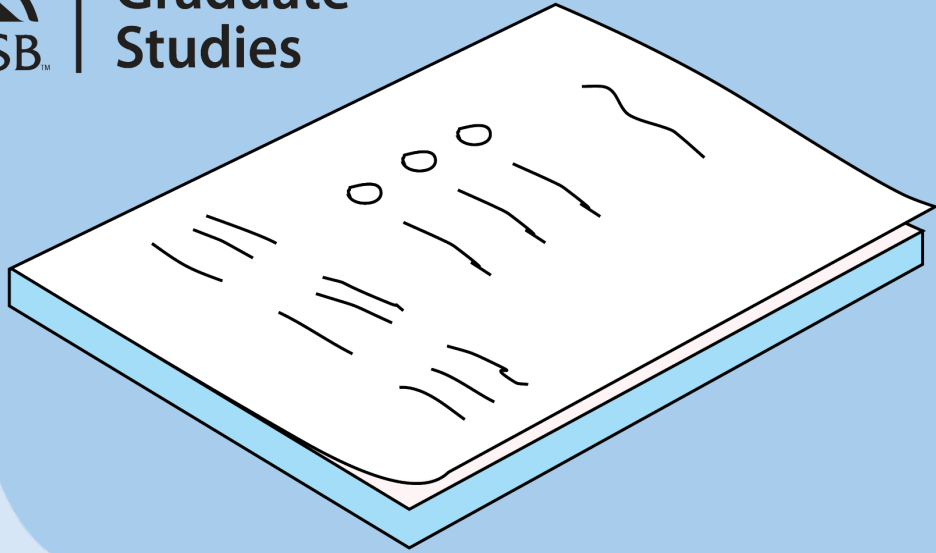




Graduate
Studies



Graduate Writing Workshop Series Fall 2025

The Writing Process and AI

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Workshop Overview

CSUSB Guidelines

- *CSUSB Guidance on the Use of Generative Artificial Intelligence (AI) in Theses, Projects, and Dissertations*
- *Steps to take when you plan to use AI*
- *Risks of Using AI*

Working With AI in APA & MLA

- *APA vs MLA: Different academic styles, different approaches to AI*
- *Citing AI (quotes, paraphrasing, using images, graphs, tables, etc.)*
- *Disclosing work with AI (editing, translating, brainstorming, data analysis, etc.)*
- *Safeguarding academic integrity: Documentation and disclosure*

Introduction

- Generative Artificial Intelligence (AI): Chat GPT, Google Assistant, Apps for Content Creation, Grammarly, Claude...
- Examples: Generating tables and figures, revising text, researching topics, etc.
- Graduate Council developed guidance on using AI in theses, projects and dissertations.
- AI in academia is new territory: **Guidance will change in the future.**

Current Policy:

- Current guidance, “*CSUSB Guidance on the Use of Generative AI in Theses, Projects, and Dissertations*” on Graduate Studies website.
- “Students who plan to use generative AI tools in researching or writing their graduate thesis, project, or dissertation **must always seek and document in writing unambiguous approval for the planned uses in advance from their supervisor(s) and supervisory committee.**”
- “Unauthorized use of generative AI tools for scholarly work at CSUSB may be considered an offense under the Policy on Upholding Research Integrity.”

Implementation

Before you use AI, meet with your advisor or committee chair and discuss your plans for using AI.

Steps

1. Before meeting, think about how/where you want to use AI
2. Discuss it with your advisor/committee chair
3. Get their approval **in writing**
4. Understand their expectations on how to cite or note use of AI in your paper

Agreement and Transparency

- Each program is different: Some may have a form or process in place. Others will be approaching this topic for the first time.

- Check with your program

- Once you've reached an agreement, **get it in writing.**

If your faculty member doesn't provide you with a written agreement, **write it down yourself in a follow-up email.**

"Just want to confirm what we discussed on (date). I believe we decided that I can use AI in my graduate project (describe). Please email me back and let me know if I got this right."

Transparency in your Work

- Understand your program's expectations on how to cite or note the use of AI in your paper.
- Include this in your discussion with your faculty member and in your written agreement.
- See the Writing Center for guidelines.

Why Do I Need Approval?

“Unauthorized use of generative AI tools for scholarly work at the CSUSB may be considered an offense under the Policy on Upholding Research Integrity.”

It is the student’s responsibility to initiate the conversation with faculty and get approval.

