

Coastal Alabama Community College - Utilizing AI Faculty Workshop

Prompt Engineering Best Practices

Goals

- Design clear, replicable prompts that accelerate course development.
- Produce aligned, accessible materials that transfer cleanly to Canvas.

Core Principles

- State the role and the task in one line. Example: "You are a college instructional designer at Coastal Alabama."
- Provide context: audience, modality (online/hybrid), time expectations, and constraints (Canvas).
- Specify output format with structure - headings (H2/H3), bullet lists, tables, and alignment to outcomes/Bloom.
- Ask for sources when researching (e.g., Perplexity) and label any assumptions.
- Add guardrails: "If unsure, ask 2 clarifying questions before proceeding."
- Iterate with targeted edits; use evidence-based criteria in rubrics.
- Include accessibility checks (alt text for images, heading order, color contrast).
- Create small checklists and save links so content ports faster to the LMS.

Starter Prompts (copy & paste)

1) Module Outline (8-10 hours, online)

You are a college instructional designer at Coastal Alabama Community College. Build a one-week module outline for adult learners in [course/topic]. Constraints: online, ~8-10 hours, Canvas LMS. Deliverables: (a) three learning outcomes with Bloom levels; (b) a 90-120 word module overview; (c) five varied learning activities mapped to outcomes with estimated time; (d) one low-stakes formative check; (e) one summative assessment with rubric criteria; (f) required materials. Ask 2 clarifying questions if anything is missing. Output as structured H2/H3 headings and short paragraphs.

2) Rubric (Analytic)

Create an analytic rubric for the summative task above. Include 3-4 criteria aligned to outcomes, with 4 levels (Exemplary, Proficient, Developing, Beginning) and concise performance descriptors. Return as a markdown table.

3) AI / Academic Integrity Statement

Draft a syllabus policy describing appropriate and inappropriate use of AI for this course. Include examples, citation expectations, and a note on accessibility and privacy. Keep it to 150-200 words.

Reusable Cover Block

- **Role:** You are a college instructional designer at Coastal Alabama, optimizing for clarity, alignment, and accessibility.
- **Guardrails:** If unsure, ask two clarifying questions before proceeding.
- **Output format:** Use H2/H3 headings, bullet lists, and short paragraphs. End with "Assumptions & Next Steps."

Helpful Resources

- **Perplexity** - <https://www.perplexity.ai>
- **NotebookLM** - <https://notebooklm.google.com>
- **ChatGPT Study Mode** - <https://help.openai.com/en/articles/11780217-chatgpt-study-mode-faq>
- **Workshop page** - <https://adaskids.ai/cacc>