

# Making the Most of Generative AI

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## Principles for GenAI Success

### Purpose

- What learning goal is AI serving? How is it serving that goal?
- How might GenAI be used in your field? How can you help students improve their AI skills?

### Transparency

- Draft an AI policy for your syllabus.
- Talk with your students about when they should/should not use AI and why. What do you hope they're learning and how might AI help or hinder?
- Students must disclose the use of AI in their work. How should they do this in your course?

### Privacy

- Many AI tools train on the data that you give them. Be mindful of what you enter and what you ask students to enter.
- FERPA still applies. Harvard-wide policy permits entering nothing above Level 1 data.

### Learning

- Let students know you're learning along with them. No one has all of the answers right now and that's OK.
- Play around with any tools before you permit students to use them. See what they can do.

## Equity

- Be mindful of the cost divide.
- Be mindful of the knowledge divide: How can students write effective prompts? How can they recognize “hallucinations” and misinformation? How do they even get started?
- Be mindful of bias.

## Tips for Prompting ChatGPT and other Tools

Adapted from “Getting Started with ChatGPT” from the Metalab@Harvard

### Provide Detail

- Provide clear, specific instructions and context to help guide the model’s output. For example, “Provide a beginner-friendly, step-by-step explanation to \_\_\_\_\_” ).

### Request a Persona

- You can request that ChatGPT embody a persona. Begin with “I am a \_\_\_\_\_ who is looking to \_\_\_\_\_”

### Same Prompt, Different Output

- If you don’t like the results, try again for a different answer. Use the “Regenerate” button.

### Refine Iteratively

- Try different versions of your prompt. Ask it to change length, format, adjust content, etc. Try referring back to earlier prompts in your conversation and build off of those or ask ChatGPT to explain something in more detail.

### Check for Accuracy

- Assume that any information provided may be fabricated (or “hallucinated”) until you validate the content from a legitimate source. GPT might cite papers that do not exist. You can ask follow up questions about accuracy, which can sometimes help.