

Applied Co-Intelligence Planning Toolkit

Design AI-assisted CTE learning that protects technical foundations, requires verification, and measures student judgment.

School/College	Program/Pathway	Instructor/Team	Date

1. Occupational AI Use Case

Occupation or pathway		AI tool or system	
Authentic workplace task		Current industry use	
Student role		Human decision-maker	
Potential benefit		Potential harm if wrong	
Use-case description			

2. Protect the Technical Foundation

Foundational skill	Must demonstrate without AI	Evidence of mastery	Minimum standard

3. AI-On / AI-Off Task Design

Task step	AI prohibited	AI permitted	AI required
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■
	■	■	■

4. Verification and Evidence Plan

AI output or recommendation	Verification source	Student check	Reject/escalate when...

5. Data, Privacy, Safety, and Ethics Review

- No personally identifiable information will be entered into an unapproved system.
- No protected health, student, customer, or employer data will be entered without authorization.
- The tool's output will not replace required supervision or licensed-professional approval.
- Students will be told when and how AI use must be disclosed.
- The task includes a method for detecting inaccurate, biased, incomplete, or unsafe output.
- Students will preserve an audit trail of prompts, inputs, outputs, changes, and final decisions.
- Accessibility and equitable access have been considered.
- A human remains accountable for the final action or recommendation.

6. Student Evidence Log

Step	AI input/prompt	AI output	Evidence checked	Student correction or decision
1				
2				
3				
4				
5				
6				
7				
8				

7. Applied Co-Intelligence Assessment Rubric

Criterion	4 - Advanced	3 - Proficient	2 - Developing	1 - Beginning
Technical accuracy	Consistently accurate; applies standards independently	Accurate with minor errors	Partial understanding; needs support	Major errors or unsafe conclusions
AI use	Selects and directs AI strategically	Uses AI appropriately	Uses AI inconsistently	Relies on AI without purpose
Verification	Checks multiple authoritative sources	Checks at least one valid source	Verification is incomplete	Accepts output without checking
Risk recognition	Identifies consequences and escalation points	Recognizes major risks	Recognizes some risks	Misses significant risks
Judgment and correction	Improves or rejects output with strong rationale	Makes justified corrections	Corrections are weak or incomplete	Cannot explain final decision
Documentation	Complete, traceable audit trail	Adequate documentation	Missing key evidence	Little or no documentation

8. Employer Validation Questions

Does this task reflect current or emerging workplace practice?

What technical knowledge must an entry-level employee possess before using AI?

What decisions must remain human?

What errors are most costly, unsafe, or difficult to detect?

What data may not be entered into external AI systems?

What documentation or audit trail is required?

What would demonstrate that a student is ready for work-based learning?

Which credential, standard, or procedure should inform this assessment?

9. Program Implementation Checklist

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|---|
| ■ Select one authentic occupational workflow for the pilot. |
| ■ Define the AI-off technical foundation. |
| ■ Approve the AI tool and data boundaries. |
| ■ Create verification requirements. |
| ■ Build the student evidence log into the assignment. |
| ■ Use the applied co-intelligence rubric. |
| ■ Pilot with a small student group. |
| ■ Review outcomes with instructors and employers. |
| ■ Revise the task before full implementation. |
| ■ Schedule a future review as tools and workplace practices change. |