

AI Use in Teaching – Checklist for Instructors

Before the Start of the Course

- Align learning objectives early with teaching and learning methods
- Define the format of assessments:
 - Consider guidance for AI-sensitive exam design
- Clarify whether an accompanying oral examination discussion can and should take place

In the First Session

- Address constructive and counterproductive uses of AI
- Provide guidance on AI use for students
- Communicate early and clearly to and with students:
 - Communicate guidelines on AI use at the beginning of the semester
 - Encourage students to ask questions if anything is unclear

During the Course

- Focus on learning processes, not only outcomes
- Assign reflection and transfer tasks → stimulate self-reflection
- Reflect: Which types of tasks can AI solve automatically?
- Define: Which tasks should explicitly be completed with AI?
- Define: Which tasks should explicitly be completed without AI?

Examination

- Adapt the “Guiding Questions for Transparency in the Use of AI in Examinations” (template) if necessary and communicate them to students.
- If applicable, conduct accompanying examination discussions.

Long-Term

- Regularly review learning objectives, teaching materials, and especially assignments for their future viability in relation to AI, and revise them if necessary.
- Incorporate work processes into assessment formats.
- Revise the module: define learning objectives and determine appropriate assessment formats.
- If necessary, accompany unsupervised examination formats with oral examination discussions.