AI USE PROCESS LOG

AI use process log

Record your independent thinking, AI assistance, verification, and decisions. Use the Word file to type your responses or write on the printed PDF.

Documentation is not a confession. It helps you show where your learning happened, verify the result, and follow local disclosure expectations.

01 Assignment or project

[Type here or write after printing]

02 AI tools used and dates

[Type here or write after printing]

03 What I completed before using AI

[Type here or write after printing]

04 How I used AI

[Type here or write after printing]

05 What the AI suggested that I used revised or rejected

[Type here or write after printing]

06 How I verified facts sources quotations or calculations

[Type here or write after printing]

07 What is fully my own analysis decision or creation

[Type here or write after printing]

08 What I disclosed and where

[Type here or write after printing]

Confidence statement

[I can explain and defend every part of this submission because…]

Your instructor may require a different citation or disclosure format. Follow the course and assignment instructions first.