

Using Generative AI in Coursework

Using generative AI effectively means using it to **enhance, not supplant**, your own thinking and creativity. Whenever you use it in your coursework, keep this principle at top of mind.



WHY USE A ENTERPRISE-LICENSED CHATBOT?

Using a chatbot under an enterprise license affords you additional security:

- Your chats are kept private to you unless you choose to share them.
- Microsoft employees and partners, such as advertisers, cannot see your data.
- Chats and prompts are not used to train AI models or finetune search algorithms.



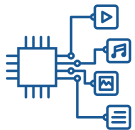
RESPONSIBLE USE

Even with the enterprise license, please be responsible with sensitive information:

- Use your enterprise account for school-related work only.
- **Do not** input confidential or proprietary information, protected health information, or student-identifiable data.
- Follow acceptable use policies from the University and the program (see course policies), as well as those in the directions for specific assignments.

AI may output inaccurate or misleading information. Review all outputs for accuracy and appropriateness.

Finally, be aware of generative AI's negative environmental impacts and be judicious about how and when you use it.



WHEN TO USE GENERATIVE AI

Faculty, staff, students, and alumni have found generative AI helpful for these types of tasks:

- **As a thought partner**
Chatbots can spark your creativity. You can ask AI for feedback on your ideas or to generate ideas on a given topic. It may be most effective to ask for 5 – 10 options, of which you can choose the best. Note that diversity of ideas is not generative AI's strong suit, and use it as a starting point, not an end product.
- **As an editor**
Prompt the chatbot with the specific type of feedback you want, as well as your intended audience, and ask it for suggestions in the form of bullet points. Not every suggestion is high quality, so think critically as you use the output to revise your work. Refrain from asking it to revise for you; the need to review and modify its output can add to your workload rather than reduce it.
- **To get started writing**
Chatbots are good at identifying connections among disparate data points. Take advantage of this strength by uploading your preliminary notes and asking the chatbot to help you identify a thesis, hypothesis, or research question—or to create a topic outline for a project. Not every suggestion is high quality, so once again, think critically and revise as you work on your deliverables.
- **To create reading guides**
Chatbots are bad at summarizing but good at picking out core topics and themes. Ask the chatbot to identify those topics and use them as an aid to guide your reading. The AI cannot replace the need to read, but it can help you read smarter.



PROMPTING A CHATBOT

To get the most out of chatbot interactions, effective prompts should include:

- A **clearly defined statement** of what you want the chatbot to output as an end product.
- Details and context including (but not limited to):
 - **Information about the audience**
Is this a presentation to the CFO? A talk at a conference? A chat with a patient?
 - **Information about the chatbot's role**
Should the chatbot be a physician? An economist? A health policy expert?
 - **Directions for how to format the output**
Should it give you paragraphs? Bullet points? An image?
 - **Additional guidance for what it should and should not do**
Do you want it to refrain from using contractions? Should it only use clinical examples? Should it not bring in sources from before 2020?

Do not assume that the chatbot can guess the parameters of your request. Without context, output is likely to be unacceptably generic.



STRATEGIES FOR EFFECTIVE USE

- **Iteration and revision**
Ask the chatbot for revisions and follow-ups to its initial output. Be clear about what you do and do not want to keep from earlier iterations and ask it to build on the parts you liked.
- **Roleplaying**
Ask the chatbot to take on the role of a subject matter expert and write from that point of view. Or ask it to take on multiple perspectives to get a more comprehensive view of a topic. To avoid confusing yourself and the chatbot, ask for each perspective as a separate prompt.
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- **File uploads**
Upload a document, image, or other file that you have created. Then prompt the chatbot to complete a task related to that file. Remember to specify that it should respond based only on that file, if you do not want it to use outside information. And refrain from uploading proprietary, confidential, or copyrighted materials.
- **Output stitching**
Given multiple variations on the same prompt, a chatbot is likely to output significantly different answers each time. Combine the best, most relevant parts of each answer to build the response that will be helpful to you.
- **Prompt chaining**
Encourage structured thinking and more accurate answers by dividing a large task into smaller steps, and ask the chatbot to complete each step, building on its previous output. You can experiment with basic prompt chaining techniques on your own. LinkedIn Learning has training resources on the topic.

EXPERIMENT WITH EFFECTIVE AI USE

During the AI workshop, you will have approximately 20 minutes to experiment with an AI chatbot, using the techniques and strategies outlined in this handout.

At the end of those 20 minutes, we will discuss your findings in terms of strengths and weaknesses, and the opportunities and challenges you have observed for effective use in your coursework. To get you started, each table will be assigned one of the following tasks to complete:

- **Writing**
You have been asked to create a 1-page pamphlet for patients on a topic that someone at your table is very familiar with. Work with the chatbot to help you get started.
- **Editing**
You have been asked to revise a press release from a health system on some upcoming changes they will be making. Use the chatbot to help you get started.
- **Research**
You have been asked to create a white paper on a topic that someone at your table knows a little bit about. Use the chatbot to help you get started.
- **Ideation**
You have been invited to participate in a roundtable at an employee conference. Work with the chatbot to come up with a topic.
- **Data Analysis**
Your table has been asked to use a KFF-Peterson report on the burden of chronic diseases to identify a problem that might lend itself to an impactful innovation project. Use the chatbot to help you get started.

Note that tasks are similar to the types of activities you might complete in your coursework.