

AI Ethics Checklist & Design Thinking Framework

ETHICAL AI USAGE CHECKLIST

No	BEFORE USING AI	☒
1	Have I reviewed university AI guidelines?	☐
2	Am I protecting community privacy and data?	☐
3	Is this an appropriate use case for AI assistance?	☐
4	Have I considered potential biases in AI outputs?	☐
No	DURING AI USAGE	☒
1	Am I verifying AI-generated information?	☐
2	Am I maintaining my own critical thinking?	☐
3	Am I properly attributing AI assistance?	☐
4	Am I considering diverse perspectives?	☐
No	AFTER AI USAGE	☒
1	Have I reflected on the AI's limitations?	☐
2	Have I documented my AI usage appropriately?	☐
3	Does the final work reflect my own understanding?	☐
4	Have I considered the broader impact?	☐

DESIGN THINKING WITH AI FRAMEWORK

Design Thinking Process	AI Applications	Human Role
01 EMPATHIZE PHASE	Analyze interview transcripts, identify patterns	Conduct interviews, build trust, understand emotions
02 DEFINE PHASE	Synthesize insights, identify opportunity areas	Frame the problem, apply ethical judgment
03 IDEATE PHASE	Brainstorm solutions, generate concepts	Provide context, evaluate feasibility, apply creativity
04 PROTOTYPE PHASE	Create visual mockups, generate content	Refine prototypes, ensure cultural relevance
05 TEST PHASE	Analyze feedback, suggest improvements	Conduct tests, interpret nuanced responses

Reference:

IDEO U. Brainstorming with AI: AI x Design Thinking Workshop Series Workbook. IDEO, 2024.

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