



Strategic Ohio Council for Higher Education

A faint, light blue network graphic consisting of interconnected dots and lines, resembling a molecular or digital structure, is overlaid on the background.

SOCHE AI Resource Guide 2026

Welcome / Introduction

Artificial Intelligence tools are transforming how professionals work, research, communicate, and solve problems. Many employers now expect interns and early-career professionals to understand how AI can support productivity while maintaining ethical standards.

The SOCHE AI Resource Guide was created to help staff, students, and interns alike learn how to responsibly use AI tools in both academic and workplace environments.

This guide provides:

- Practical examples of AI use during jobs and internships
- Guidance on responsible and ethical AI usage
- Tools that support productivity and research
- Career preparation strategies using AI

AI should be used as a support tool, not a replacement for critical thinking, original work, or professional responsibility.

About AI at SOCHE

SOCHE works with universities, employers, and community organizations to support workforce development across Ohio. Internships are a key part of this mission.

AI literacy is becoming an essential professional skill because many industries now rely on AI tools to assist with:

- Research and Analysis
- communication and documentation
- data interpretation
- project management

General Requirements (All)

These guidelines apply to all users of AI tools across SOCHE programs. They reflect shared expectations found throughout this guide.

Responsible AI Use

AI can sound confident even when it's wrong. That's the risk. Before using anything AI gives you, take a minute to check it:

- Are the facts correct?
- Are names, dates, and numbers accurate?
- Does it answer what you asked?

For example, if AI drafts an email with a deadline, make sure the date is real. If it summarizes a report, skim the original to confirm it didn't miss something important.

Think of AI as a rough draft, not a final answer.

Protect Confidential Information

This is one of the most important rules. Anything you wouldn't post publicly should not go into an AI tool.

That includes:

- Student names, grades, or ID numbers
- Internal documents or reports
- Financial or organizational data
- Personal details about coworkers, students, or clients

Even if the tool feels private, many AI systems store or process data externally.

A simple rule:

- If it's sensitive, don't paste it.

Ethical Use and Integrity

AI should help you do your work, not do your work for you. Using AI the right way looks like:

- Getting help with ideas, structure, or clarity
- Learning something you didn't understand
- Improving something you already wrote

Using it the wrong way looks like:

- Submitting AI-generated work as your own
- Skipping the thinking process entirely
- Using it when it's not allowed

If someone asked you, "How did you use AI here?" you should be able to answer honestly and clearly.

Human Oversight and Final Responsibility

AI doesn't take responsibility. You do. No matter what tool you use:

- You are accountable for the final result
- You are responsible for mistakes
- You are the one representing the work

Always:

- Read through AI outputs carefully
- Edit for accuracy, tone, and context
- Make sure it actually fits your situation

Think of AI as an assistant, not a decision-maker.

Choosing the Appropriate AI Tool

Not all AI tools are good at the same things.

Some are better for:

- Writing and emails
- Research and summaries
- Data analysis
- Visual design

Using the wrong tool can waste time or give poor results. For example:

- Use a writing tool for drafting emails
- Use a research-focused tool for finding sources
- Use design tools for presentations or graphics

The better the match, the better the outcome.

AI as a Support for Learning and Productivity

AI works best when it supports your thinking, not replaces it. Good uses include:

- Brainstorming ideas when you're stuck
- Creating outlines to get started
- Breaking down complex topics
- Cleaning up wording or structure

But you still need to:

- Understand the material
- Make decisions
- Do the actual work

If AI is doing all the thinking, you're not getting the benefit.

Verification and Use of Credible Sources

AI doesn't always show where information comes from, and sometimes it makes things up.

When accuracy matters:

