

AI Do's and Don'ts: Leveraging Copilot at Conestoga

Looking for ways to incorporate Microsoft Copilot (AI) into your teaching practice and everyday workflows, but aren't sure where to get started? Below are recommendations on how you can leverage Copilot. Are you interested in trying something that isn't on the list or that Copilot can't help with? Please remember you can submit an [AI Experiment Form Request](#) to the AI Guidance Committee for consideration. For more information regarding some of the key considerations and policies that you should keep in mind when using AI at Conestoga, please refer to the [Using Generative AI at Conestoga](#).

Activities	Activities Copilot Can Help With Do's	Activities Copilot Should Not Help With Don'ts
Administrative	Email Drafting: AI can help compose routine emails, responses, and reminders.	Strategic Decision-Making: AI lacks the contextual understanding and intuition required for high-level strategic decisions.
	Document Generation: AI tools can help to draft documents, including letters, memos, announcements, and reports.	Employee Performance Reviews: Providing feedback on employee performance and addressing sensitive matters require empathy and personal insight which AI cannot replicate.
	Digital Communications: AI can be used to draft content for social media posts, including image creation.	Conflict Resolution: Handling interpersonal conflicts, mediating disputes, and fostering a positive work environment necessitate emotional intelligence and human interaction.
	Content Generation: AI can be used in a variety of roles to assist with content creation, including educational content, marketing content, etc.	Ethical Dilemmas: Decisions involving ethics, fairness, and moral judgment require human consideration. AI lacks the ability to weigh complex ethical implications.
	Proofreading and Editing: Generative AI tools can review documents for grammar, spelling, and style, to improve the overall quality of the document.	Sensitive Conversations: Delivering bad news or addressing personal issues with employees demands empathy, compassion, and understanding which are qualities that AI lacks.
	Meeting Agendas and Minutes: AI tools assist in preparing meeting agendas, drafting minutes, and summarizing discussions.	Crisis Management: During emergencies or crises, individuals must make real-time decisions, adapt to changing situations, and communicate effectively. These are dynamic roles that AI cannot replace.

Activities	Activities Copilot Can Help With Do's	Activities Copilot Should Not Help With Don'ts
	<p>Travel Planning: AI can assist planning travel, researching flights, hotels, and transportation, optimizing travel arrangements for administrators.</p>	<p>Legal and Compliance Matters: Even though AI can assist with legal research, interpreting complex regulations and ensuring compliance should be overseen by legal professionals.</p>
	<p>Coding and Debugging Code: AI can be used to assist with the development of simple code but also identify coding errors.</p>	
Teaching and Learning	<p>Content Generation: Faculty, content writers, instructional designers and others supporting teaching and learning, can use AI to create educational content, such as summaries, and study materials.</p>	<p>Grading: Faculty should not use AI to grade student work.</p>
	<p>Assessment Generation: Faculty can use AI to develop multiple choice questions and question banks, develop lists of activities and assignment ideas.</p>	<p>Preventing Ethical Biases: Faculty themselves must actively address biases in AI tools. Ignoring bias can perpetuate unfairness, discrimination, and reinforce stereotypes.</p>
	<p>Learning Resources: Faculty can use AI to develop activities, scenarios, case studies, create lesson outlines, and draft rubrics.</p>	<p>Student Privacy Concerns: Faculty must remain responsible for considering privacy implications. AI tools may collect student data; therefore, transparency and consent are essential when using such tools.</p>
	<p>Support Student Learning: Faculty can use AI to develop worksheets, study sheets, tutoring materials and additional resources to support student success.</p>	<p>Automated Content Creation Without Review: Faculty should not blindly accept AI-generated content without thorough review.</p>
		<p>Automated Decision-Making Without Human Judgment: Faculty should not blindly follow AI recommendations. Human expertise, intuition, and empathy are irreplaceable in teaching and learning.</p>

Ethical use of AI requires thoughtful consideration and active engagement. This requires that individuals, no matter their role, critically review and assess any content created by AI. AI is a tool and is not a replacement for human judgment or human interaction. We must mitigate against any inherent biases, use it ethically and transparently, and ensure that we are also respecting intellectual property rights and addressing any privacy concerns.

It is important to remember that while generative AI can handle repetitive tasks, human judgment and creativity remain essential for complex decision-making and strategic planning. You are responsible for the output and must vet it before using it. It is also important to acknowledge when you are using generative AI as part of our commitment to transparent and ethical use. Please refer to the disclaimer below for an example of how you can acknowledge using AI in your work.

These lists were produced with the assistance of Copilot using prompts that asked about the top tasks that an office administrator or faculty should or should not do to assist with efficiency.

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