

From Prompts to Possibilities:

Strategies for Using AI in Career and College Readiness

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**HIGHER
EDUCATION**
COORDINATING
COMMISSION

Office of Student Access
and Completion (OSAC)



Session Goals

01

Understand basic AI concepts and tools

02

Discuss responsible use, ethics, and equity

03

Learn beginner prompting techniques

04

Explore AI support for essay brainstorming

05

Leave with tips and resources for students

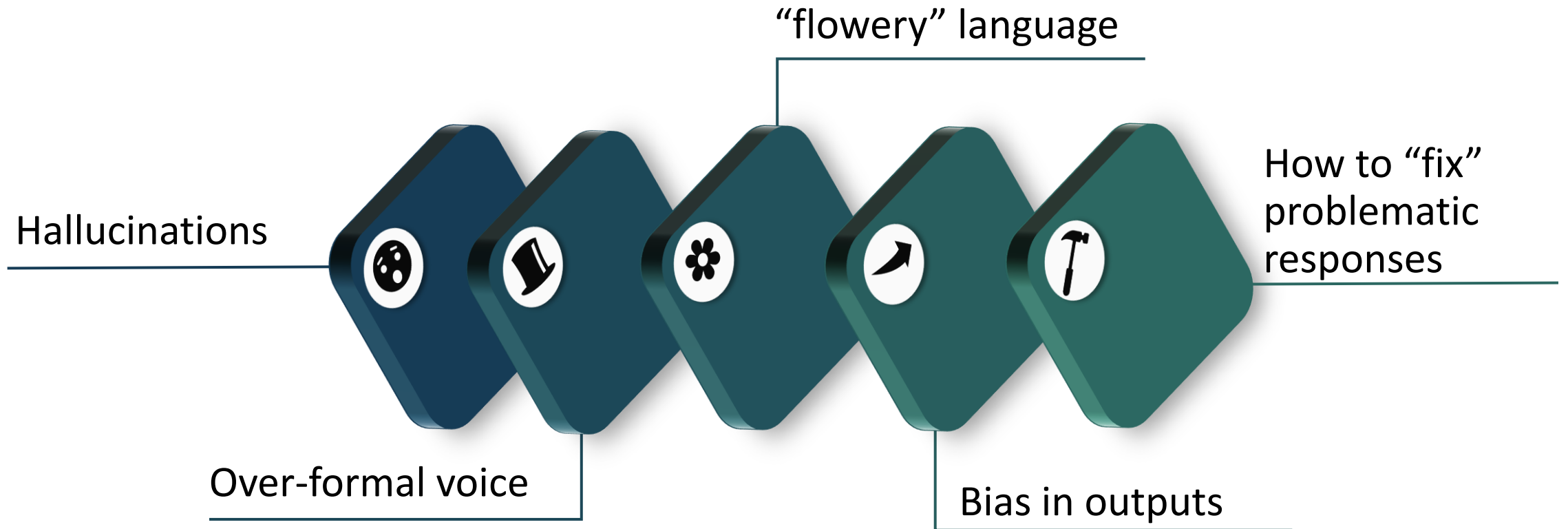


What is AI?



