



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:

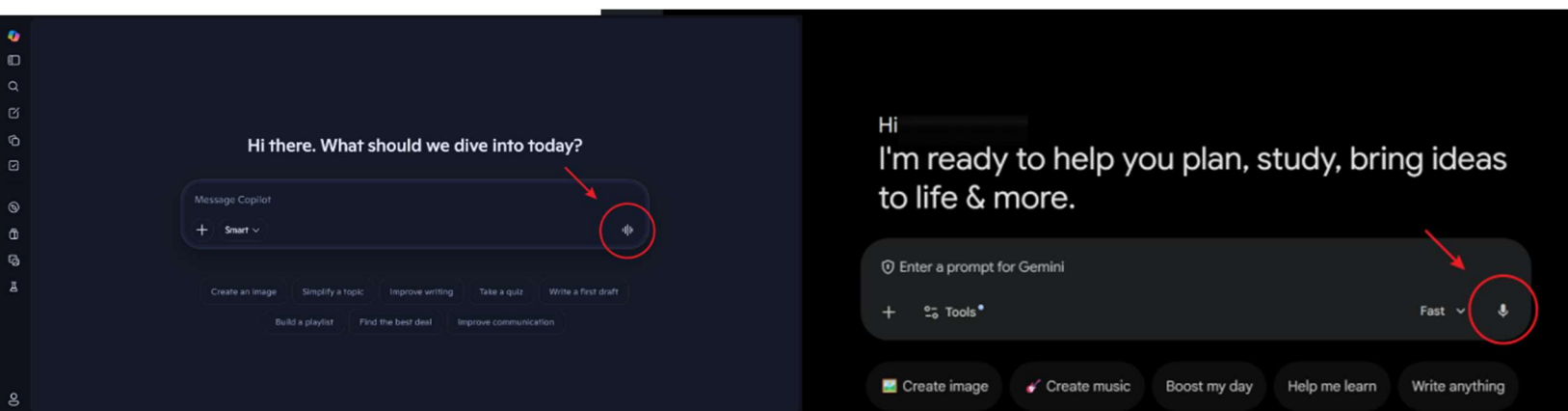
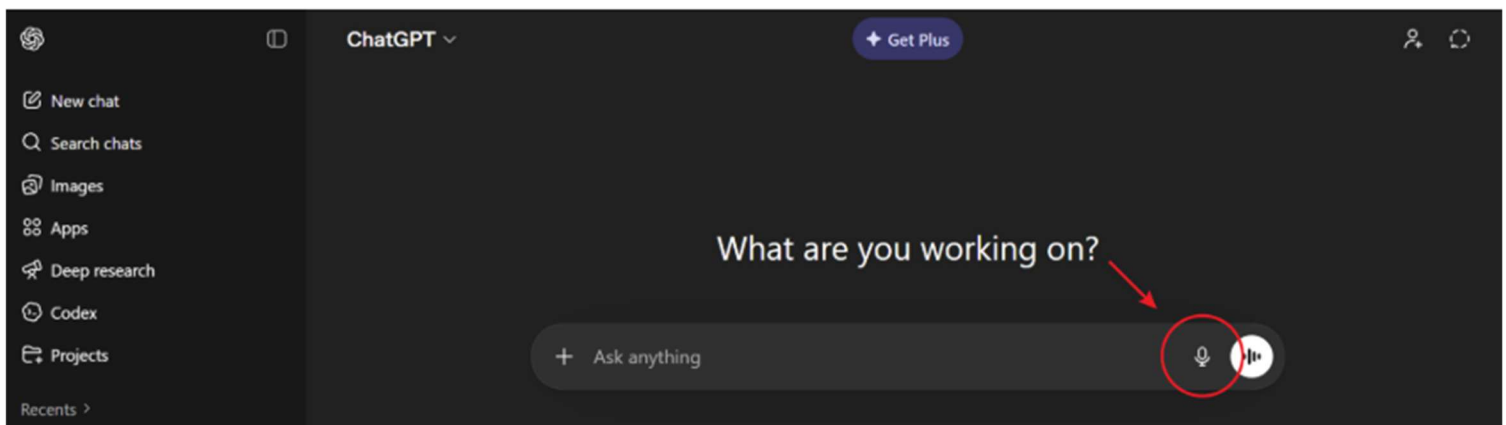
- Double-check with trusted sources
- Look for original documents, data, or publications
- Don't rely on AI alone for facts

