Facilitation Guide: Generative AI Class Guidelines (25-Minute Micro-Lesson)

This facilitation guide is designed for both face-to-face and online learning environments. It helps instructors introduce classroom guidelines around the use of Generative AI. The lesson can be adapted depending on the instructor's guidelines (no Gen AI use vs. permitted use).

Learning Outcomes:

By the end of this lesson, students will be able to:

1. Reflect upon their own use of Gen AI in their personal and educational practices.

2. Explain the Generative AI guidelines that apply to this course and why they are in place.

Recommended Pre-Read: Student Guide to Generative AI at Cap U .

Time	Instructor Activity	Student Activity	Resources / Notes	Online Adaptation
0:00–2:00	Welcome & Context Setting Introduce the topic and explain its importance.	Listen	Slide 1: Title Slide	Use a welcome video or live intro in Zoom/Teams.
2:00–7:00	Pose Discussion Prompts Choose 2–3 questions to ask about GenAI use.	Think-Pair-Share Reflect individually, then discuss with a partner.	Slide 3: Prompt questions	Use breakout rooms or shared tool like Padlet.
7:00–12:00	Facilitate Whole-Class Debrief Highlight patterns and varied perspectives.	Share insights with class.	Whiteboard or digital notes	Use chat or shared doc to capture insights.

12:00–18:00	Present Course Policy on GenAI Choose one slide: Option 1 (No AI) or Option 2 (Permitted Use).	Listen and ask clarifying questions.	Slide 5 or 6 (choose one)	Screen share policy slide; use poll for quick feedback.
18:00–21:00	Clarify Use Cases and Expectations Offer examples or ask for scenarios.	Ask questions; offer examples.	Instructor's assignment samples	Use chat or discussion forum for Q&A.
21:00–24:00	3-2-1 Activity Ask students to reflect: 3 things learned, 2 surprises, 1 question.	Complete reflection	Slide 7: Closing Activity	Submit via poll, discussion thread, or Google Form.
24:00–25:00	Wrap-Up & Resources Encourage review of the Student Guide to GenAI and other resources.	Note final thoughts and ask follow-up questions.	Slide 8: Resources for faculty	

Gen AI Transparency statement: This document was generated using ChatGPT 4.o. The CTE team created the lesson slide deck, uploaded it as well as a blank facilitation guide template with following prompt: "Create a facilitation guide/lesson plan based on this slide deck. The lesson should be no longer than 25 minutes and should include instructor activities, student activities, links to resources, and timing."