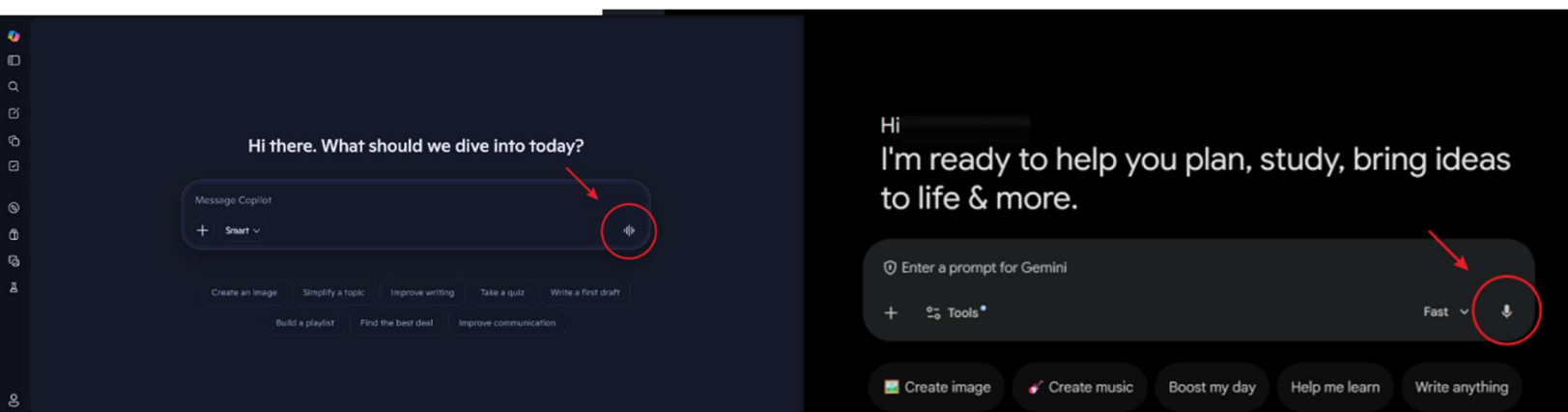
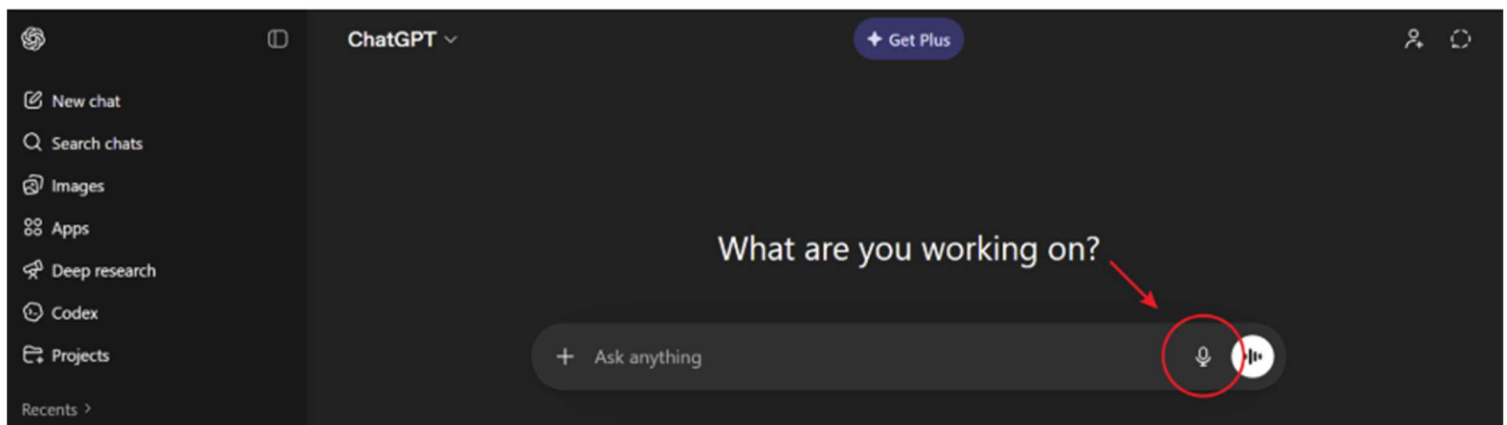
- Double-check with trusted sources
- Look for original documents, data, or publications
- Don't rely on AI alone for facts

For example:

If AI gives you a statistic, try to find the source before using it in a report or presentation.

General Access Themes for Voice (Microphone) AI Usage

The microphone feature supports universal user needs by enabling natural interaction, real-time assistance, idea generation, and productivity across academic and professional contexts, while reinforcing responsible and ethical AI usage.