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

Higher Education Faculty

The Strategic Ohio Council for Higher Education (SOCHE) supports the responsible development of AI literacy among higher education faculty. Faculty are responsible for teaching, conducting research, advising students, and managing administrative responsibilities. AI technologies can assist with these responsibilities when used thoughtfully and ethically.

This guide provides faculty with practical guidance on how to integrate AI tools into teaching, research, and academic workflows while maintaining academic integrity and professional standards.

Specifically, the guide aims to:

- introduce commonly used AI tools
- provide examples of responsible AI usage in academic settings
- support instructional efficiency and research productivity
- reinforce academic integrity and ethical decision-making
- help faculty innovate while maintaining educational quality

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

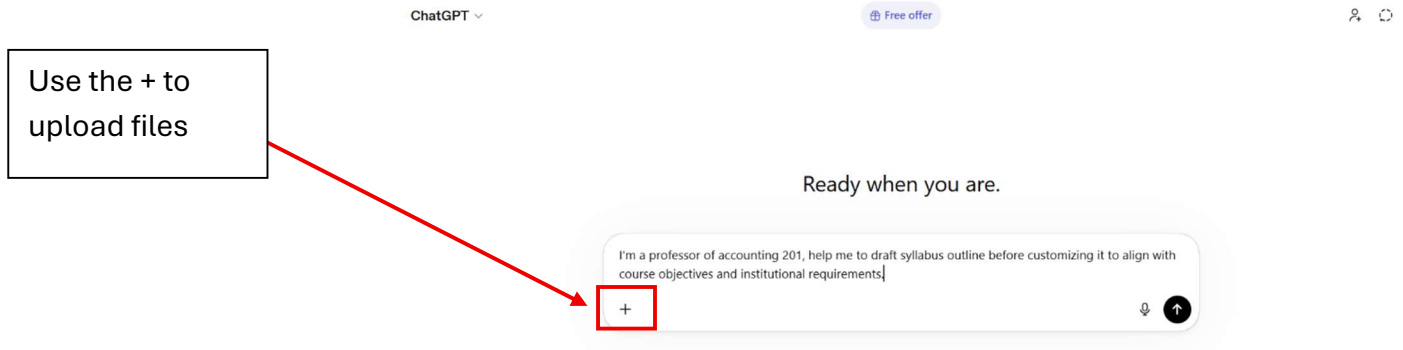
AI Tools for Faculty

- ChatGPT

ChatGPT is an AI tool capable of assisting with drafting course materials, brainstorming ideas, explaining concepts, and generating structured outlines.

Example Use Case

A professor preparing a new course may use ChatGPT to generate a draft syllabus outline before customizing it to align with course objectives and institutional requirements.