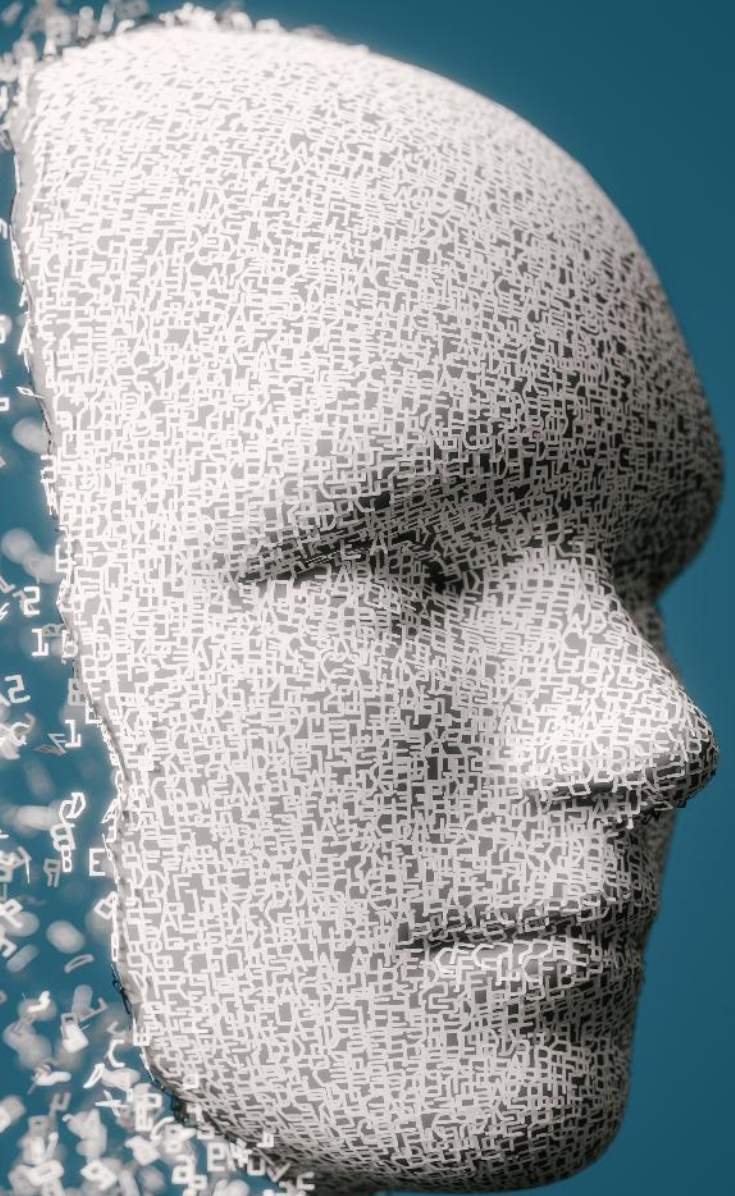
AI Programs

AI Limitations



Humans in the Loop

- Review results
- Edit and personalize
- Check facts
- Keep student voice authentic



Ethics & Equity



Plagiarism Awareness



Transparency



Data privacy



When NOT to rely on AI



Discloser



Using AI

Benefits | Tools | Tips

Benefits to Practitioners and Students

- Saves time
- Improves consistency in communication
- Expands access for students
- Reduces administrative load
- Supports equitable outreach



