

Template: AI Use Report for Course Assignments

Section	Guiding Questions	Student Response
1. Purpose	What specific tasks did you use AI for? (e.g., brainstorming, outlining, editing)	
2. Extent	What proportion of your work was influenced by AI? (e.g., % of ideas, text, structure) Include example prompts.	
3. Impact	How did AI use affect your work? What were the benefits or limitations?	
4. Ethical considerations & Data privacy	Did you anonymize data? Did you avoid copying AI-generated text? Did you cite tools used?	
5. Version history (optional) – If examiner asks for it	Attach or describe versions of your work before and after AI use (if applicable).	
6. Reflection (Optional)	What did you learn about using AI in academic work? Would you use it differently next time?	

All AI tools used should also be listed in the list of references (APA 7 format)