1. Natural Interaction & Accessibility

- Voice interaction allows users to communicate with AI in a more natural, conversational way
- Reduces barriers for users who:
 - Prefer speaking over typing
 - Are multitasking
 - Need accessibility support

Applies across all users regardless of technical skill level

2. Real-Time Support & Efficiency

- Enables instant problem-solving and feedback
- Users can:
 - Ask questions on the spot
 - Get immediate guidance
 - Reduce delays in workflow

Particularly valuable in fast-paced academic and work environments

3. Idea Generation & Brainstorming

- Voice input encourages free-flow thinking
- Helps users:
 - Generate ideas quickly
 - Expand on concepts conversationally
 - Avoid over-structuring early-stage thinking

4. Conversion of Thoughts into Structured Output

- Spoken input can be transformed into:
 - Emails
 - Reports

- Outlines
- Task lists
- Supports users who:
 - Think verbally first
 - Need help organizing ideas into formal outputs

5. Communication Skill Development

- Users can practice professional communication verbally
- AI can simulate:
 - Interviews
 - Meetings
 - Workplace conversations
- Helps improve:
 - Clarity
 - Tone
 - Confidence

6. Multitasking & Productivity Enhancement

- Voice AI enables hands-free interaction
- Useful when:
 - Walking between meetings/classes
 - Working on multiple tasks
 - Unable to type

7. Learning & Knowledge Reinforcement

- Supports on-demand, conversational learning

- Users can:
 - Ask follow-up questions easily
 - Explore topics in depth
 - Learn in a more engaging format

8. Cross-Platform Consistency

- Similar voice capabilities exist across tools like:
 - Google Gemini
 - Microsoft Copilot
- Creates a consistent user experience regardless of platform

Professional Communication Standards

AI can help you write faster, but it doesn't know your audience.

Before sending anything:

- Make sure the tone fits (professional, respectful, clear)
- Check names, dates, and details
- Add any missing context
- Adjust wording to sound like you

A good test: Would you send this as-is to your supervisor, professor, or partner organization?

- If not, revise it.

Compliance with Policies and Expectations

Different schools, workplaces, and programs have different rules about AI.

Some allow it freely. Others limit or restrict it. You are responsible for knowing:

- What is allowed
- What is not allowed
- When you need permission

Post-Secondary Interns (College & Graduate)

The Strategic Ohio Council for Higher Education (SOCHE) supports the responsible development of AI literacy among student interns. Many SOCHE internship participants are expected to work with digital tools, analyze information, communicate professionally, and manage complex tasks. AI technologies can assist with these responsibilities when used responsibly.

This guide provides post-secondary interns with practical guidance on how to integrate AI tools into their internship work while maintaining professional and ethical standards.

Specifically, the guide aims to:

- introduce commonly used AI tools
- provide examples of responsible AI usage
- support productivity and professional development
- encourage ethical decision-making when using AI technologies
- help interns prepare for future careers in AI-enabled workplaces

Different AI systems are designed for different professional tasks. Interns should understand how to select the appropriate AI tool depending on the activity they are performing.

- ChatGPT (OpenAI)

ChatGPT is an AI tool capable of assisting with writing, brainstorming, explaining complex concepts, and generating structured outlines.

- Example Use Case

A communications intern working at a nonprofit organization must draft a monthly newsletter update describing internship program outcomes. The

intern may ask ChatGPT to generate an outline for the newsletter before writing the final version.

- Microsoft Copilot

Microsoft Copilot integrates with Microsoft Office tools such as Word, Excel, and PowerPoint.

- Example Use Case

A data analysis intern reviewing internship program survey responses in Excel could use Copilot to identify trends and summarize responses.

- Google Gemini

Gemini integrates with Google productivity tools and can assist with research, writing, and presentations.

- Example Use Case

An intern preparing a presentation on internship outcomes could use Gemini to generate slide outlines or talking points.

- Perplexity AI

Perplexity AI is a research-focused AI tool that provides real-time citations and references.

- Example Use Case

A public policy intern researching workforce development initiatives may use Perplexity to locate recent research articles with cited sources.

- Canva AI

Canva AI assists with visual design, presentations, and marketing materials.

- Example Use Case

A marketing intern designing promotional graphics for an internship program could generate design templates and visual concepts using Canva AI.

Responsible AI Use Guidelines

AI systems are not perfect and may produce incorrect or misleading information. Interns must review and verify all AI-generated outputs before using them in professional work. **Verify AI Output.**

As previously stated, Interns should confirm:

- statistical claims
- research citations
- policy recommendations
- technical information

AI responses should always be compared with credible sources.

Protect Confidential Information

Interns should never enter confidential organizational information into public AI tools.

This includes:

- internal reports
- private organizational data
- personal employee information
- proprietary research materials

When in doubt, interns should consult their supervisor before using AI tools.