AI Tools for Practitioners

Email drafting



Event planning assistance

Survey writing



Software guidance

Search enhancements



Outreach material creation

Summarizing information



AI Tools for Advising

Sample
Resumes

Career
Exploration

Comparative
Analysis

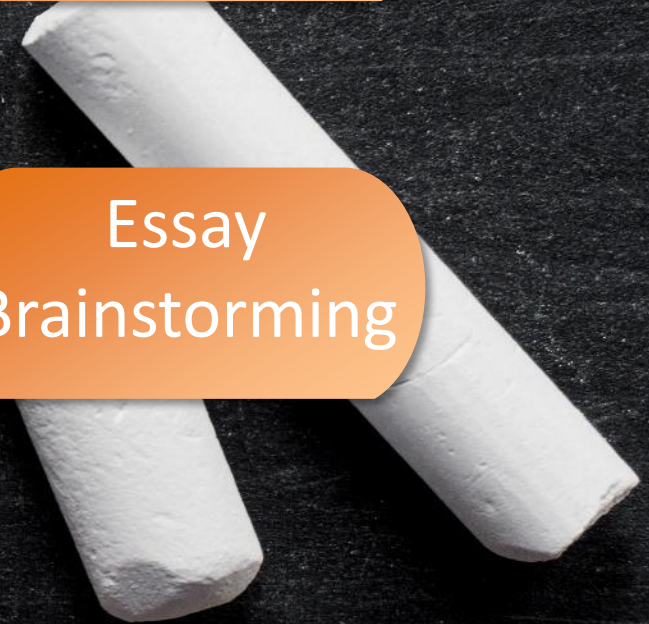
Writing
Support

Summarizing
Information

Quick
Questions

Individualized
Pathways

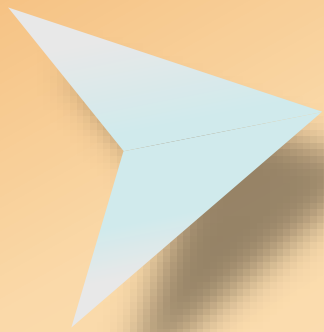
Essay
Brainstorming



Coordinator Tips

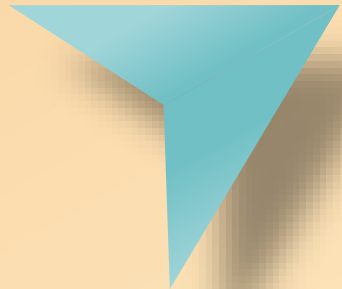
Expectations

Set expectations
early



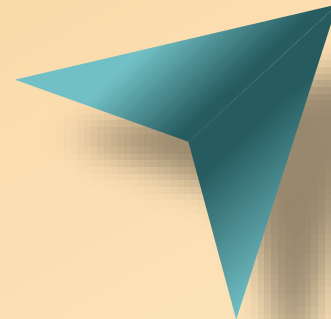
Simple Prompts

Teach simple
prompts



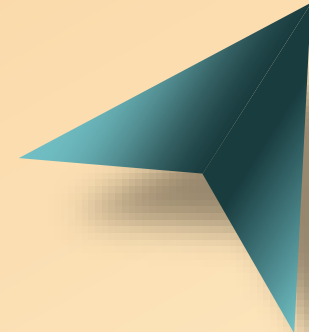
Revise

Encourage revision



Recommendations

Share recommended
tools



OSAC Essay Guidance



Authenticity

Expectations for authenticity



Structure

Short answer structure



Voice

Where personal voice matters most

Practical Application

Prompts | Case Studies



Creating Effective Prompts



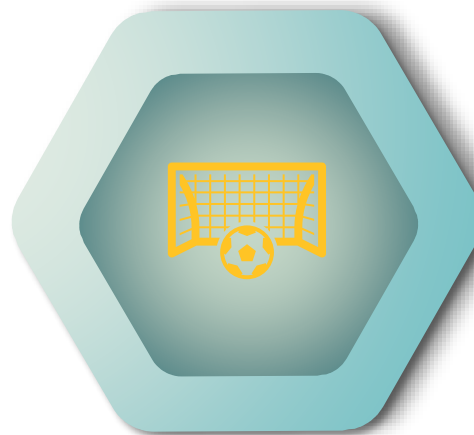
Questions

Who, what,
where, when,
why, how



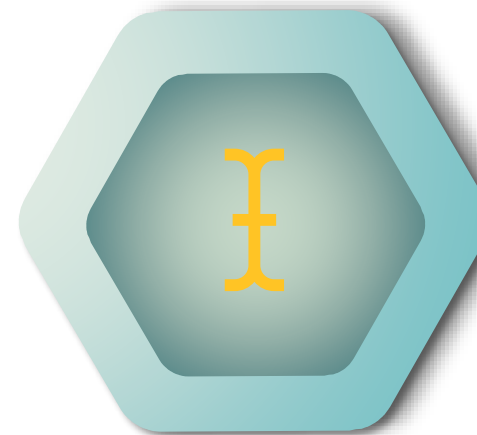
Context

Clear context



Goals

Specific Goals



Format

Format requests (lists,
paragraphs)

Student in the Loop Prompting

1

Clarifying Questions

- Before using AI, ask your students clarifying questions to determine exactly what they are searching for.

2

Build Your Prompt Together

- Once you have an idea of what your students need, you can build the initial prompt together.

3

Refine

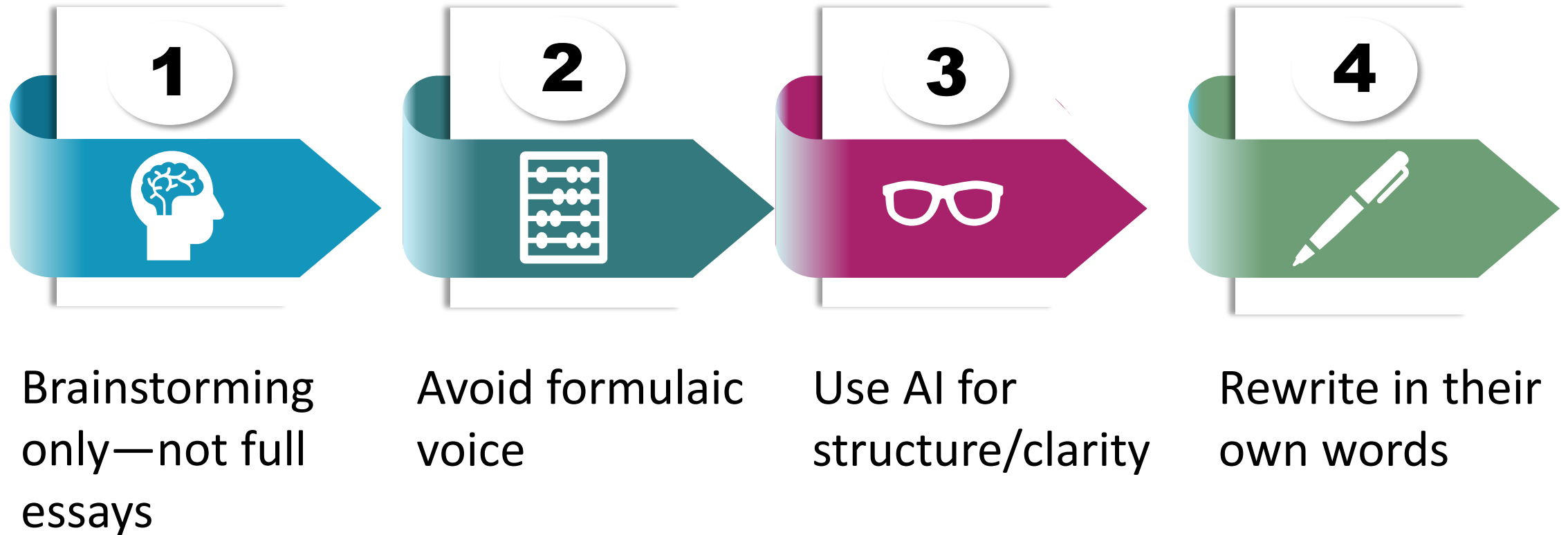
- Refine the prompt until it generates the results you want

