

1 Before the Semester Starts

- Define your AI use policy (what is allowed, what is not, what must be disclosed)
- Add AI policy language to your syllabus with specific examples
- Include consequences for undisclosed AI use (graduated: warning, resubmit, referral)
- Include a clear appeals process for students who believe they were wrongly flagged
- Choose an AI detection tool and test it with sample text before using it on student work
- Communicate your policy to students on day one, not just in the syllabus

2 Designing AI-Resistant Assignments

- Require personal reflection, lived experience, or course-specific examples AI cannot generate
- Use multi-stage submissions (outline, draft, final) so you can track the writing process
- Ask students to cite class discussions, lectures, or peer feedback in their work
- Design prompts that require synthesis across multiple course-specific sources
- Consider oral components (presentations, Q&A) to verify understanding

3 Running AI Detection

- Apply detection consistently to all students in a course (never selectively target individuals)
- Review sentence-level results, not just the overall score
- Note which specific passages were flagged and at what confidence level
- Cross-reference against the student's previous work for style consistency
- Remember: a flag is not a verdict. It is the start of a review process.

4 When a Student's Work Is Flagged

- Review the full detection report before contacting the student
- Compare the flagged work against the student's known writing ability and style
- Schedule a private, non-accusatory conversation with the student
- Ask the student to walk you through their writing process ("How did you approach this?")
- Document everything: detection results, prior work samples, conversation notes
- Follow your institution's academic integrity escalation process
- If inconclusive, consider giving the student a chance to rewrite under observed conditions

5 Avoiding False Positive Mistakes

- Never rely on a single detection score as the sole basis for academic penalties
- Be aware that non-native English speakers may trigger higher false positive rates
- Recognize that technical, formulaic, or highly structured writing can resemble AI patterns
- Use tools with sentence-level analysis to pinpoint exactly what triggered the flag
- When in doubt, have the conversation before making a judgment

6 Ongoing Best Practices

- Revisit your AI policy each semester as tools and norms evolve
- Stay informed on AI detection accuracy and limitations through current research
- Share best practices with colleagues in your department
- Treat AI detection as one part of a broader academic integrity strategy, not the whole thing