ChatGPT Exploration Guide

ChatGPT Exploration Guide

Instructions: Type the prompts below into ChatGPT. Read the answers. Write your thoughts.

Prompt 1

Tell me about [job/career student is interested in].

- What did the AI say?

- Was it helpful?

Prompt 2

What skills do I need for this job?

- Was the answer clear?

Prompt 3

Help me write a professional email.

- What did you like about the answer?

Prompt 4

What are the benefits and risks of AI at work?

- What did you learn?

Evaluating AI Responses

Evaluating AI Responses

Instructions: Read the AI response. Check the boxes.

Checklist
- ☐ The answer is clear
- ☐ The answer matches my question
- ☐ The information seems correct
- ☐ Something is missing
- ☐ I can improve my prompt

Responsible AI Use

Responsible AI Use

📋**Instructions:**
1. Read each scenario in the table.
2. Decide if the use of AI is **Responsible** or **Not Responsible**.
3. Put a ✔ check in the correct box.
4. Be ready to explain why you chose your answer.

Scenarios	Responsible	Not Responsible
Using AI to check spelling in an email		
Copying AI answers for a test		
Using AI to get ideas for work		
Asking AI for medical advice		
Using AI to help write a resume, but changing the words to sound like you		
Asking AI to translate a message before sending it to your child's teacher		
Using AI to practice a conversation before a job interview		
Typing your full name, address, and phone number into AI for help filling out a form		
Using AI to get ideas for dinner or meal planning		
Using AI to help you plan a monthly budget		

Read #1-3. Think about your answers. Share with a classmate.

1. One way AI can help me is _____.
2. One thing I should be careful about _____.
3. Why is human thinking still important?

Responsible AI Use (Answer Key)

📋**Instructions:**

5. Read each scenario in the table.
6. Decide if the use of AI is **Responsible** or **Not Responsible**.
7. Put a ✔ check in the correct box.
8. Be ready to explain why you chose your answer.

Scenarios	Responsible	Not Responsible
Using AI to check spelling in an email (This is fine. It's like using a spell checker.)	✔	
Copying AI answers for a test (This is academic dishonesty/cheating.)		✔
Using AI to get ideas for work (Sure! It helps boost creativity. Be sure to use your own judgment.)	✔	
Asking AI for medical advice (You should consult a real doctor for medical advice. Using AI for general health information might be okay. Just don't rely on it for diagnosis or treatment.)		✔
Using AI to help write a resume, but changing the words to sound like you (Using AI to help write a resume is responsible as long as the content accurately reflects your real experience and skills. AI is helping you express yourself, like an editor or career coach.)	✔	
Asking AI to translate a message before sending it to your child's teacher (Helps bridge a language barrier and communicate more effectively.)	✔	
Using AI to practice a conversation before a job interview (Can help build confidence!)	✔	

Typing your full name, address, and phone number into AI for help filling out a form (This carries privacy risks. Do not share personal/sensitive information with AI.)		✔
Using AI to get ideas for dinner or meal planning (Great because it can help save time and spark creativity.)	✔	
Using AI to help you plan a monthly budget (Can be a great starting point. Seek help from an advisor for more complex financial situations.)	✔	

Read #1-3. Think about your answers. Share with a classmate.

1. One way AI can help me is _____.
2. One thing I should be careful about _____.
3. Why is human thinking still important?