

AI Use Report template and checklist

Purpose (Why?)

- Explain why you used AI
 - How did AI support your learning, understanding, or work process?
 - Was the use of AI consistent with the Traffic Light category and assignment instructions?

Extent (Where?)

- Clearly state where AI was used
 - Can the reader see which parts of the process involved AI?
 - Can you provide examples of prompts used in the work process?

Impact (How?)

- Explain how AI contributed to the assignment
 - Did AI help you generate ideas, improve structure, simplify concepts, receive feedback, or revise language?
 - Can you describe what value AI added to your work?

Your Contribution

- Describe your contribution and how AI supported your learning and outcomes
 - Is it clear that this is your work myself?
 - Does the final work reflect your own understanding and judgement?
 - Could you explain and defend your reasoning if asked by your teacher?
 - Does the final text represent your own voice rather than AI-generated writing?

Verification and Critical Thinking

- Before submitting your work make sure you have:
 - Checked all facts generated by AI
 - Verified quotations, references, and sources used
 - Critically evaluated all the AI outputs

Ethics and Academic Integrity

- Describe how you followed the course-specific AI instructions
 - Have you been fully transparent about your AI use?
 - Have you avoided presenting AI-generated content as your own work?

Data Privacy and Security

- Before submitting your work make sure you have:
 - avoided sharing personal, confidential, or sensitive information
 - approved and appropriate AI tools (if other than Hanken Copilot)
 - consider data protection requirements

Version History and Documentation

- Before submitting your work make sure you have:
 - drafts or versions showing how your work developed
 - Saved all important prompts or examples if required
 - Demonstrated your learning process