



Strategic Ohio Council for Higher Education

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:

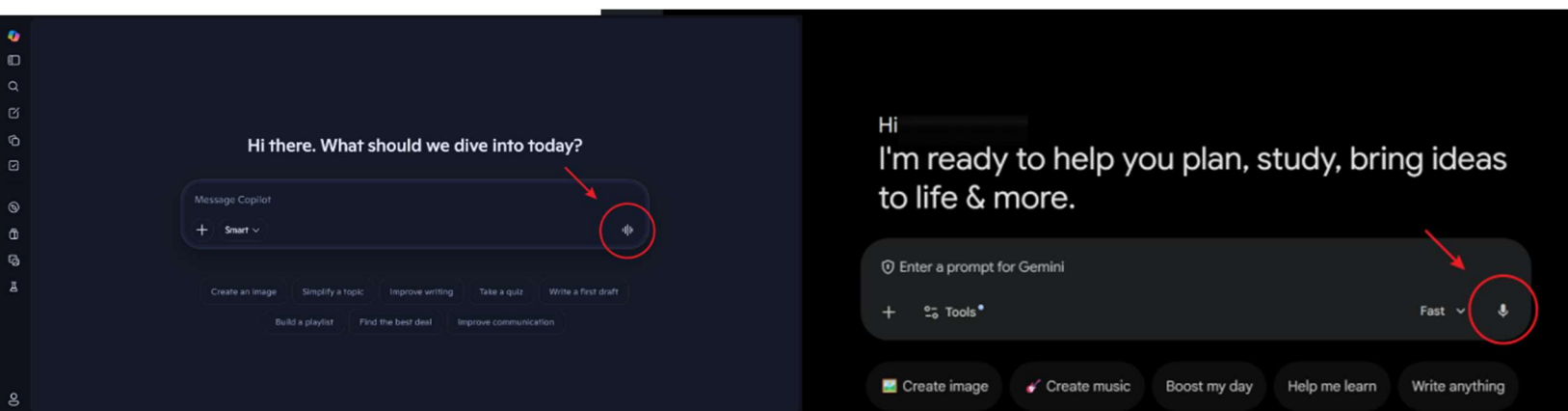
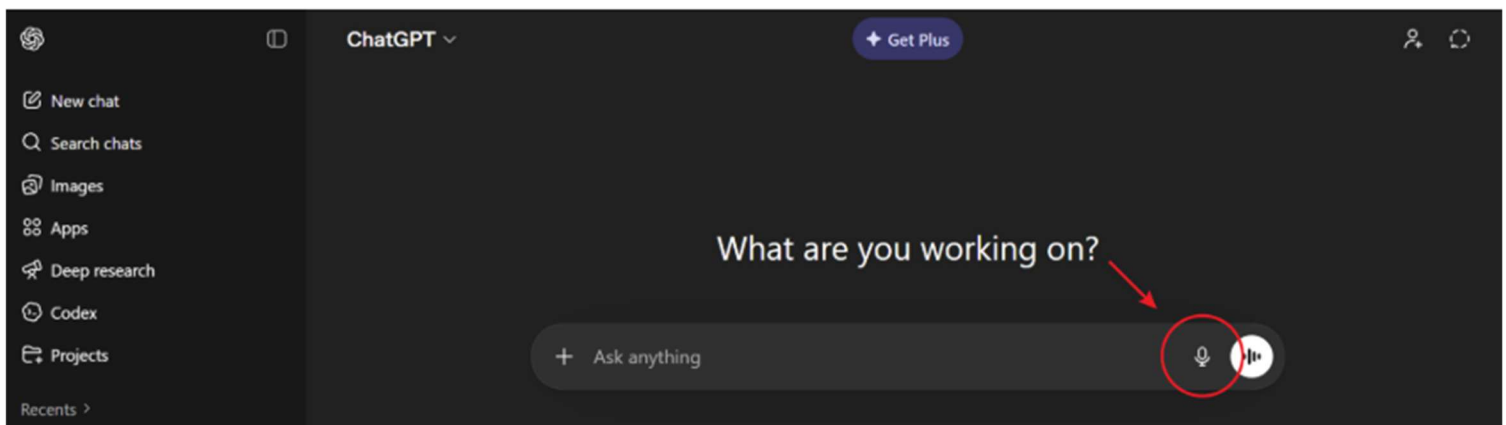
- Double-check with trusted sources
- Look for original documents, data, or publications
- Don't rely on AI alone for facts

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

High School Interns

The Strategic Ohio Council for Higher Education (SOCHE) supports the responsible introduction of AI literacy for high school interns. At this stage, students are in the early phases of academic and career development, beginning to explore college options, career pathways, and foundational workplace expectations. While many high school students are already familiar with AI tools, they often lack clear guidance on how to use these tools responsibly within academic and internship settings.