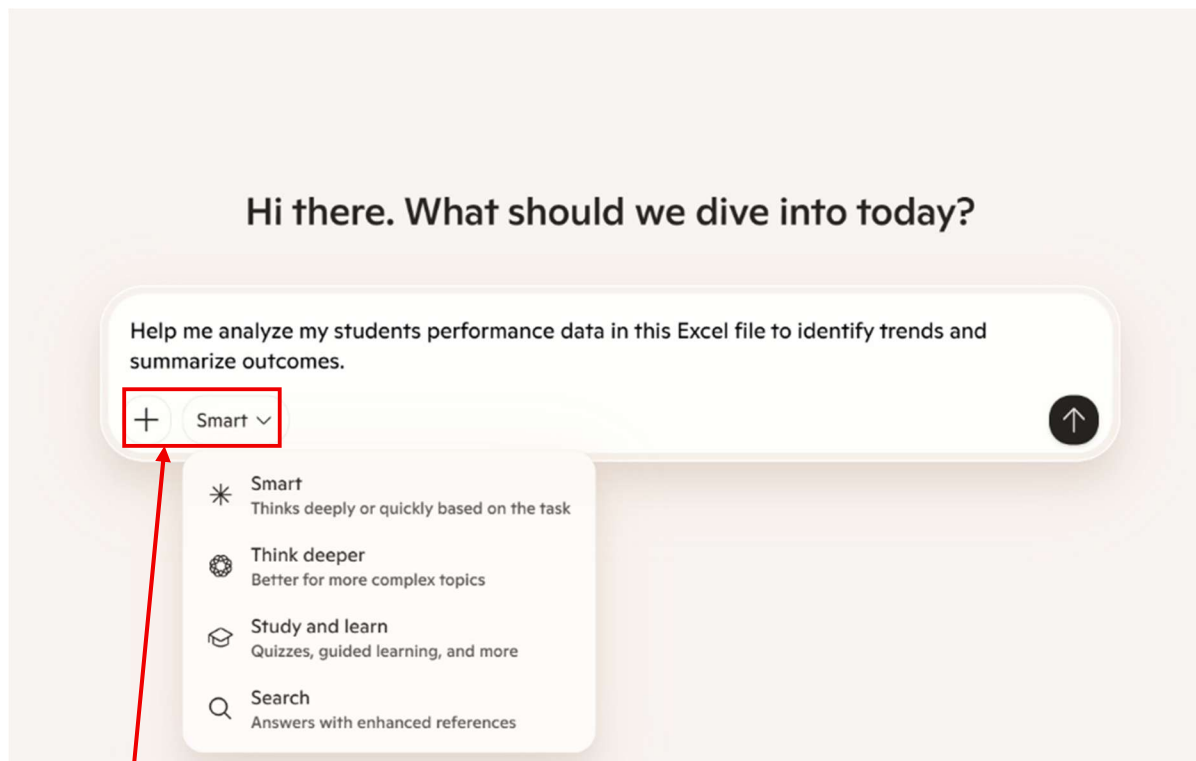


- Microsoft Copilot

Microsoft Copilot integrates with tools such as Word, Excel, and PowerPoint to support document creation and data organization.

Example Use Case

A faculty member analyzing student performance data may use Copilot in Excel to identify trends and summarize outcomes.



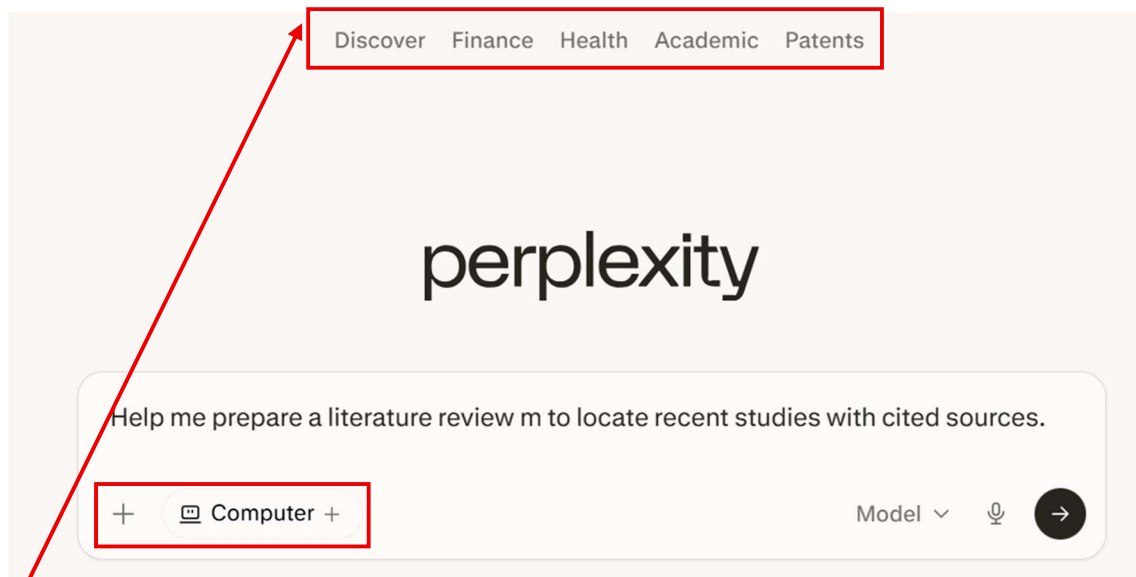
Use the + to upload files, and the drop down to change the search mode.