Choosing the Appropriate AI Tool

Different tasks require different AI systems.

Research Tasks Recommended Tools:

- Perplexity AI
- Gemini

Writing Tasks Recommended Tools:

- ChatGPT

Data Analysis Recommended Tools:

- Microsoft Copilot
- ChatGPT with data analysis features

Design Tasks Recommended Tools:

- Canva AI
- DALL-E or Midjourney

Selecting the appropriate tool helps interns produce more reliable results.

AI for Professional Communication

Professional communication is one of the most common responsibilities for interns. AI can assist with drafting communication, but all messages should be carefully reviewed before being sent.

- Example Scenario

An intern working for a regional economic development organization must request updated internship participation data from a program coordinator.

The intern may use ChatGPT to generate an initial draft:

- Example Prompt:

“Write a professional email requesting updated internship participation data for a workforce development report.”

After receiving the draft, the intern edits the message to include relevant context and deadlines.

AI for Internship Research

Interns frequently conduct research on policies, programs, or industry practices.

AI can help organize research and summarize large documents.

- Example Scenario

A graduate intern working for a policy research center must review several reports related to regional workforce development initiatives.

- Step 1

Upload the report to other LLM.

- Step 2

Request a summary of major findings.

- Step 3

Ask follow-up questions about specific sections.

- Step 4

Verify conclusions using the original report.

AI for Data Analysis and Reporting

Many internships involve analyzing data collected from surveys, programs, or operational reports.

- Example Scenario

A SOCHE intern receives internship feedback survey responses from students and employers.

Using Microsoft Copilot in Excel, the intern can analyze the data by asking:

“Identify common themes in responses to the question: What skills did students gain during their internship?”

Copilot may identify patterns such as teamwork, communication, or technical skill development.

The intern then verifies these patterns by reviewing individual responses.

AI for Internship Project Support

Interns are often responsible for completing structured projects such as program evaluations or research reports.

AI tools can assist with organizing project workflows.

- Example Scenario

A SOCHE intern assigned to evaluate internship program effectiveness must prepare a comprehensive report.

Using ChatGPT, the intern may request: *“Create an outline for a report evaluating internship program outcomes and employer feedback.”*

The AI generates a structured outline which the intern adapts to the project.

AI for Career Preparation

AI tools can support career preparation activities including resume development and interview preparation.

- Example Scenario

An intern wants to improve a resume bullet point describing internship responsibilities.

Original Statement: *“Assisted with organizing internship data.”*

Improved Statement Using AI: *“Organized and maintained internship program data to support reporting and program evaluation initiatives.”*

AI for Professional Networking

Networking is an important component of internship programs.

- Example Scenario

An intern attends a SOCHE networking event and meets a potential employer.

The intern may use ChatGPT to draft a follow-up message thanking the professional for their time and then personalizes the message before sending it.

AI for Time Management and Productivity

Balancing academic work and internship responsibilities can be challenging.

AI tools can help interns develop structured task plans.

- Example Scenario

An intern must complete a research report, prepare a presentation, and attend internship meetings within a single week.

The intern may ask:

“Create a weekly task plan for completing an internship research project and preparing a presentation.”

AI generates a suggested task structure which the intern adapts.

AI for Presentations and Visual Communication

Interns frequently present project results to supervisors or team members.

AI tools such as Canva AI can assist with presentation design.

- Example Scenario

A SOCHE intern presenting internship program results could ask Canva AI to generate a slide template focused on program outcomes.

The intern then inserts verified data and presentation content.

AI for Professional Writing

AI tools can help interns refine writing clarity.

- Example Scenario

An intern preparing a research report may ask an AI system to improve clarity and readability of a paragraph. The intern must review and edit the suggested revision before including it in the report.

AI Prompt Examples and Workflows

Examples of prompts interns may use include:

- Research Prompt:
 - Summarize key findings from this workforce development report.
- Communication Prompt:
 - Write a professional email requesting feedback on an internship project draft.
- Career Prompt
 - Generate interview questions for a marketing internship.

Internship Case Examples

- Case 1: Marketing Intern

Uses Canva AI to design recruitment materials for internship programs.

- Case 2: Data Analysis Intern

Uses Microsoft Copilot to analyze internship survey results.