This guide is designed to provide structured directions that emphasize ethical AI use, reinforce academic integrity, and support early professional development. Because high school interns often operate under stricter school and internship policies, it is especially important that AI is used as a support tool rather than a replacement for personal effort or original work.

The guide focuses on helping students explore college and career opportunities, develop professional habits such as communication and workplace etiquette, and build foundational skills that will prepare them for future academic and professional success. By introducing responsible AI practices early, SOCHE aims to establish strong ethical habits that students will carry into higher education and the workforce.

Using AI for College Exploration and Research

High school interns are often beginning to think about their future education and career paths. AI can support this process by helping students explore different fields, understand required skills, and identify potential areas of interest.

Example Use Case

A student interested in business may ask an AI tool to explain different business majors or career paths. The student can then use this information as a starting point for further research through school resources or guidance counselors.

Students should use AI to support exploration, not replace independent research or decision-making.

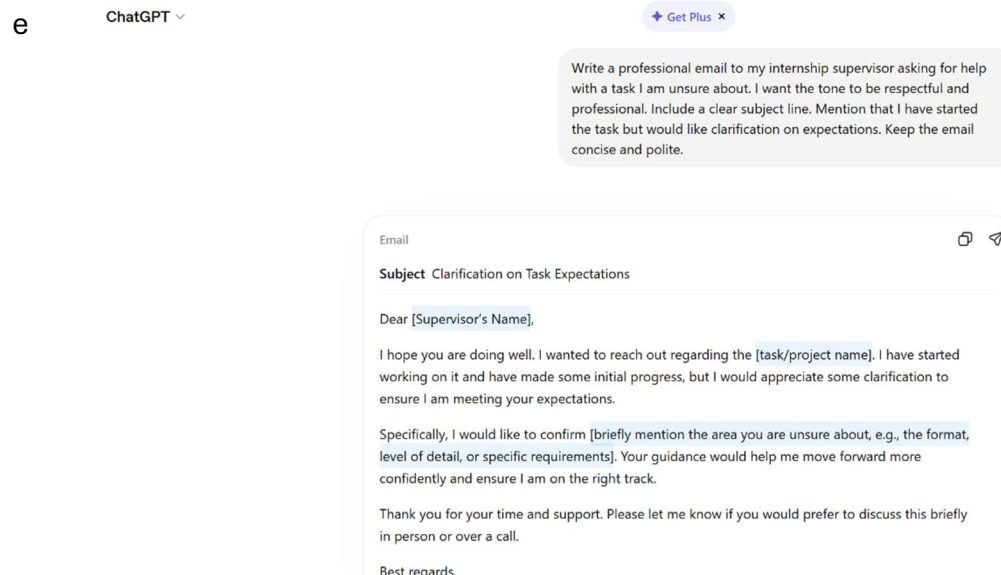
Using AI for Early Professional Development

Developing professionalism is a key part of the high school internship experience. AI can help students learn how to communicate appropriately, organize tasks, and understand workplace expectations.

Example Use Case

A student preparing to email a supervisor may ask an AI tool to generate a professional email draft. The student should then revise the message to reflect their own voice and include accurate details before sending it.

This approach helps students learn professional communication while still taking ownership of their work.



Responsible AI Use Guidelines

High school interns must follow clear boundaries when using AI tools, especially in academic and internship environments where policies may be strict.

Students should always review and verify AI-generated content to ensure accuracy. AI tools may provide incorrect or incomplete information, so responses should be checked against trusted sources such as teachers, school materials, or supervisors.

Students must also follow all school and internship policies. In many cases, AI use may be limited or require approval. If there is any uncertainty, students should consult a teacher or supervisor before using AI.

Additionally, students should never input personal, school-related, or confidential information into AI tools. Protecting privacy and maintaining trust is essential in both academic and professional settings.

