COURSE SYLLABUS

AI for Federal Policy Analysis Course (Self-Paced)

This self-paced course offers approximately 4 hours of on-demand instruction exploring the responsible application of generative AI for tasks such as cross-referencing documents, surfacing gaps, and producing well-structured deliverables, all while remaining compliant with records management, FOIA, and data-handling obligations. Today's policy teams face mounting pressure to review regulations, executive orders, and internal guidance at unprecedented speed, often with AI now part of the workflow. Progress through the material at your own pace, revisit lessons as needed, and apply each technique directly to your own policy work.

> Group classes (Live Online) and onsite training are available for this course. For more information, email onsite@graduateschool.edu or visit: https://www.graduateschool.edu/courses/ai-for-federal-policy-analysis-course-online



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Course Outline

Module 1

- Generative AI capabilities and limits for policy work
- Federal AI landscape: OMB memoranda, agency use case inventories, approved tools
- Data sensitivity: public, CUI, PII
- Core risks: hallucination, fabricated citations, stale training data

Module 2

- Structure of CFR sections, EOs, and internal guidance
- Prompt patterns: side-by-side comparison, redline, gap analysis, crosswalk
- Grounding AI in authoritative source text
- Working with long documents
- Citation verification

Module 3

- Drafting workflow: outline → draft → tighten → cite-check
- Document types: decision memos, briefing papers, public summaries, SOPs, comment responses
- Plain-language requirements
- Human review checklist

Module 4

- AI prompts and outputs as federal records
- FOIA implications
- Bias and stakeholder impact
- Building a team AI policy-analysis playbook