Key Points: Get approval in advance, document the agreement. In your written work, cite/note how you used AI. Be transparent with your faculty and your readers.

Working with AI in APA & MLA

- *APA vs MLA vs Chicago: Approaches differ!*
- Technical Vocabulary:
 - “Prompts” are the questions asked of AI.
 - “Output” or “content” are terms for what AI Generates.
 - “Hallucination” is when AI makes up information that is not true, e.g., attributing work to an author who did not write it or who does not exist.
- **All work with AI of any kind must be disclosed!**

Using AI

- Getting Started on Data Analysis

	A	B	C	
1	How did you hear about the writing centers?	Was this writing conference:	What kind of writing did you work on with your tutor?	Which of the following issues did you work on with a tutor?
2	Professor or Instructor	Conducted on-line via email?	A draft you had already begun to revise	Discussing how to use sources to support your ideas? Brainstorming; planning; or outl
3	Classmate Professor or Instructor	Your first visit to the Writing Cen	A draft you had already begun to revise	Developing and strengthening the ideas in your draft? Editing your draft for grammat
4	The Writing Centers' website I had been to Th	Conducted on-line via Zoom?	A draft you had already begun to revise	Editing your draft for grammatical issues; e.g.: verb tense; subject-verb agreement; run-
5	Tutors came to my class. I had been to The W	Conducted on-line via Zoom?	A paper or other writing project that was already graded	Reading and discussing your draft? Editing your draft for grammatical issues; e.g.: verb
6	Professor or Instructor I had been to The Writi	Conducted on-line via Zoom?	A draft you had already begun to revise	Reading and discussing your draft? Developing and strengthening the ideas in your dra
7	Resource fair	Conducted on-line via email?	A draft you had already begun to revise	Discussing whether your draft met the assignment requirements? Reading and discus
8	Professor or Instructor The Writing Centers' w	Required by your professor or ins	A draft you had already begun to revise	Brainstorming; planning; or outlining your ideas? Developing and strengthening the ide
9	Tutors came to my class. Classmate Profes	Conducted on-line via Zoom?	Beginning a writing assignment An outline or plan for a draft A first	Clarifying your assignment? Discussing whether your draft me the assignment...
10	Professor or Instructor I had been to The Writi	Conducted in person?	A draft you had already begun to revise	Clarifying your assignment? Understanding or responding to your professor's feedback
11	Friend Professor or Instructor	Your first visit to the Writing Cen	Beginning a writing assignment	Clarifying your assignment? Researching your topic? Discussing how to use sources
12	Friend Professor or Instructor	Conducted in person?	A draft you had already begun to revise	Clarifying your assignment? Brainstorming; planning; or outlining your ideas? Readin
13	The Writing Centers' website	Your first visit to the Writing Cen	A first draft	Discussing how to use sources to support your ideas? Revising the organization of you
14	Tutors came to my class. Classmate Profes	Conducted in person?	An outline or plan for a draft A draft you had already begun to revise	Discussing whether your draft met the assignment requirements? Discussing how to u
15	Friend Professor or Instructor The Writing C	Required by your professor or ins	A draft you had already begun to revise	Revising the organization of your draft? Editing your draft for grammatical issues; e.g.:
16	Professor or Instructor I had been to The Writi	Required by your professor or ins	A first draft	Developing and strengthening the ideas in your draft? Revising the organization of you
17	I had been to The Writing Centers before my re	Conducted on-line via Zoom?	A draft you had already begun to revise	Discussing whether your draft met the assignment requirements? Reading and discus
18	Tutors came to my class. Professor or Instruc	Conducted in person?	A draft you had already begun to revise	Clarifying your assignment? Discussing whether your draft met the assignment requir
19	Professor or Instructor Academic Advisor Ti	Your first visit to the Writing Cen	An outline or plan for a draft A draft you had already begun to revise	Discussing whether your draft met the assignment requirements? Citing sources in yo
20	Professor or Instructor	Your first visit to the Writing Cen	A draft you had already begun to revise	Discussing whether your draft met the assignment requirements?
21	Tutors came to my class. Professor or Instruc	Your first visit to the Writing Cen	An outline or plan for a draft	Clarifying your assignment? Discussing whether your draft met the assignment requir
22	Professor or Instructor	Your first visit to the Writing Cen	Beginning a writing assignment An outline or plan for a draft A draft	Clarifying your assignment? Discussing whether your draft met the assignment requir
23	Friend Professor or Instructor	Conducted in person?	An outline or plan for a draft A draft you had already begun to revise	Clarifying your assignment? Discussing whether your draft met the assignment requir
24	I had been to The Writing Centers before my re	Conducted on-line via Zoom?	A draft you had already begun to revise	Discussing whether your draft met the assignment requirements? Brainstorming; plan
25	Tutors came to my class. Professor or Instruc	Your first visit to the Writing Cen	An outline or plan for a draft A first draft	Clarifying your assignment? Discussing whether your draft met the assignment requir
26	Professor or Instructor	Your first visit to the Writing Cen	A first draft	Clarifying your assignment? Discussing whether your draft met the assignment requir
27	Tutors came to my class.	Your first visit to the Writing Cen	Beginning a writing assignment An outline or plan for a draft	Brainstorming; planning; or outlining your ideas? Reading and discussing your draft?
28	I had been to The Writing Centers before my re	Conducted in person?	Beginning a writing assignment	Citing sources in your text according to a citation and format style such as MLA; APA; or
29	Friend Classmate	Your first visit to the Writing Cen	A draft you had already begun to revise	Clarifying your assignment?
30	Professor or Instructor	Your first visit to the Writing Cen	An outline or plan for a draft A draft you had already begun to revise	Clarifying your assignment? Discussing whether your draft met the assignment requir
31	Professor or Instructor	Required by your professor or ins	A draft you had already begun to revise	Discussing how to use sources to support your ideas? Brainstorming; planning; or outl

