DEFINING GAI USAGE IN WRITING, READING, AND RESEARCH

Michigan Tech Composition Program

Stages of the Writing and Researching Process	Purpose	How and Why	Responsible Usage	Irresponsible Usage	Risks of Use
Invention	Brainstorming topics, themes, or concepts.	GAI can suggest ideas or expand on prompts that you build on and add your own perspective to.	Use GAI to help expand on ideas, pose multiple questions or run multiple iterations.	Using GAI to generate the entire topic idea without having some initial ideas first.	Missed opportunities to explore your own thinking and to develop creative and critical thinking skills.
Research	Gathering background information on a topic.	GAI can suggest keywords for the topic being researched.	Verify AI-generated sources with library searches, article databases, or Google Scholar.	GAI gathers sources but is unreliable and far more limited than valid search engines or databases.	Ignoring your own inquiry and curiosity or developing problem-solving skills by identifying what topics to research Not generating and refining keywords and search strategies through trial and error. There may be bias in the way GAI gathers information
Reading	To identify key points in a reading assignment.	Using GAI to unpack and summarize texts as part of the research and writing process.	Asking AI to create a reading guide for an article. Using AI to generate a summary of articles to help select those that are relevant to your research question.	Substituting AI-generated summaries for actually reading.	Not understanding your topic or sources beyond a surface level hinders your critical reading, analysis, and synthesis skill development. If you do not actually read the sources you are citing, you risk misrepresenting a writer's claims.
Outlining	GAI can help with different outline templates and ways to organize thoughts.	Ask GAI to make sample outlines to see how ideas can be structured.	Using GAI outlines as a starting point and using a template.	Copying outlines without adapting the output to your topic and perspective.	You may not develop your ability to structure ideas and to organize texts in response to a writing situation You may not develop the ability to organize large projects and learn strategies to manage information.
Drafting (composing)	GAI should not be used to compose text during the drafting stage.	Drafting should be original work.	Asking GAI to draft an example of the type of text you need to write It is irresponsible to use GAI for drafting the substance of your text that will be submitted for your class.	Submitting AI-generated text output without modification and claiming to be original. Using GAI to modify GAI output to appear more human-written.	Your writing skills can stagnate. You may not be able to independently compose in situations where GAI technologies are not available to you.
Revising	Refining and improving clarity.	GAI can suggest edits, reword sentences, or increase readability.	Using AI to enhance clarity while ensuring original voice stays Asking GAI for a list of revision strategies.	Relying on AI to make changes, making the text sound unnatural or generic.	You might not develop your own voice. Revision is an opportunity to rethink ideas and content, so you may not learn to discern important from unimportant information or refine your claims. If copying and pasting your own work into a commercial tool, you may be losing intellectual property rights or risking data security.
Editing and Proofreading	Correcting errors in grammar, refining style, and syntax.	Use GAI for checking grammar, style, and tone.	Double checking AI suggestions before accepting changes.	Accepting AI changes without reviewing for accuracy.	You may miss errors, incorrectly edit the text, and fail to develop personal proofreading skills.
Formatting	Ensuring proper structure and adherence to style guide templates.	GAI can help format text for reports, style guide adherence and presentations.	Using AI for style guide conventions, report genre conventions	Letting AI format content without checking for errors.	You may not understand conventions for different style guides, reports, and other types of writing.
Final Draft	Polishing before submission.	Use GAI to double check on consistency and overall effectiveness.	Ensuring GAI-assisted work aligns with ethical and responsible use of GAI in your context. Citing GAI when and in what way it is used in final draft.	Relying entirely on AI without reviewing or reflecting on the changes. Not disclosing GAI usage.	Missed skill development in metacognitive knowledge and judging a text's appropriateness for the situation. Submitting material that you're responsible for without understanding why could also have academic and professional consequences.
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