- Perplexity AI

Perplexity AI provides research support with real-time citations and references.

Example Use Case

A faculty member preparing a literature review may use Perplexity to locate recent studies with cited sources.



Change the topic genre to generate a more catered response. Use the + to upload files.

- Canva

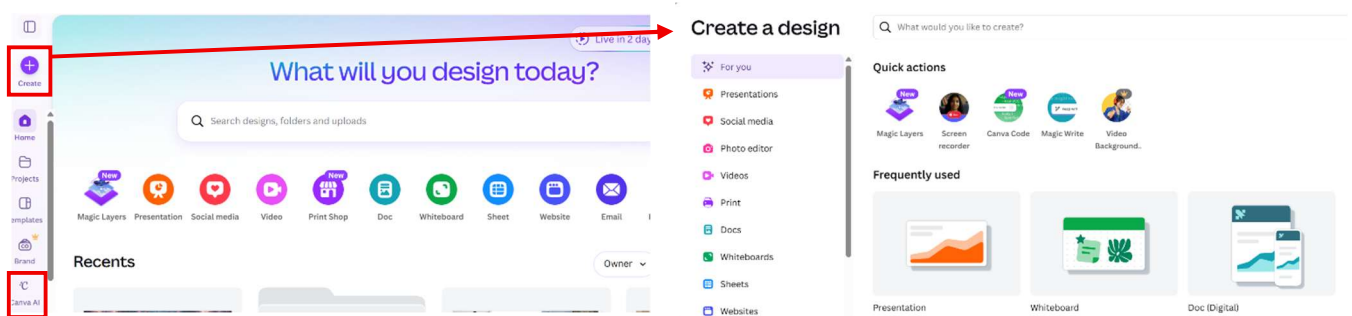
Canva AI assists with visual design, presentations, and instructional materials.

Example Use Case

A professor may use Canva AI to create engaging lecture slides or visual aids for classroom instruction.

Responsible AI Use Guidelines

AI systems are not perfect and may produce inaccurate or incomplete information. Faculty must review and verify all AI-generated outputs before using them in teaching or research.



Click the + Create tab to open up a variety of different designs to use. Use the Canva AI feature to prompt the AI to generate a desired visualization.

Verify AI Output

Faculty should confirm:

- research findings and citations
- instructional content accuracy
- grading criteria alignment
- conceptual explanations

AI-generated content should always be validated against credible academic sources.

Protect Confidential Information

Faculty should never enter sensitive or identifiable student data into public AI tools.

This includes:

- student grades
- personal student information
- unpublished research data
- institutional records

Choosing the Appropriate AI Tool

Different tasks require different AI systems.

Teaching & Content Creation:

- ChatGPT

Research & Literature Review:

- Perplexity AI

Data Analysis:

- Microsoft Copilot

Design & Presentations:

- Canva AI

Selecting the appropriate tool improves efficiency and reliability.

AI for Teaching & Course Development

Example Scenario

A faculty member is developing a new course and needs a structured syllabus.

The faculty member may ask:

“Create a 15-week syllabus outline for an undergraduate business analytics course.”

AI generates a draft structure, which the faculty member reviews and customizes.

AI for Classroom Engagement

Example Scenario

A professor wants to increase student participation in discussions.

The faculty member may ask:

“Generate discussion questions that encourage critical thinking about ethical decision-making.”

The professor selects and adapts questions for classroom use.

AI for Research Support

Example Scenario

A faculty member is conducting a literature review.

Step 1

Upload or summarize research materials in an AI tool.

Step 2

Request summaries of key findings.

Step 3

Ask follow-up questions to identify themes or gaps.