Student Use

Tips for Students | Student Essays

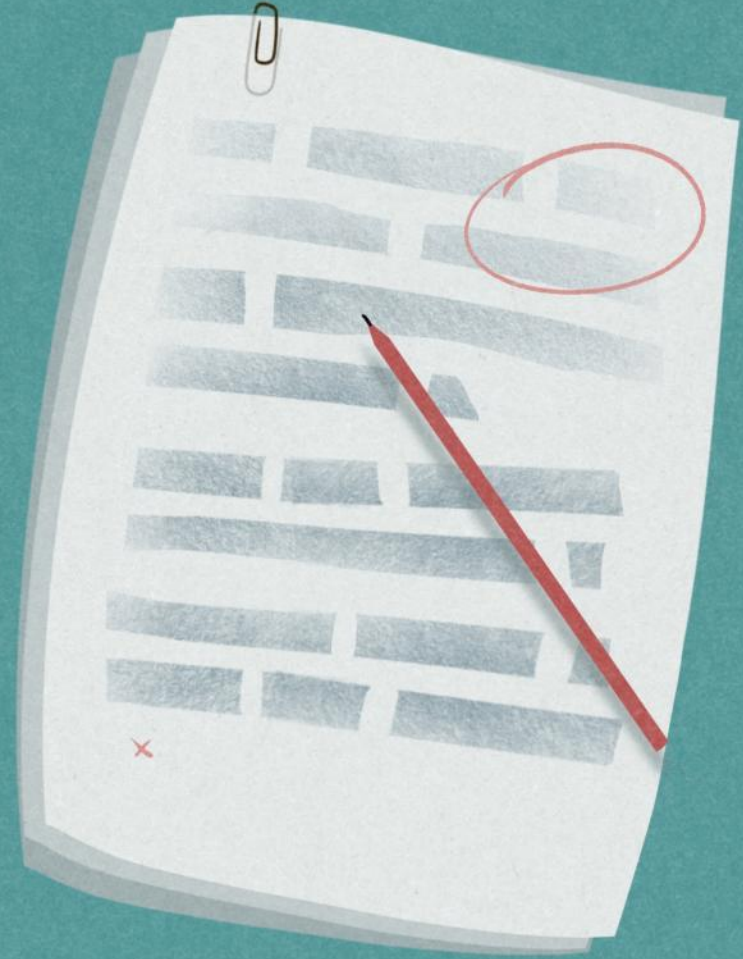


Guardrails for Students



Using AI for Student Essays

- Review results
- Edit and personalize
- Check facts
- Keep student voice authentic