Using AI

You said:

Can you help me understand trends in my data? I need insights into patterns and potential issues they work on, any related interconnected patterns and trends in the data

ChatGPT

Sure! Please provide the data or insights correlated with the trends or patterns you are looking for.

You said:

for analysis

Spreadsheets

trends in

issues they work on, any related interconnected patterns and trends in the data

What can I help with?

Ask ChatGPT anything



Search



Reason



Create image



Make a plan



Analyze images



Summarize text

More

Using AI

ChatGPT said:

Got it! I'll analyze your data for trends in how students hear about the center and the types of issues they work on. I'll also check for any interconnected patterns.

Let me first inspect the structure of your file to understand its contents.

The file contains a single sheet, "Sheet1." I'll now examine the first few rows to understand the structure and types of data available.

Using AI

The dataset contains information on:

How students heard about the Writing Center

How the writing session was conducted

The type of writing they worked on

The writing issues they addressed during the session

Using AI

Since some responses contain multiple selections (separated by "|"), I'll process them to analyze trends in:

- The most common ways students hear about the center
- The most common writing issues they work on
- Any correlations between how they heard about the center and the writing issues they worked on

I'll start by breaking down these responses and analyzing frequency distributions.

Using AI

Key Findings:

How Students Hear About the Writing Center

1. Top Sources:

- "Professor or Instructor" is the most common way students hear about the center, mentioned **88** times.
- Returning students who "had been to The Writing Centers before" is also a significant source (**53** times).
- "Tutors came to my class" (**39** times) and "Friend" (**31** times) are also notable.
- The Writing Centers' website has mixed reporting, with **20** direct mentions and **18** variations.
- Other sources like "Academic Advisor," "Flyer/Brochure," "Peer Mentor," and "Social Media" appear less frequently.

Using AI

Interconnections and Trends

- 1. Students who hear about the center from a professor or class visit tend to focus on assignment clarity and structure:**
 - Professors might refer students struggling with assignment comprehension.
 - Classroom visits might encourage students to seek guidance on formatting and citation.
- 2. Returning students focus on advanced concerns like revising organization and strengthening ideas:**
 - Likely indicates that once students become familiar with the center, they use it for deeper writing concerns.

Working with AI in APA

- Work with AI within your writing process must be disclosed and cited.
- In your methods or introduction, specify how you worked with AI and where that work appears in your writing project.
- Writing for scholarly publication in APA must include the full output of material produced by AI within a section for supplementary materials/appendices.
- AI tools are evolving, and best practices and requirements regarding work with AI are developing and changing. To safeguard your academic integrity, keep the full output of all work with AI and diligently and transparently document how it was produced and integrated within your writing process.

Citing AI in APA

- In-text Citation example:
 - When prompted with “How does the Sapir-Whorf hypothesis apply to writers using AI?” ChatGPT produced, “If the AI has particular biases or tendencies in its language output, writers may unknowingly adopt or be influenced by these patterns in their own writing” (OpenAI, 2023; see Appendix B for the full transcript). While this accurately captures concerns around the adoption and influence of unrecognized biases, the “if” framing of such biases as being possible, rather than necessary, fails to acknowledge that all language is inflected with bias, including the sources of ChatGPT’s training and clearly, its own advice.