Step 4

Verify findings using original academic sources.

AI for Student Feedback

Example Scenario

A faculty member is grading multiple assignments.

The faculty member may ask:

“Create a structured feedback template for evaluating research papers.”

The AI generates a framework, which the faculty member personalizes for each student.

Academic Integrity & Ethical Use

Faculty must model responsible AI use and clearly communicate expectations to students.

This includes:

- defining AI policies in syllabi
- promoting original student work
- monitoring for misuse
- ensuring transparency in AI-assisted instruction

AI should never replace faculty judgment or academic responsibility.

Additional Resources

Recommended resources include:

- institutional academic integrity policies
- university AI usage guidelines
- professional teaching and research standards
- SOCHE faculty development resources

Conclusion

Artificial Intelligence tools can significantly improve efficiency, research capabilities, and instructional design for faculty when used responsibly.

By integrating AI thoughtfully and ethically, faculty can enhance teaching effectiveness, support student learning, and contribute to innovation in higher education.

Higher Education Staff

The Strategic Ohio Council for Higher Education (SOCHE) supports the responsible development of AI literacy among higher education staff. Staff support advising, admissions, student services, and campus programming, all of which require effective communication, coordination, and information management.

This guide provides staff with practical guidance on how to integrate AI tools into daily responsibilities while maintaining professionalism, accuracy, and student-centered support.

Specifically, the guide aims to:

- introduce commonly used AI tools
- provide examples of responsible AI usage in staff roles
- improve communication and operational efficiency
- support student success and services
- build professional development and AI literacy

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

AI Tools for Staff

- ChatGPT

ChatGPT assists with drafting emails, generating content, and organizing ideas.

Example Use Case

A staff member may use ChatGPT to draft a student communication email before reviewing and personalizing it.

What's on your mind today?

Help me to draft a student communication email about "insert idea" before reviewing and personalizing it.



- Microsoft Copilot

Copilot supports document creation, spreadsheets, and presentations.

Example Use Case

A staff member analyzing student survey data may use Copilot to identify trends and summarize responses.

Hi there. What should we dive into today?

Analyze this student survey data to identify trends and summarize responses.



Smart ▾



Use the + to upload files.

- Canva

Canva AI helps create visual materials for events and communications.

Example Use Case

A staff member designing promotional materials for a campus event may use Canva AI to generate visuals.

The image displays three sequential screenshots of the Canva mobile application interface, each with a red box highlighting a specific feature and an arrow pointing to a text box below it.

Screenshot 1 (Left): The home screen of the Canva app. A red box highlights the '+' button in the top-left corner of the sidebar. An arrow points from this box to a text box below.

Screenshot 2 (Middle): The search results page for 'Promotional Poster' templates. A red box highlights the search bar at the top. An arrow points from this box to a text box below.