DO

Verify information using trusted sources like teachers, textbooks, or supervisors

Use AI to support learning and understanding

Ask a teacher or supervisor if you are unsure about using AI

Use AI to brainstorm ideas or organize your thoughts

Follow school and internship guidelines for AI use

DON'T

Assume AI is always correct without checking

Copy and submit AI-generated answers as your own work

Use AI when it is not allowed by school or internship policies

Rely on AI to complete assignments or tasks for you

Ignore rules or try to work around restrictions

DO

Keep personal, school, and workplace information private

Edit and personalize AI-generated content

DON'T

Enter confidential or sensitive information into AI tools

Submit responses without reviewing or understanding them

Reflection Prompts

Reflection prompts help students think critically about how they are using AI and whether they are using it appropriately.

Students may consider the following questions:

- Did I use AI to support my learning, or did I rely on it to complete my work?
- Do I fully understand the information provided by AI, or do I need to verify it?
- Is the work I am submitting truly my own, even if I used AI for support?
- Did I follow my school or internship guidelines when using AI?
- Would I feel comfortable explaining how I used AI to my teacher or supervisor?
- How did AI help me improve my skills in this task?
- What could I do differently next time to use AI more effectively and responsibly?

AI for Schoolwork Support

AI can be a helpful tool for supporting learning when used appropriately. High school interns should use AI to better understand material, organize their thoughts, and improve their work, rather than relying on it to complete assignments independently.

Example Scenario

A student is struggling to understand a concept from class.

Step 1

The student asks an AI tool to explain the concept in simpler terms.

Step 2

The student compares the explanation with class notes or a textbook.

Step 3

The student uses the information to improve their understanding before completing the assignment on their own.

AI can also be used to help students organize ideas, create outlines, and improve writing clarity. For example, a student may ask AI to help structure an essay or suggest ways to revise a paragraph. However, the final work must always reflect the student's own understanding and effort.

Students should never submit AI-generated responses as their own work, especially when AI use is restricted. If there is uncertainty about whether AI is allowed, students should ask their teacher or supervisor before using it.

Using AI in this way supports learning while maintaining academic integrity and personal responsibility.

Using AI for Resume Building and Career Preparation

AI can support high school interns as they begin developing resumes and preparing for future opportunities.

Example Use Case

A student may ask an AI tool to improve a resume bullet point.

Original Statement:

“Helped with school events.”

Improved Statement Using AI:

“Assisted in the planning and execution of school events by collaborating with staff and student teams to ensure smooth organization and successful outcomes.”

The student should review and adjust the wording to ensure it accurately reflects their experience.

ChatGPT ▾

✦ Get Plus ✕

I am a high school student updating my resume. Please rewrite this bullet point to sound more professional and specific. Highlight skills like teamwork, responsibility, and organization: 'Helped with school events.'

Here are a few more professional and specific versions you can choose from, depending on what best fits what you actually did:

Option 1 (balanced & strong):

- Assisted in the planning and execution of school events by collaborating with staff and student teams to ensure smooth organization and successful outcomes.

Option 2 (emphasizes responsibility & teamwork):

- Supported school event coordination by working with student leaders and faculty, taking on assigned responsibilities to help ensure events ran efficiently and on schedule.

Option 3 (emphasizes organization):

- Contributed to the organization of school events by helping manage logistics, coordinating tasks with team members, and ensuring event materials and setups were completed accurately.

Option 4 (simplest professional upgrade):

- Collaborated with peers and staff to assist in organizing and executing school events, demonstrating teamwork, responsibility, and attention to detail.

If you tell me what specific events you helped with (sports events, fundraisers, dances, etc.), I can make it even stronger and more tailored.

Using AI for College Applications

AI can assist with brainstorming and revising application materials, but it should not replace the student's original ideas or writing.

Example Use Case

A student writing a college essay may ask AI for help generating ideas or improving clarity. However, the final essay must reflect the student's own experiences, voice, and perspective.

AI should be used as a support tool for editing and organizing, not for creating full submissions.

Using AI for Job Tasks and Workplace Skills

High school interns may be assigned simple tasks during internships that AI can help support.

Example Use Case

A student organizing information for a small project may ask AI to help create a checklist or outline. The student is still responsible for completing the work and ensuring accuracy.

AI should assist with organization and efficiency, but not replace effort or responsibility.

