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JOSIP JURAJ STROSSMAYER
UNIVERSITY OF OSIJEK

FERIT
FACULTY OF ELECTRICAL ENGINEERING, COMPUTER SCIENCE AND INFORMATION TECHNOLOGY **OSIJEK**

AI for everyday tasks

Erasmus+ Blended Intensive Programme

General info

- **Course title:** AI for everyday tasks
- **Lead Instructors:** Associate Professor Dragana Božić Lenard, PhD
  Assistant Professor Hrvoje Leventić, PhD
- **Contact hours:** 40 face-to-face + 6 online (90 hours total workload)
- **Dates for physical component:** May 24-28, 2027
- **Dates for virtual component:** May 4 and May 18, 2027 (pre-phase)
  June 11, 2027 (post-phase)
- **ECTS credits:** 3
- **Target audience:** Undergraduate and graduate students, (non)academic staff
- **Prerequisites:** English language B1-B2 proficiency level; no programming experience required

- **Website for information:** BIP@FERIT
- **Application procedure:** APPLY@FERIT

Host University: Josip Juraj Strossmayer University of Osijek – HR OSIJEK01

Host Faculty: Faculty of Electrical Engineering, Computer Science and IT Osijek - FERIT

Partner Universities: "1 Decembrie 1918" University of Alba Iulia, Romania, RO ALBAIU01
Technical University of Varna, Bulgaria, BG VARNA02

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Summary

This intensive course introduces participants to artificial intelligence and, in particular, to AI agents: systems that do not only answer questions but act on a user's behalf by using tools, files and online services. Designed for students, academic and non-academic staff with no programming background, the course combines conceptual foundations with hands-on work on participants' own everyday study, teaching and administrative tasks.

The program begins with an overview of how AI works, from its history and the basics of machine learning to large language models, and explains what distinguishes an agent from a chatbot. Participants then focus on the language of delegation: writing clear task instructions, examining how wording and language choice affect results, and applying these skills to tasks such as email triage, meeting follow-up and weekly planning.

A central theme of the course is human oversight. Participants learn how AI output fails, practice detecting errors and fabricated sources, discuss academic integrity and disclosure, and examine personalization, privacy, security and the legal framework governing AI in Europe, including the GDPR and the EU AI Act. The final day addresses user-centered design of AI tools and the ethical and societal impact of AI.

Throughout the week, mixed international teams develop a capstone project: a test of an AI agent on real everyday tasks, presented together with the instructions given, the checks applied to its output and the team's conclusions on where it can and cannot help. Regular feedback ensures participants leave able to use AI agents effectively, critically and responsibly.

Learning Objectives

Understand how AI and AI agents work

/ explain basic concepts of artificial intelligence, machine learning and large language models

/ distinguish between chatbots and agents in terms of tools, memory, planning and permissions

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Delegate everyday tasks to AI agents	**/ identify recurring tasks that are suitable and unsuitable for delegation to AI** **/ write clear task instructions and design a multi-step agent workflow for a real task**
Use language strategically when working with AI	**/ analyze how wording, register and ambiguity affect AI output** **/ compare AI performance across English, other languages and mixed-language instructions**
Evaluate and verify AI output	**/ recognize typical AI errors such as fabricated references, omissions and overconfident summaries** **/ apply verification routines before relying on or sharing AI output**
Use AI responsibly, safely and lawfully	**/ interpret institutional AI policies and disclose AI use appropriately** **/ assess privacy and security risks of connected agents and apply GDPR and EU AI Act principles**
Reflect on AI in people's lives and society	**/ evaluate AI tools for usability, accessibility and transparency** **/ discuss the ethical and societal impact of AI and develop a personal plan for its use**

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Course content

VIRTUAL COMPONENT

Online session 1
May 4, 2027

introductions, mixed-team icebreaker and pre-survey on participants' current use of AI

Task diary
May 4-11, 2027

a one-week log of recurring tasks (emails, scheduling, reading, notes, forms, reporting) that participants revisit at the end of the course

Online session 2
May 18, 2027

setting up the tools and a first demonstration of an AI agent completing a simple task

Post-phase reflective report
deadline June 11, 2027

individual reflective report (1,500 words or a short video) on one task the participant now delegates to AI and how they supervise it.

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Day 1

How AI works: from rules to agents

May 24, 2027

Welcome and orientation: brief overview of the course goals, schedule and expected outcomes.

Mini-lecture: a short history of AI, from rule-based systems to machine learning, large language models and agents.

Workshop: how machines learn (training data, models and errors).

Mini-lecture: inside a language model: tokens, next-word prediction, the context window and why a model "forgets".