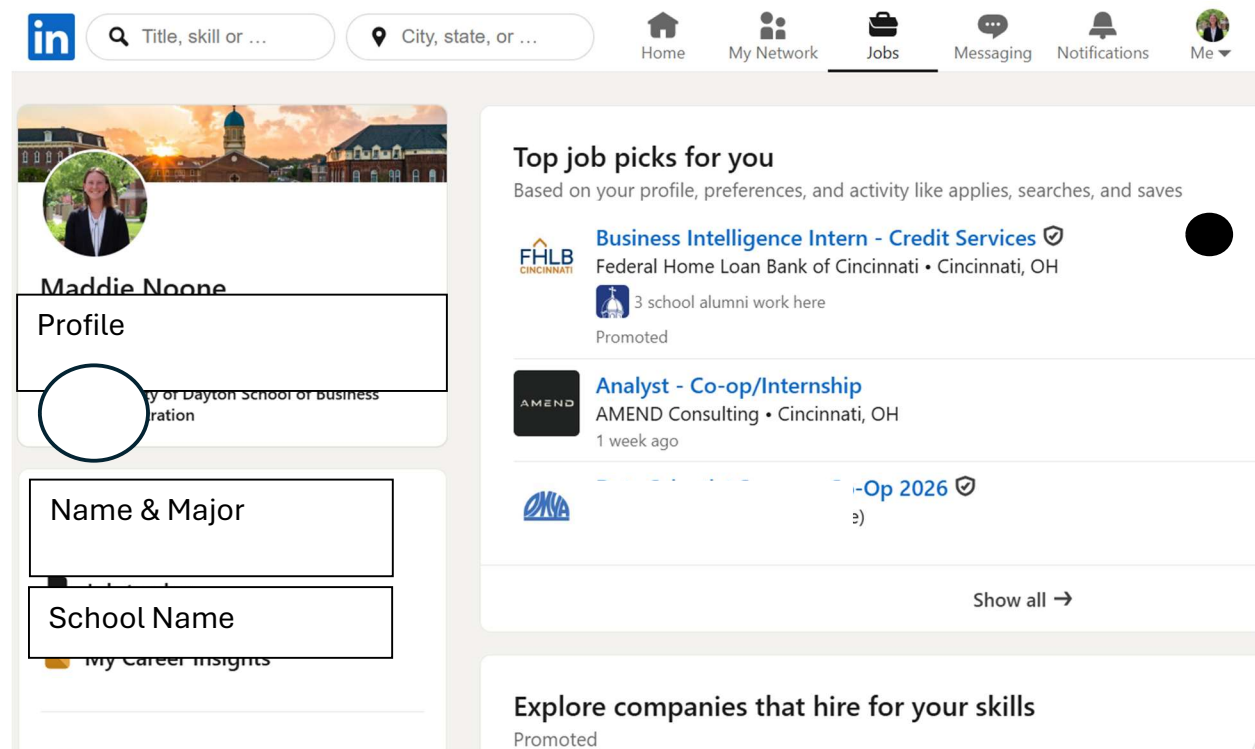
Screenshot 3 (Right): The 'Share design' screen. A red box highlights the 'Share' button in the top-right corner. An arrow points from this box to a text box below.

Text boxes:

- Use the + to start a new project. Click 'Canva AI' to have AI generate
- Search for specific template ideas.
- Click the share button to view different download and share settings.

- LinkedIn

LinkedIn supports career exploration and professional networking.



Example Use Case

A staff member assisting a student may use LinkedIn to identify career paths and required skills.

Responsible AI Use Guidelines

AI systems may produce incorrect or incomplete information. Staff must review and verify all outputs before use.

Verify AI Output

Staff should confirm:

- accuracy of communications
- event details and deadlines
- advising information
- career-related recommendations

Protect Confidential Information

Staff should never enter sensitive student or institutional data into AI tools.

This includes:

- student records
- admissions data
- internal reports
- personal information

Always follow institutional privacy policies.

Choosing the Appropriate AI Tool

Communication Tasks:

- ChatGPT

Data & Reporting:

- Microsoft Copilot

Design & Events:

- Canva AI

Career Exploration:

- LinkedIn

AI for Student Communication

Example Scenario

A staff member needs to send an advising reminder email.

The staff member may ask:

“Write a professional email reminding students to schedule advising appointments.”

The message is reviewed and personalized before sending.

AI for Advising & Student Support

Example Scenario

A staff member is helping a student explore career options.

The staff member may ask:

“Outline potential career paths for a business major.”

The staff member reviews and adapts the information for the student.

AI for Collaboration & Coordination

Example Scenario

A team is planning a campus event.

The staff member may ask:

“Create a planning checklist for a student networking event.”

The checklist is used as a starting point and refined collaboratively.

AI for Professional Development

Example Scenario

A staff member wants to improve workplace skills.

The staff member may ask:

“Summarize best practices for student advising in higher education.”

The staff member applies insights to their role.

Additional Resources

Recommended resources include:

- institutional policies and guidelines
- student services best practices
- SOCHE staff training resources
- professional development materials

Conclusion

AI tools can significantly improve communication, coordination, and efficiency for higher education staff when used responsibly.

By integrating AI thoughtfully, staff can better support students, enhance collaboration, and improve overall service delivery while maintaining the human-centered approach essential to higher education.