rites of passage in different cultures."*
3. *"Draft a short paragraph I could use to introduce this idea in my essay."*

Few-Shot Prompting

Description: Give GenAI a couple of examples of what you want it to do before asking for a new response. This is useful when you want GenAI to match a specific tone, format, or analytical style.

Example: You want GenAI to analyze a poem based on prior work:

Prompt: *"I've added two examples below of how I analyze literary passages. Use the same format and style to analyze this new poem." (Insert two short examples first, then follow with the new poem.)*

Zero-Shot Prompts with Clear Constraints

Description: Even without examples, you can guide GenAI by setting specific limits or goals. This works well for simple but structured tasks like summaries, outlines, or explanations.

Example: You're struggling to understand an article because it contains excessive jargon:

Prompt: *"Summarize this article in 150 words using plain language for a high school audience. Use three short paragraphs and highlight the main idea in the first sentence of each." (You can upload or link to the reading with your prompt.)*

Custom Roles or Personas

Description: Ask GenAI to respond to your prompt as a specific expert or persona — like a tutor, scientist, historian, or coach. This helps shape the tone, depth, and focus of the response:

Example: You want GenAI to give feedback on your writing.

Prompt: *"Act as an academic writing coach. Review this paragraph and give suggestions to improve tone, clarity, and structure. Be specific and supportive."*

Layered Instructions

Description: Building on RCTF, add additional elements — like role, audience, task, tone, and format (RATTF) — to the formula and submit one detailed prompt. This is helpful when you have a clear vision of the outcome and want GenAI to follow your expectations closely.

Example: You're preparing for a debate and want focused feedback on your debate points:

Prompt: *"Act as a debate coach. Review this claim in three bullet points: logic, tone, and clarity. The audience is a panel of college professors, so keep it formal but constructive."*

Topic: Self-Study Techniques

Using GenAI to support your own learning is one of the best and most responsible ways to use it. With your instructor's approval, GenAI can strengthen what you're learning, improve your study habits, and boost your confidence. Here are five effective ways GenAI can support your independent study.

Study Planning

Goal: Create a personalized study schedule and get time management tips tailored to your calendar and goals.

Example: A student with a busy work schedule asks GenAI to build a weekly study plan using their course calendar. GenAI suggests when and how to study based on upcoming deadlines and time blocks. The schedule includes specific activities like reviewing readings, completing assignments, practicing problem sets, and taking breaks to stay focused and avoid burnout.

Why this works: By outsourcing the planning process to GenAI, you reduce cognitive overload and free up mental energy to focus on actual learning. Having a clear, personalized study schedule helps you stay organized, manage your time more effectively, and build consistent study habits. It also supports goal-setting and self-regulation which are key skills for academic success.

Self-Assessment

Goal: Quiz yourself on course material and identify gaps in your understanding.

Example: A student preparing for an exam asks GenAI to generate a practice quiz based on their lecture notes attached to the GenAI prompt. After completing the GenAI quiz, they review AI-generated explanations for any incorrect answers to reinforce their learning.

Why this works: Self-assessment encourages active recall, which strengthens memory and understanding more effectively than passive review. By identifying gaps in your knowledge and getting immediate explanations, you engage in deeper learning and improve your ability to apply what you've learned.

Reflection

Use: Summarize what you've learned in your own words, then use GenAI to check for accuracy and completeness.

Example: After reading an assigned chapter, a student writes a summary of the key concepts. They then ask GenAI to review the explanation, helping them catch any misunderstandings or missing details.

Why this works: Self-testing strengthens memory and helps you monitor what you know and what you need to review. This kind of reflection is called metacognition — or thinking about your own thinking to support deeper learning and understanding.

Reasoning and Logic

Goal: Strengthen your arguments by asking GenAI to challenge your reasoning or spot weak evidence.

Example: To prepare for a class debate, a student shares their position on a topic with GenAI. Acting as a Socratic tutor, it highlights logical fallacies or unsupported claims, helping the student sharpen their argument.

Why this works: This kind of low-stakes practice promotes critical thinking by encouraging you to examine your assumptions, evaluate evidence, and consider counterarguments. By having GenAI challenge your reasoning, you develop stronger analytical skills and learn to build more logical, well-supported arguments.

Concept Mapping

Goal: Turn complex ideas into visual tools like mind maps, outlines, or diagrams.

Example: While studying a dense unit, a student asks GenAI to create a concept map showing how key ideas are connected. Visualizing the relationships helps them understand the big picture and pinpoint weak areas.