Additional Resources

Recommended resources include:

- Specific university AI usage policies
- professional ethics guidelines
- SOCHE internship program resources

Using Voice AI Tools for Productivity and Communication

Voice-enabled AI tools, including the microphone feature in ChatGPT and similar capabilities in other platforms, allow SOCHE post-secondary interns to interact with AI through spoken language instead of typing. This feature enhances efficiency, accessibility, and real-time problem-solving, especially in fast-paced internship environments.

Voice AI is particularly useful for interns who are multitasking, brainstorming ideas, practicing communication skills, or working in environments where typing is inconvenient.

Key Benefits of Voice Interaction

- Hands-free productivity
- Ideal for commuting, walking between meetings, or multitasking
- Faster idea generation
- Speaking is often quicker and more natural than typing
- Improved communication skills
- Helps interns practice professional speaking and articulation
- Accessibility support
- Beneficial for users who prefer verbal interaction over written input

Core Use Cases for SOCHE Interns

1. Real-Time Problem Solving at Work

- Scenario:
 - An intern is working on a task and gets stuck but does not want to interrupt their supervisor immediately.
- How Voice AI Helps:
 - Speak the problem directly into ChatGPT:
- “I’m trying to organize internship survey data into a report. What’s the best structure?”

Receive immediate, structured guidance

Why This Matters:

- Enables independent problem-solving
- Reduces workflow interruptions
- Builds confidence in decision-making

2. Practicing Professional Communication

- Scenario:
 - Preparing for a meeting or presentation.
- Voice Workflow:
 - Ask AI to simulate a conversation:
 - “Pretend you are my manager and ask me about my project progress.”

- Respond verbally and receive feedback

Advanced Use:

- Practice tone, clarity, and confidence
- Refine responses in real-time

3. Brainstorming Ideas More Naturally

- Scenario:
 - An intern needs ideas for a marketing campaign or project.
 - Voice Prompt Example:
 - “Give me 5 creative campaign ideas for a college internship program.”

Why Voice Works Better Here:

- More conversational
- Encourages creative flow
- Reduces overthinking

4. Converting Spoken Thoughts into Structured Output

- Scenario:
 - You have rough ideas but no organized notes.
- Process:
 - Speak freely into AI
 - Ask:
 - “Turn this into a structured outline”

- AI converts it into:
 - Bullet points
 - Reports
 - Emails

5. Meeting Preparation and Reflection

Before a Meeting:

- “What should I prepare for a weekly internship check-in?”

After a Meeting:

- Speak a quick summary:
 - “Summarize this into action items...”

Outcome:

- Organized follow-ups
- Clear next steps

Using Voice AI Across Different Platforms

- Primary Tool
 - ChatGPT
 - Natural conversation flow
 - Strong contextual understanding
 - Ideal for practice, brainstorming, and task support
- Alternative Voice AI Tools

1. Google Gemini

- Strong integration with Google ecosystem

Useful for:

- Calendar planning
- Document drafting via voice

2. Microsoft Copilot

- Works within Microsoft tools (Word, Outlook, Teams)

Voice can assist with:

- Drafting emails directly
- Summarizing meetings

3. Apple Siri + AI integrations

- Quick commands and reminders

Useful for:

- Scheduling
- Task tracking

Advanced Use Cases

1. Simulating Difficult Conversations

- Scenario:

Intern must ask for feedback or clarify expectations.

- Voice Practice:

“Help me practice asking my supervisor for feedback on my performance.”

- AI Role:
 - Acts as supervisor
 - Provides suggestions to improve tone and clarity

2. Learning on the Go

- Scenario:

Intern commuting or walking between classes.

- Use:

Ask AI:

- “Explain how AI is used in marketing analytics”

Outcome:

- Passive learning
- Increased knowledge retention

3. Multitasking with AI Support

- Scenario:

Working on a project while organizing tasks.

- Voice Commands:
 - “Create a to-do list based on what I just said”
 - “Prioritize these tasks for me”

Voice-enabled AI transforms how SOCHE interns interact with technology by making AI more conversational, accessible, and efficient. When used responsibly, it enhances productivity, strengthens communication skills, and supports real-time learning in both academic and professional environments.

Conclusion

Artificial Intelligence tools can significantly improve productivity, research capabilities, and communication for SOCHE interns when used responsibly.

By learning how to integrate AI technologies ethically and effectively, interns can strengthen their professional skills and prepare for careers in increasingly technology-driven workplaces.



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