

# AI Usage Acknowledgement Statement Examples

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## How to Properly Acknowledge AI Use in Your Academic Work

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### What is an Acknowledgement Statement?

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An **acknowledgement statement** is a brief note in your assignment that explains how you used AI tools during your work. It's different from a citation because you're not quoting the AI directly - you're simply being transparent about your process.

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### When to Acknowledge vs. Cite

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#### Acknowledge AI Use When:

- You used AI to brainstorm ideas
- You asked AI to explain a concept
- You used AI to check your grammar or spelling
- You used AI to organize your thoughts
- You used AI as a study tool or tutor

#### Cite AI Output When:

- You quote AI-generated text directly
- You paraphrase AI-generated content
- You include AI-generated data or analysis

- You use AI-generated images or media
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## Where to Place Your Acknowledgement

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Most instructors prefer acknowledgement statements in one of these locations:

1. **Author's Note** - At the beginning of your paper
2. **Methods Section** - If your paper has one
3. **Acknowledgements Section** - At the end of your paper
4. **Cover Page** - Below your name and date

**Always check your syllabus or ask your instructor for their preference!**

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## Example Acknowledgement Statements

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### Example 1: Brainstorming & Outlining

*"I used ChatGPT to help brainstorm potential thesis statements for this essay. I provided the AI with my topic and asked it to suggest three different angles. I then selected one approach and developed my own original thesis and outline. All writing in this paper is my own."*

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### Example 2: Concept Clarification

*"While researching this topic, I used Claude AI to help me understand the difference between correlation and causation. I asked the AI to explain the concepts in simple terms and provide examples. This helped me better understand the scholarly sources I cited in my paper. All analysis and conclusions are my own."*

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### Example 3: Grammar & Editing Assistance

*"I used Grammarly's AI-powered grammar checker to identify spelling and punctuation errors in my draft. I reviewed each suggestion and made my own"*

*decisions about which changes to accept. The ideas, arguments, and writing are entirely my own.”*

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### **Example 4: Research Organization**

*“I used NotebookLM to help organize my research notes from multiple sources. I uploaded my annotated bibliography and asked the AI to identify common themes across the sources. This helped me structure my literature review. All synthesis and critical analysis are my own work.”*

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### **Example 5: Study & Practice**

*“I used Khanmigo as a study tool to practice solving calculus problems. The AI asked me guiding questions rather than providing answers, which helped me understand the problem-solving process. All work submitted in this assignment was completed independently without AI assistance.”*

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### **Example 6: Translation Assistance**

*“I used Google Translate to help me understand a French-language source cited in my bibliography. I then read the original French text and wrote my own summary and analysis in English. The AI was used only for initial comprehension, not for writing or translation in my final paper.”*

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### **Example 7: Code Debugging (For Programming Assignments)**

*“I used GitHub Copilot to help identify a syntax error in my Python code. I described the error message to the AI and asked for suggestions about what might be causing it. After understanding the issue, I fixed the bug myself. All code logic and implementation are my own work.”*

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### **Example 8: No AI Use**

*“I did not use any AI tools in the research, writing, or editing of this assignment.”*

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# What Makes a Good Acknowledgement Statement?

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A strong acknowledgement statement includes:

- ✓ **Which AI tool you used** (ChatGPT, Claude, Grammarly, etc.)
  - ✓ **What you used it for** (brainstorming, editing, research, etc.)
  - ✓ **How you used it** (what prompts or questions you asked)
  - ✓ **What you did yourself** (your original work and thinking)
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## Common Mistakes to Avoid

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✗ **Too vague:** “I used AI to help with this paper”

- *Why it's bad:* Doesn't explain what you used AI for

✗ **Too defensive:** “I barely used AI and only for small things”

- *Why it's bad:* Sounds like you're hiding something

✗ **Too detailed:** “I asked ChatGPT ‘What are the causes of climate change?’ and it said...”

- *Why it's bad:* This is a citation, not an acknowledgement

✗ **Forgetting to acknowledge:** Not mentioning AI use at all

- *Why it's bad:* Could be considered academic dishonesty
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## Template You Can Adapt

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I used [AI tool name] to help [specific task]. I asked the AI to [what you asked it to do]. This helped me [how it helped your process]. All [writing/analysis/coding/etc.] in this assignment is my own original work.
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# Remember: Academic Integrity Comes First

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- **Always check your syllabus** - Some instructors don't allow AI use at all
  - **When in doubt, ask** - Contact your instructor before using AI
  - **Be honest** - Transparency builds trust
  - **Keep records** - Save your AI conversations in case you need to show your work
  - **Do your own thinking** - AI is a tool to support learning, not replace it
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## Additional Resources

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- **HCC AI Literacy Hub** - Comprehensive guide to AI tools and policies
  - **HCC Library AI Guide** - [harford.libguides.com/ai/intro](https://harford.libguides.com/ai/intro)
  - **Your Instructor** - Always your best resource for assignment-specific guidance
  - **HCC Writing Center** - Can help you craft appropriate acknowledgement statements
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## Questions to Ask Yourself

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Before submitting any assignment with AI assistance, ask:

1. Did I follow my instructor's AI use policy?
  2. Did I acknowledge all AI tools I used?
  3. Did I explain specifically how I used AI?
  4. Did I make clear what work is my own?
  5. Did I learn from this assignment, or did AI do the learning for me?
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*Based on guidance from Arizona State University's AI Transparency Guidelines*

*Created by Galen Ziegler for Harford Community College Last Updated: January 2026*