







# Lamar University Guidance on Generative AI Use from the Center for Teaching and Learning Enhancement

AI Tools must not be used for any activity that is illegal, fraudulent, or violates state, federal, LU, or TSUS policies.

**B a** Generative AI has made it easier for malicious actors to create sophisticated phishing emails and deepfakes, i.e., video or audio intended to convincingly mimic a person's voice or physical appearance without their consent, at a far greater scale. Continue to follow the guidance provided in the annual Security Awareness training, see HR Training Nest, and report suspicious messages following these procedures: <https://www.lamar.edu/it/services-and-support/security-awareness-report-phish.html>



Lamar University encourages responsible exploration with Generative AI tools, fostering innovation while ensuring adherence to guidelines and considerations unique to such experimentation. Below are potential avenues for experimentation and key factors to consider before delving into Generative AI. For more ideas, contact the CTLE at [CTLE@Lamar.edu](mailto:CTLE@Lamar.edu)

## **B E a G a AIT**

**U** Familiarize yourself with Lamar University's preliminary guidelines for utilizing Generative AI tools above. Ensure compliance with regulations regarding using confidential data with publicly accessible tools. Verify and authenticate any AI-generated content before dissemination.

Explore available tools at Lamar University, examining their approved data handling levels. Continuous updates may introduce new options for experimentation.

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**C G a a D b** Utilize Generative AI to create, debug, and enhance computer code, catering to both experts and non-programmers. Review code for security vulnerabilities and accuracy before publication.

**F a C a S a** Simplify formula creation for spreadsheet applications using natural language prompts, enhancing accessibility for non-experts. Verify generated formulas for accuracy before integration.

**A a S a** Leverage Generative AI's ability to swiftly navigate vast datasets for advanced search purposes. Exercise caution regarding the accuracy of outputs, considering potential biases and outdated information.

**D S a a** Employ Generative AI for concise document

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Note The list is not exhaustive Some tools may not be available to all faculty and staff For information on other available generative AI tools contact CTLE Lamar edu

**T Ba T** These applications are engineered to comprehend and produce responses akin to human language when prompted with text based natural language

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L a      M a      S      LMS   b a      T      These tools improve faculty workflow in course design

65(-%,%2:>&)6?)@3&"25)6&&"&(. 5( Blackboard Learn Ultra Available through Lamar University s Anthology Blackboard license For more information contact [CTLE Lamar.edu](mailto:CTLE@Lamar.edu)

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For assistance in selecting and ensuring appropriate use of generative AI tools contact the CTLE at [CTLE Lamar.edu](mailto:CTLE@Lamar.edu) Should the tool you are interested in utilizing require IT Compliance Review the CTLE will redirect you to that office before proceeding with any assistance or training

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The inputs you provide known as prompts wield significant influence over the quality of outputs produced by Generative AI tools These prompts serve as the foundation upon which the AI model generates responses drawing from the patterns ingrained during its training Crafting descriptive and precise prompts enhances the quality of generated content





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Similar to text based AI tools image generation tools like Adobe Firefly and Express rely heavily on the prompts users provide to create high quality images After you input a prompt the AI model analyzes your instructions and generates a response based on its learned patterns Utilizing more descriptive prompts can notably enhance the quality of the outputs This guide offers a fundamental overview of how to generate prompts for image based AI tools

Before diving into image based AI tools for your Lamar University projects it is crucial to review the university's guidelines It is important to note that AI image tools can vary greatly in quality and may produce offensive content Therefore meticulously review any work containing AI generated content before utilizing or publishing it Pay special attention to copyright issues associated with AI generated images Adobe Firefly and Express for example are trained on Adobe Stock images openly licensed content and public domain materials ensuring compliance with copyright laws For this reason we recommend

Lamar University faculty students and staff utilize Adobe Firefly or Express for AI image experimentation

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Just as text based AI tools can hallucinate image

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Consider aspects like lighting composition background details and color schemes to enhance the image Create an image of a brown Labrador retriever happily playing fetch in a grassy park in the style of a watercolor painting with the late afternoon sun casting long shadows across the green fields

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Specify how you want the image to be presented such as orientation or intended use like a poster or social media post Generate an image of a brown Labrador retriever happily playing fetch in a grassy park in the style of a watercolor painting with the late afternoon sun casting long shadows across the green fields suitable for use as a poster Firefly and Express also offer a sidebar enabling users to toggle various elements like effects style lighting and composition

Learn more about getting started with Firefly or Express or find additional tips on creating effective prompts from [Adobe](#) Need more assistance Contact the CTLE at

# Lamar University Guidan



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## **A b R**

Students must give credit to AI tools when used even if only for generating ideas

**A R** Assignments involving AI tools must include an appendix highlighting the relevant sections specifying the AI tools used explaining how they were used and providing reasons for their use

**I C a P b** AI tools are not permitted during in class examinations or assignments unless explicitly allowed and instructed

## **U P R**

It is a violation of university policy to misrepresent work by not acknowledging the use of generative AI tools

**I I** Students are encouraged to reach out to the instructor with any questions about the use of generative AI tools before submitting content influenced by these tools

## **I G AIU**

Generative AI tools such as ChatGPT may be used under specific guidelines provided by the instructor

## **! T a a**



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C a I      a      R

When submitting work students must

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In considering the integration of generative AI tools instructors are encouraged to explore these tools thoughtfully and reflect on how to properly acknowledge and cite content derived from them. This extends to understanding the role of citation within student work encompassing aspects like brainstorming, argument development from sources, alignment of AI tool output with authorship, and more.



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Generative AI is a transformative technology reshaping the landscape of higher education particularly in teaching and research. In the realm of research, policies and guidelines governing the application of AI, particularly in the creation and evaluation of manuscripts, papers, and grant proposals, are undergoing continuous evolution across federal agencies, academic journals, and educational institutions. The responsibility lies with investigators, project staff, and students to stay informed about the pertinent policies and guidelines related to the utilization of AI programs and tools. It is essential to critically assess the reliability of these tools within the research environment. NIH

Researchers, project staff, and students engaging in AI-driven research activities must navigate evolving policies and guidelines. The following guidelines address key aspects of AI application in research.

## AI a a A

**N AIA** Consensus exists among journals and research communities that AI models cannot be listed as authors. AI models are ineligible for authorship recognition due to their inability to meet the necessary requirements. As ns



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**U A I G a A a**

**S a C** Concerns applicable to manuscript writing also extend to grant applications. Funding agencies hold applicants accountable for any AI produced content that may introduce plagiarism, falsification, or fabrication.

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Flanagin A et al February 📌 Nonhuman authors and implications for the integrity of scientific publication and medical knowledge

Hosseini M et al 📌 Using AI to write scholarly publications \_\_\_\_\_  
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International Committee of Medical Journal Editors ICMJE 📌  
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