Demonstration: how language models generate text and why fluent output can still be false.

Session: from chatbot to agent: learning from feedback, tools, memory, planning and permissions. Demonstration: an agent working through a prepared everyday task, explained step by step.

Day 2

Talking to AI: the language of delegation

May 25, 2027

Mini-lecture: AI as a language machine: ambiguity, register and implicit assumptions in instructions.

Workshop: writing a task brief (role, context, constraints, output format nd what counts as “done”).

Activity: rewriting weak instructions into strong ones and comparing the outputs.

Experiment: giving the same task in English, in participants’ own languages and in a mix of languages; participants judge the accuracy, naturalness and register of the output as native speakers.

Lab: everyday tasks such as email triage, turning meeting notes into action items and weekly planning, with role-specific tasks for students, academic and non-academic staff.

Peer review: participants exchange and critique each other’s task briefs.

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Day 3

Trust but verify

May 26, 2027

Mini-lecture: how AI fails: fabricated references, omissions, agreeing with the user, overconfident summaries and agents reporting unfinished tasks as complete.

Challenge: error-detection lab in which teams find and classify errors in AI-generated texts.

Activity: "Human or AI?" using the LABUS app, followed by a discussion of the limits of AI detectors.

Session: academic integrity and disclosure: comparison of institutional AI policies. Activity: drafting a personal AI-use statement for one's own studies or job.

Day 4

Agents, personalization and the law

May 27, 2027

Session: memory and personalization in assistants: what an assistant stores about a user, where it is kept and how it shapes later answers..

Activity: auditing the memory and personalization settings of participants' own AI tools.

Demonstration: privacy and security risks of connected agents, including hidden instructions that hijack an agent (prompt injection).

Activity: drafting a permissions checklist for connecting agents to email, files and accounts.

Mini-lecture: legal aspects of AI: GDPR, basics of the EU AI Act, and copyright and ownership of AI output, illustrated with everyday cases.

Capstone kick-off: mixed teams choose a real everyday task and start building a multi-step agent workflow.

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Day 5

AI, people and society

May 28, 2027

Workshop: designing AI for people: teams evaluate two AI interfaces for clarity, accessibility and how they communicate uncertainty.

Debate: ethics and societal impact of AI (bias, jobs and education, environmental cost, over-reliance) with assigned positions.

Capstone presentations: what the agent does, how it was instructed, how its output is checked and what it is not allowed to do.

Feedback: instructor and peer evaluation of the capstone projects.

Reflection and closing: post-survey, personal action plan and certificates.

Methods

Interactive workshops: Hands-on sessions to introduce key concepts and techniques, allowing participants to learn through guided practice with AI tools.

Mini-lectures: Concise presentations providing theoretical grounding on topics such as machine learning, language models, AI failure modes and the legal framework.

Live demonstrations: Instructor-led demonstrations of how AI tools and agents behave, including how they fail and how they can be misused.

Hands-on labs: Guided practice on participants' own everyday tasks, differentiated for students, academic and non-academic staff.

Task diary: A log of recurring tasks kept during the virtual phase, providing authentic material for activities throughout the course.

Comparative experiments: Structured comparisons of AI output across instructions, languages and tools to show how input shapes results.

Error-detection challenges: Team-based tasks in which participants find and classify errors in AI-generated texts.

Case studies: Short everyday scenarios on privacy, copyright and academic integrity to analyze and resolve in groups.

Structured debate: Discussion with assigned positions on the ethical and societal impact of AI, fostering critical thinking and argumentation.

Collaborative capstone project: Mixed international teams design, test and present an agent workflow for a real everyday task.

Peer review: Participants exchange task briefs and project work and provide constructive feedback.

Reflection: Guided discussions and a reflective report connecting course insights to participants' own study and work.

Assessment

Participation and engagement: Evaluation of participants' active involvement in workshops, labs and discussions. Observation checklists to track engagement and collaboration in mixed teams.

Portfolio assessment: Assessment of tasks completed during the course, such as the task diary, task briefs, error-detection analyses, the permissions checklist and the personal AI-use statement.

Instructor's feedback: Ongoing, formative feedback after activities, focusing on strengths and areas for improvement.

Capstone presentation: Team presentation of an agent workflow for a real everyday task, focusing on instructions, verification of output and limits on the agent's actions. Instructor's feedback and peer evaluations.

Reflective report: Individual report (1,500 words or a short video) submitted in the virtual post-phase on how the participant delegates and supervises one everyday task.

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Practical info

Student Center



Bus



Train



Social events



About FERIT



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