Using AI for Career Exploration and Skill Development

AI tools can help students understand the skills required for different careers and identify areas for growth.

Example Use Case

A student interested in healthcare may ask AI:

“What skills are needed to work in healthcare?”

The response can help guide further research and conversations with teachers or mentors.

Students should always verify information and seek additional guidance when exploring career paths.

Understanding Appropriate Use and Boundaries

High school interns must understand that AI is a tool to support learning and development, not a substitute for their own work.

Appropriate use includes brainstorming, organizing ideas, exploring careers, improving communication, and supporting learning. Inappropriate use includes submitting AI-generated work as their own, using AI when it is not allowed, or relying on AI to complete tasks without personal effort.

Students should also recognize that many internship environments require supervisor approval before using AI tools. Following these expectations is critical for maintaining professionalism and trust.

AI Prompt Examples

High school interns can use simple and clear prompts to get helpful responses from AI tools. Writing effective prompts is an important skill that improves the quality of AI-generated support.

Examples of appropriate prompts include:

Research Prompt:

“Explain this topic in simple terms.”

Career Prompt:

“What are some careers related to healthcare?”

Communication Prompt:

“Help me write a polite email to my teacher or supervisor.”

Organization Prompt:

“Create a checklist for completing my school project.”

Students should review and refine AI responses to ensure they are accurate and appropriate before using them.

Case Examples

Case examples help demonstrate how high school interns can use AI appropriately in real situations.

Case 1: Career Exploration

A student uses AI to explore different career paths and learn about the skills required for each option. The student then follows up by researching those careers through school resources.

Case 2: Presentation Preparation

A student uses Canva AI to create a presentation template for a class project. The student adds their own research and content to complete the assignment.

Case 3: Professional Communication

A student uses AI to draft an email to a supervisor requesting help with a task. The student edits the message to include specific details and ensure it reflects their own voice.

These examples show how AI can support learning and development while maintaining personal responsibility and effort.

Recommended resources include:

- Common Sense Media

Link: <https://www.common sense media.org/ai>

Description: A hub for information on artificial intelligence, including how AI works, what it means for kids and families, and tips for using AI tools safely and responsibly.

Link: <https://www.common sense media.org/ai-ratings/ai-risk-assessments>

Description: Ratings and risk assessments for popular AI systems that help students understand how different AI tools handle privacy, safety, and bias.

Link: <https://www.common sense.org/education/AI-toolkit-for-school-districts>

Description: A resource toolkit for educators and students with guidance on AI in schools, including sample policies and lesson ideas.

- Khan Academy

Link: <https://support.khanacademy.org/hc/en-us/articles/42929379091725-How-can-I-use-Khan-Academy-s-AI-features-responsibly>

Description: Tips on how to use Khan Academy's AI (like Khanmigo) in a responsible, ethical way for learning.

- College Board

Link: <https://apcentral.collegeboard.org/exam-administration-ordering-scores/administering-exams/exam-policies/artificial-intelligence-tools>

Description: Official College Board guidance on how students are allowed (or not allowed) to use AI tools in AP exams and other College Board assessments.

Link: <https://apcentral.collegeboard.org/help-center/what-acceptable-use-ai>

Description: A breakdown of what counts as acceptable vs. unacceptable AI use according to College Board standards.

Link: <https://apcentral.collegeboard.org/help-center/generative-ai-usage-guidelines>

Description: Frequently asked questions and rules about using generative AI tools for schoolwork and tests.

- U.S. Bureau of Labor Statistics

Link: <https://www.bls.gov/opub/ted/2025/ai-impacts-in-bls-employment-projections.htm>

Description: An article about how AI is affecting job projections and the future of work — useful for students exploring careers.

Link: <https://www.bls.gov/emp/>

Description: A general careers and employment outlook page where students can research jobs and see trends that involve AI skills.

- School or district AI usage policies – Students should always follow the guidelines provided by their school or internship program

- Teacher or supervisor guidance – When in doubt, students should ask for clarification before using AI

Conclusion

Artificial intelligence can be a valuable resource for high school interns when used responsibly and appropriately. By using AI to support learning, career exploration, and early professional development, students can build strong foundational skills while maintaining academic integrity and personal accountability. Establishing these habits early helps prepare students for future success in college, internships, and the workforce.