Using Open AI in Writing Center Sessions: A Quick Guide

Introduction
To use Open AI effectively, it is important that tutors illustrate how it can be used during the writing process, and what its limitations are.

Using Software in a Session
• Use your personal laptop or a WC laptop for demonstration. If needed, send generated text to the student through Teams.
• Log in with the WC account in an incognito browser on the student’s laptop.

General Guidelines
1. **Converse with the student** as you would in any other session. Ask about the assignment and where they are in their writing process. Encourage them to talk about what ideas they already have and develop questions.

2. **Use Open AI to generate relevant text** with the student. The next page provides some prompts.

3. **Read the generated text and discuss** how it may or may not fit in with the assignment. Think about the discipline-specific genre expectations the instructor may have for the document (format, overall structure, particular vocabulary and phrasing). Think about the rhetorical situation (what is the writer’s argument, and what is the most effective strategic path toward presenting it?). Consider ethics and innovation (Do conclusions support a better social future? Think divergently: What approaches to social problems might there be that fall outside the binary thinking often at work in public discourse?).

4. **Show the student how to generate material and layer it into a document** according to basic academic paragraph structure: transition statement/topic sentence, supporting information, concluding information. Emphasize that AI-generated supporting information is often fabricated. Use Humata to load summaries of sources for supporting information, as appropriate.

5. **Load the work into Open AI for critique.** This provides some perspective on the project, but more importantly serves as another conversation starter about the rhetorical situation. Remember to advise the student to alter any generated text before submitting.

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• Can generate outlines, topic sentences, transition sentences, and paragraphs
• Can critique paragraphs and finished papers based on given qualifications
• Limits: lacks the ability to incorporate context and local knowledge

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• Upload entire articles as PDFs
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Instructions
Below are some prompts that can be used with AI technologies. Modify the text in brackets, and remove the brackets before pasting into Open AI. ChatGPT (or a similar tool) can be used for all steps in red. Start wherever a student is in their writing process.

Write an Outline & Generate Topic Sentences

• Generate a list of topics on [broad concept] for a [assignment].
• Expand on topic [topic #].
• Create an outline for [generated area of interest/topic] for a [assignment].

Write Paragraphs & Transition Sentences

• Write a paragraph for points one through [# of last point generated].
• Write a transition sentence connecting points 1 and 2. 1. [Short description/topic sentence]. 2. [Short description/topic sentence].

Incorporate Sources using Humata

• Summarize the main argument in the article
• List the main concepts
• On what page does the article talk about [blank]?

Critique
I want you to act as an undergraduate [department] professor. I will provide an [assignment type] from your student. You must critique based on these requirements: “[copy+paste assignment requirements]”. Do not offer critique on [a suggestion you do not want to see; i.e. grammar & spelling]. Do offer critique on [a suggestion you do want to see]. My first paper is “[paste paper entirely or in sections depending on length]”