

COVER LETTERS

Generative Artificial Intelligence is a type of artificial intelligence ("AI") that is able to create a wide variety of data based on prompts supplied by the user. *The following policy governs student usage of AI technology while drafting employment documents (such as cover letters) as a Pepperdine Caruso Law student:*

AI technology can be used by students during the brainstorming and outlining process of document drafting. It may not be relied on exclusively, and importantly, students must be able to honestly state that the finished work product is entirely their own. Violations of this policy constitute Honor Code Violations and will be handled as outlined in the Student Handbook.

The Career Development Office acknowledges that AI technology has the *ability* to generate drafts of application documents like cover letters. However, just because this technology is able to produce such content, it does not mean that it will produce the most effective, accurate, or sufficiently tailored cover letter, which is why our policy limits its usage to idea generation only. If students utilize this technology for brainstorming/idea generation, they should keep in mind that they remain solely responsible for the information in their documents. Students should review the AI-generated content for accuracy and think critically about whether the content generated is relevant and appropriate to include in any application document.

WRITING SAMPLES

The substance of your writing sample is governed by the professor, supervisor, and/or entity for which it was drafted. This means that you are required to follow the requirements and policies that those people and organizations have put in place for work produced under their guidance. For example, if you select a writing sample that was drafted for your Legal Research & Writing course, then the sample should follow the policies enacted by your professor.

If AI was used at any stage for any purpose while drafting the writing sample, including idea generation and/or brainstorming, this must be disclosed on your Writing Sample Cover Page. An example of this type of disclosure is as follows:

Artificial Intelligence was used for the brainstorming and idea generating phase of drafting this [document]. I have checked this [document] for accuracy and further adapted, modified, and augmented so that it is entirely my own work product.