Why this works: Concept mapping supports visual learners by turning abstract or complex information into clear, visual structures. Seeing how ideas connect helps you understand relationships, organize your thoughts, and retain information more effectively. It also supports systems-level thinking — recognizing how individual concepts fit into larger frameworks — which deepens comprehension and improves recall.

Activity: A Conversation with Socrates

Socrates, the ancient Greek philosopher (469–399 BCE), is known for his unique method of teaching—not by giving answers, but by asking questions. This approach, called **Socratic questioning**, encouraged students to reflect, analyze, and explain their ideas.

In this activity, you'll take a modern twist on the Socratic method by having a conversation with GenAI, using it as a hybrid Socratic tutor. You'll explore your thoughts about GenAI use in education through a series of thought-provoking questions designed to deepen your understanding and build intellectual confidence.

Goals and Objectives

After completing this activity, you will be able to:

1. Use GenAI as a Socratic tutor to engage in reflective, question-driven dialogue.
2. Evaluate how GenAI can support intellectual curiosity, critical thinking, and academic independence.

Instructions

You will take on the role of a student in higher education, while GenAI will serve as a Socratic tutor to help you explore your thinking about how students use Generative AI in learning.

Follow these three steps:

1. **Open** [OpenAI ChatGPT](#), [Google Gemini](#), or [Microsoft Copilot](#) in a new web browser.
2. **Copy and paste the instruction below** into the GenAI prompt. The instruction — designed by Socratic Arts (2023) — tells GenAI to act as a tutor and use Socratic questioning to guide you through a conversation about GenAI in your classes.
3. **Prompt:** *"I am a student in higher education. Act as a hybrid Socratic tutor to help me explore my thinking about the use of Generative AI by students to support learning. Primarily guide me toward answers using questions but occasionally provide direct information when it seems crucial for understanding. Strike a balance between letting me discover answers on my own and getting necessary information. In other words, don't lapse into telling me too much without letting me try to discover things myself"* (Socratic Arts, 2023).
4. **Respond to GenAI's questions and prompts** and allow the dialogue to unfold naturally. Stay focused on exploring your own thinking and reasoning. Continue the conversation for as long as it remains helpful.

Make GenAI Work for You

If the conversation loses focus or feels shallow, try one of these strategies:

- Ask GenAI to explore a more specific aspect of the topic.
- Invite GenAI to challenge your views or ask you to defend your reasoning.
- Request an analogy, case study, or clarification to understand a concept better.
- Ask it to explain its own reasoning or critique your argument from another perspective.

Have Fun! Change the Role and Topic

Want to try the Socratic method on a different topic? Just modify the role and subject in the prompt. Here are a few playful examples:

- **Role:** *"I love to watch television shows."* **Topic:** *"...the hidden meanings of Severance, the television show"*
- **Role:** *"I am hungry."* **Topic:** *"...should I choose Mexican or Chinese food for dinner tonight?"*

Reference: Socratic Arts. (2023, March 21). Crafting a semi-Socratic tutor with ChatGPT. Retrieved April 10, 2025, from <https://www.socraticarts.com/blog/crafting-a-semi-socratic-tutor-with-chatgpt>

Topic: Accountability

As you become comfortable using GenAI tools and seek opportunities to use them to support your studies, it's imperative to know the policies that govern how and when you can use GenAI. While some faculty may encourage its use, others may limit or ban it completely.

1. Institutional Policies

Your college or university likely has official policies on academic integrity that now include guidelines for GenAI. These may be found in the student handbook, code of conduct, or academic honesty policies. Read them carefully. They set the foundation for what's expected of you, no matter which course you're in.

2. Instructor Expectations

Each instructor may set their own rules for GenAI use. Some may allow it for brainstorming or revising drafts, while others may prohibit it entirely for certain tasks. Always check your syllabus and assignment instructions. If anything is unclear, don't guess — ask your instructor directly.

3. Assignments

1. Even if GenAI is permitted in a course
 - With your instructor's approval

course, individual assignments may have their own specific rules for how it can be used — you might need to explain how you used GenAI, cite the content it helped generate, or avoid using it altogether. Following assignment-specific rules shows that you are being intentional and thoughtful about your work.

4. Academic Integrity

Using GenAI doesn't remove your responsibility as the author of your work. You are accountable for the accuracy, originality, and ethical quality of everything you submit. This includes checking facts, identifying and correcting bias, citing sources properly, and being able to explain your work without relying on AI-generated content.