Case Studies

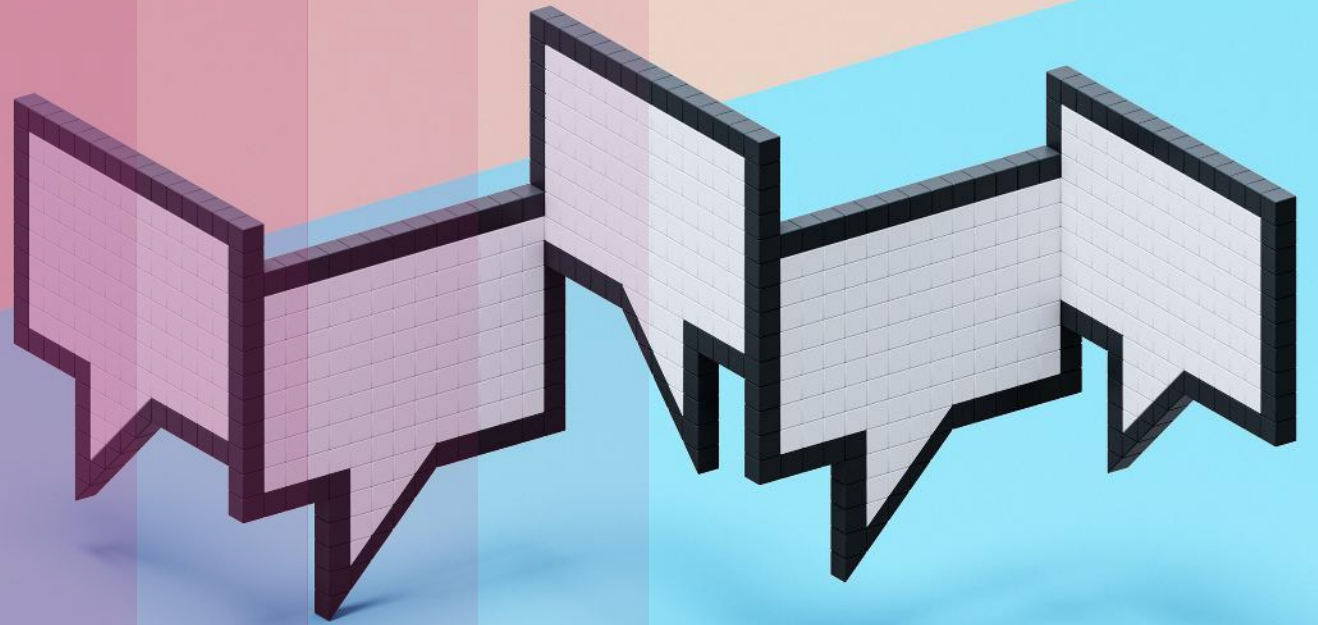


Examples of AI Usage

- Essay with no AI
- Essay copied directly from AI
- Essay improved through responsible use
- Poor prompt/better prompts

Practice

Demo | Practice | Resources | Q&A



Live Demo

Live AI Demo

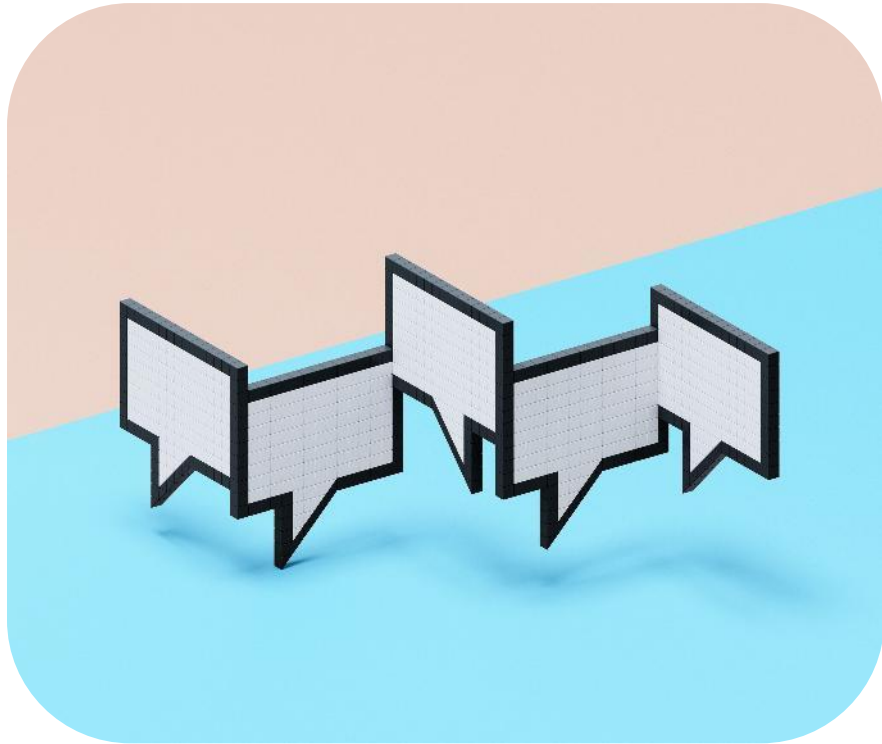
Example: College research – academic programs, campus life, financial aid options, and personal recommendations based on your priorities like location, major, or budget.

Practice Activity

Optional Practice Activity

Brainstorm college essay topics
Organize scholarship search steps

Question and Answers



Open discussion

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