

Guidance on the Use of Artificial Intelligence for Assistive Purposes in Assignments

As part of your academic journey in the Social Work program, we recognise that Artificial intelligence (AI) tools can offer valuable assistance in your studies. However, it's important to understand how these tools can be used appropriately and ethically to support your learning. Assessments on Social Work program falls under the Amber Category of AI use. In this category, AI is permitted for assistive purposes. Below are the guidelines on how AI may be used for assistive purposes in your assignment, as well as how AI should not be used.

Permitted Uses of AI

1. **Research Assistance:**
 - AI tools can help you find relevant sources, articles, and research papers.
 - AI can be used to generate ideas for topics or provide summaries of complex concepts.
2. **Language and Grammar Support:**
 - AI-based grammar and spell-check tools can be used to proofread your essays.
 - You may use AI to enhance your writing clarity and ensure your language is academically appropriate.
3. **Idea Generation and Outlining:**
 - AI can help you brainstorm ideas or create an outline for your essay.
 - You may use AI to suggest ways to structure your argument or to identify key points that should be included.
4. **Time Management:**
 - AI tools can assist you in organizing your study schedule, reminding you of deadlines, and managing time effectively during the writing process.
5. **Understanding Complex Topics:**
 - AI can provide simplified explanations or additional resources to help you better understand difficult concepts or theories in social work.

Prohibited Uses of AI

1. **Complete Essay Writing:**
 - You **must not** use AI to write your entire essay or large sections of it. This includes generating full paragraphs, essays, or completing assignments in any automated way.
2. **Plagiarism:**
 - Submitting AI-generated content as your own is considered plagiarism and will be treated as academic misconduct. All submitted work should be your original thought and analysis.
3. **Citing AI as a Source:**
 - AI tools should **not** be cited as sources in your work. Your references should come from credible academic sources such as peer-reviewed journals, books, and reputable websites.
4. **Avoiding Critical Thinking:**

- AI should not be used as a replacement for your own critical analysis and reflection. Social work requires a deep understanding of complex social issues, and your assignments should reflect your personal engagement with the material.
- 5. Confidentiality and Ethics:**
- Do not input sensitive or confidential information related to clients, case studies, or your workplace or placement into AI tools, as this could breach confidentiality and ethical guidelines.

Student Acknowledgement of AI Tools

You should clearly state and acknowledge the use of AI tools before any references or bibliography. You should also provide details about the types of AI tools used along with a brief explanation of how you have used it (a sentence or 2). A simple table will suffice as below:

Tool	How used in this assignment
e.g. ChatGPT-3.5	Key word search on topics related to learning outcomes
e.g. Microsoft Copilot	To proofread. Particularly check spelling and grammar.

Student Record Keeping

It is your responsibility to keep a record of the production of your assessments in case there are potential issues with misuse of AI. You should keep a record of how your thinking has developed as you progress through to submission. Appropriate evidence could include version-controlled documents and developmental journals. This evidence can be called upon if we suspect academic misconduct.

Academic Integrity

It is your responsibility to ensure that the use of AI tools enhances your learning without compromising academic integrity. In using AI also be mindful that:

1. Content generated can be incorrect and so needs careful review.
2. AI tools can amplify existing stereotypes and bias.

Conclusion

We encourage you to use AI as a tool to enhance your writing process, but it is essential that the work you submit is your own. Misuse of AI will be subject to the same disciplinary actions as other forms of academic misconduct.

If you have any questions about these guidelines, please feel free to reach out to your course instructor.