Handout: Accountability Checklist

Use this checklist — adapted from Montoya, Aragon, and Shelton (n.d.) — to help you reflect on your use of GenAI and to be sure it aligns with academic expectations before you submit your work.

1. Institutional Policies

- ☐ I have reviewed my institution's policies on academic integrity and AI.
- ☐ I fully understand my responsibility to abide by my institution's policies for academic integrity and use of AI.

2. Instructor Expectations

- ☐ I have reviewed my instructor's policies on the use of AI in this class and for this assignment.
- ☐ I fully understand my instructor's policy for using AI to complete classwork.

3. Assignments

- ☐ I have documented how AI was used as a resource and/or tool to complete the assignment.
- ☐ I did not submit confidential information to AI.
- ☐ I am prepared to show and explain how and where AI was used in compliance with institutional and faculty policies.

4. Academic Integrity

- ☐ I have checked the sources used by AI for accuracy and properly cited any facts, statistics, or quotes within my work.
- ☐ I have analyzed the AI output for false, biased, or harmful information and made appropriate corrections.
- ☐ I can explain the meaning of my work in my own words and without referring to AI-generated content.

Adapted from: Montoya, S., Aragon, C., & Shelton, C. (n.d.). Student guide to academic integrity and AI. The Futures Initiative. Retrieved April 10, 2025, from <https://studentguidetoai.org/>

Resource: GenAI Support

These lists were generated in April 2025. In time, these links may no longer be valid.

GenAI Tool Directories

- [Futurepedia](http://www.futurepedia.io) – www.futurepedia.io. A searchable directory of hundreds of AI tools for tasks like writing, studying, research, and design.
- [There's an AI for That](http://www.theresanaiforthat.com) – www.theresanaiforthat.com. Find AI tools by category, use case, or task.

GenAI Large Language Models

- [OpenAI ChatGPT](https://chat.openai.com) – chat.openai.com. Offers access to ChatGPT (free and paid versions), including the GPT-4 model.
- [Google Gemini](https://gemini.google.com) – gemini.google.com. Google's GenAI assistant integrated with Docs, Gmail, and Sheets.
- [Microsoft Copilot](https://copilot.microsoft.com) – copilot.microsoft.com. AI tools embedded in Microsoft Word, Excel, PowerPoint, and other Office apps.

GenAI Assistance

- [ChatGPT Help Center \(OpenAI\)](https://help.openai.com) – help.openai.com: Guides on how to use ChatGPT, including tips for using GPT-4, uploading files, and setting custom instructions.
- [Google Gemini Help](https://support.google.com/gemini) – support.google.com/gemini: Tutorials on using Gemini with Google Workspace apps like Docs, Gmail, and Sheets.
- [Microsoft Copilot Learning Hub](https://support.microsoft.com/copilot) – support.microsoft.com/copilot: Learn how to use Copilot in Microsoft 365 apps with videos and walk-throughs.

Prompt Engineering

- [OpenAI Prompt Engineering Guide](https://platform.openai.com/docs/guides/prompt-engineering) – platform.openai.com/docs/guides/prompt-engineering: A developer-focused resource, but useful for understanding how prompts work.
- [Learn Prompting](https://learnprompting.org) – learnprompting.org: A free, open-source course designed for beginners and advanced users to improve their prompting skills.
- [Prompt Hero \(Prompt Library\)](https://prompthero.com) – prompthero.com: Find prompt examples for writing, study, design, and more.

Acknowledgements and License

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GenAI as a Development Partner

The **USG Student Guide to Artificial Intelligence** was developed in collaboration with ChatGPT-4o. Throughout the process, ChatGPT-4o supported brainstorming, outlining, revising, and refining content—much like a peer reviewer.

Support and Contributions from ChatGPT-4o

- **Outlining:** Suggested section structures, learning objectives, and activity flow.
- **Brainstorming:** Contributed examples, prompts, and ideas to help frame key themes.
- **Refining:** Offered feedback on tone, clarity, and structure to strengthen communication.
- **Editing:** Helped revise and rephrase content while preserving the author's original intent.
- **Formatting:** Recommended student-friendly formats like checklists, scenarios, and step-by-step instructions.
- At every stage, human oversight and authorship guided the final product. ChatGPT-4o provided ideas and suggestions, but all decisions about content, structure, tone, and accuracy were made by the guide's developers.

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