Citing AI in APA

Reference List Example: Citing AI

Author of algorithm	date of version	<i>The Name of the Model Serves as the Title</i> (Version) [Description of model]
OpenAI.	(2022).	<i>ChatGPT</i> (Version 3.5.0) [Large language model].
source: where you can access the model		
https://chat.openai.com/chat		

Working with AI in MLA

- Cite AI when quoting, paraphrasing, using images or other AI-created content.
- Acknowledge all uses of AI (e.g., editing, translating, brainstorming) in the text of your writing, in a note, or another location.
- Carefully vet sources that AI cites as they are often “hallucinated” or fake.
- AI tools are evolving, and best practices and requirements regarding work with AI are developing and changing. To safeguard your academic integrity, **keep the full output of all work with AI** and diligently and transparently **document how it was produced** and **how it was integrated within your writing process**.

Citing AI in MLA

- In-text citation example:
 - When prompted with “How does the Sapir-Whorf hypothesis apply to writers using AI?” ChatGPT produced, “If the AI has particular biases or tendencies in its language output, writers may unknowingly adopt or be influenced by these patterns in their own writing.” While accurately capturing concerns around the adoption and influence of unrecognized biases, the “if” framing of such biases as being possible, rather than necessary, fails to acknowledge that all language is inflected with bias, including the sources of ChatGPT’s training and clearly, its own advice.
- **Note that the prompt is mentioned, so it is not included in parentheses.
- ***AI is not to be cited or referred to as an author.

Citing AI in MLA

Works Cited Example: Citing AI

***Author: N/A** **Title of Source:** Include the prompt and a description of its context

“How does the Sapir-Whorf hypothesis apply to writers using AI?” prompt.

Title of Container

Version

Publisher

Date

Location

ChatGPT, 13 Feb. version, OpenAI, 9 Mar. 2023, chat.openai.com/chat.

***AI is not to be cited or referred to as an author.**

Recap AI in MLA vs. APA (& CMS)

- MLA & CMS: Full disclosure and description of work with AI
and Citation where appropriate (quoting, paraphrasing...)
- APA:
 - and - Full disclosure and description of work with AI
 - and - Citation where appropriate (quoting, paraphrasing...)
 - Include an **appendix** with **all** prompts and content generated by AI (for work for publication, e.g., theses)
- Citation Details: To be, or not to be... an author?
 - APA & CMS: AI cited in same format as if it is an “author”
 - MLA: AI is **NOT** cited or referred to as if it is an author

Risks of Using AI

- You are required to produce original research or an original work.
- You are responsible for the accuracy of your work. AI is not always right.
 - Can be biased
 - Can be plagiarized
 - List sources that don't exist
 - Planning future publication? Some publications don't accept AI generated work.
 - Privacy: Don't use AI to process confidential data
 - Legal repercussions for feeding copyrighted material into AI?
 - Providing data to an AI tool may complicate future attempts to enforce intellectual property protections.

Risks of Using AI

- Risks of using AI without diligent vetting:
 - <https://www.courthousenews.com/sanctions-ordered-for-lawyers-who-relied-on-chatgpt-artificial-intelligence-to-prepare-court-brief/>
- Who has records of your work with AI? Risk of changes to datakeeping and privacy policies and practices:
 - <https://www.nytimes.com/2024/10/05/business/23andme-dna-bankrupt.html?smid=url-share>
- Risk of feeding copyrighted material into AI without permission:
 - <https://hls.harvard.edu/today/does-chatgpt-violate-new-york-times-copyrights/>
- There is no statute of limitations on issues of academic integrity
 - Publications are subject to retraction
 - <https://www.theatlantic.com/magazine/archive/2025/01/business-school-fraud-research/680669/>
 - Degrees are subject to revocation
 - Degrees have been revoked at CSUSB for academic dishonesty

Recap on Main Points

- Before using AI, discuss your plans with your thesis committee chair or advisor.
- Know your program's expectations for using AI.
- Once you come to an agreement with your faculty, **get it in writing**.
- If you are unsure of how to cite or document your use of AI, revisit your faculty or meet with the Graduate Writing Center.

Questions?



Thank You!

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