

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**MGT4193.E1 Negotiation Skills For Managers**  
**Spring 2026**

**PROFESSOR INFORMATION:**

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**COURSE INFORMATION:**

MGT4193.E1 Negotiation Skills For Managers  
Level: Undergraduate  
Beginning Date of Session: Saturday, March 14, 2026  
Ending Date of Session: Thursday, May 21, 2026

**Student access available to the Student Portal: Saturday, March 14, 2026.**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: Essentials of Negotiations  
Author: Lewicki, Roy; Barry, Bruce; and Saunders, David t  
Publisher: McGraw Hill  
Year Published: 2024  
Edition: Evergreen Edition  
ISBN: 13: 9781266634932

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

**APA Requirement**

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

**COURSE COMPETENCIES:**

The Negotiation Skills for Managers course presents skills for a variety of negotiating situations: managing contracts, implementing change, making sales purchases, settling organizational conflicts, planning strategies, and achieving credibility. The class prepares the student to understand different types of negotiation, how to strategically negotiate from a managerial and professional perspective and create value in the negotiating process. Additional topics include understanding the value or resistance in negotiations and ethical approaches.

**UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Mastering and utilizing the language of negotiation and the importance of nonverbal communication.
2. Preparing and constructing a logical plan of action based on the needs of each party.
3. Understanding the value of the resistance and walk-away points and how to utilize them effectively and eliminate emotions.
4. Illustrating the importance of preparation, communication and personal presentation during negotiations.
5. Illustrating how to effectively negotiate ethically.
6. Identifying negotiatory elements and various tactics used by negotiators, including framing and anchoring.
7. Distinguishing between distributive and integrative negotiations and their functions, and why negotiations are successful and why they fail.
8. Illustrating how to effectively negotiate ethically individually and in a multi-party setting
9. Identifying individual strengths and weaknesses in salary negotiations.
10. Exploring various tactics used by negotiators in dealing with different attitudes and those with more power.
11. Utilizing AI to review and resolve negotiation challenges.

**ACQUIRED SKILLS**

1. Framing and Persuasion
2. Understanding Verbal and Non-Verbal Communication
3. Critical Thinking

**COURSE POLICIES:**

Students must comply with the calendar on turning in assignments. It is imperative that students adhere to these deadlines. **Students not complying with the deadlines (assignments other than quizzes) will be penalized 15 points per assignment, per day.** Students are not allowed to submit an assignment that is over two days late. For those assignments, the student will receive a zero. **No Exceptions!** Students will not be able to make up missed quizzes or re-take any quiz; therefore, it is important to make arrangements to take these quizzes on the scheduled dates and be on a reliable computer. All deadlines are Central Standard Time (EST). Students will not be penalized for submitting assignments early. Students may also submit assignments before they have received a previous submitted assignment.

All times for deadlines are in the Central Time Zone. All assignments must be submitted by **Monday, May 18, 2026 at 6 PM CST**. Please remember the late penalty applies. **If all assignments are not received by Monday, May 18, 2026 at 6 PM CST., the student will receive a 0 (zero) for the/those missing assignment(s). No exceptions**

**PLEASE NOTE: Please order your book in plenty of time so that when class begins on Saturday, March 14, 2026, you will be ready and prepared to start the assignments. Please be in attendance for all classes. There will be some assignments completed in class that the student will not have an opportunity to make u)**

***Student's Responsibilities***

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

***Attendance Policy:***

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on

withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. "Active participation" can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an "F" or withdrawn at the discretion of Amberton University.

### **Plagiarism Policy**

Plagiarism is the presentation of someone else's work as though it were your own. If you use another person's words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University's code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

**Originality:** Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

**Paraphrasing:** When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

**Acknowledgement:** When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin "Draft Coach" is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student's writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

Please see below for instructions.

### **COURSE OUTLINE AND CALENDAR:**

Part of this course's assessment will include two online timed quizzes. The students will be involved in two 35 question multiple-choice quizzes. The student will utilize the Moodle system in completing these quizzes.

#### **Quiz One - Covers Chapters 1 – 8**

#### **Quiz Two Covers Chapters 9 - 12**

It is imperative, and the student's responsible, to make arrangements on these dates to take the quizzes. **Any quiz not taken by the student will result in a zero. There is/are no makeup(s) or re-take(s). When answering the questions on the quizzes, if the quiz requires you to place a letter in the box, just place the letter that corresponds with the correct answer in the box. Please do not copy and paste the full answer. Copying and pasting the full answer will result in an incorrect response. Therefore, just place the letter that represents the correct answer. Also, if the test provides an option for all the above, it simply means all the choices.** The system will randomly place the answers in various positions and thus, I wanted you to be aware of this potential answer.

#### **Discussion Board:**

There will be three discussion board questions that require the student's participation.

#### **Discussion Board Question One**

#### **Discussion Board Question Two**

#### **Discussion Board Question Three**

#### **Discussion Board Four**

The student will respond to the question from the professor in a 250-word minimum post. The student will use at least one outside source when responding to the discussion question from the professor. The student must show in-text citations, and references at the bottom of their post. The students will also respond to at least two of their colleagues on both discussion boards. Quality of work, coverage of the subject, proper punctuation, and APA is also the focus on this grading assignment.

#### **Essay Questions:**

Students will be required to read and analyze different sections of the text in addressing essay questions.

Please include at least one outside source when answering **each** question. An outside source is another source other than your text. Please adhere to APA format when completing this assignment. Please include a cover page in accordance with APA format, show your outside sources as in-text citations within

the answers, and provide a list of the used outside sources as references at the end of the document. Please remember to number each question. **Finally, on all assignments, do not use word-for-word from the text or direct quote. Please paraphrase your answers in an explanatory fashion. Use examples to validate and support your comments!**

**PLEASE NOTE:** For the Essay Questions and Discussion Boards, please use the AU virtual or physical library. The AU library has incredible amounts of information that aligns not only your assignments, but the course. In just a few minutes, the personnel can walk you through how to effectively and efficiently research your topics.

**TURN IT IN – For Introduction, Discussion Board Question, Essays Questions, and Article, Turnitin (turn it in) is used. This program benefits the students in helping the students with their writing and helping them to avoid plagiarism. Upon the submission of these assignments, you must accept the EULA report. Please make sure that these assignments have less than 15% similarity report.**

**Regarding the assignments, please focus on the due dates as opposed to the weeks. Although the weeks are important to keep track of, please focus on the due dates for assignment. This will eliminate confusion.**

Week	Topic	Competencies Covered	Assignments	Due Date
1	<b>The Nature of Negotiation</b>  <b>Strategic and Tactics of Distributive Bargaining</b>	<b>Competencies 1, 2, 7, 8, 13, 17, 18, 19, 20</b>	<b>Chapters 1 and Chapter 2</b>  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	<b>Please introduce yourself</b>  <b>Discussion Board Due Saturday, March 21, 6 PM CST</b>
2	<b>Strategy and Tactics of Integrative Negotiations</b>  <b>Negotiation: Strategy and Planning</b>	<b>Competencies 1, 2, 5, 6, 7, 8, 13, 16</b>	<b>Chapter 3 and 4</b>  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	
3	<b>Continuation of Chapters 3 and 4.</b>	<b>Competencies 1, 2, 5, 6, 7, 8, 13, 16</b>		<b>Discussion Board Two Due Saturday, April 4, 6 PM CST</b>
4	<b>Ethics in Negotiations</b>  <b>Perceptions, Cognition, and Emotion</b>	<b>Competencies 1, 2, 5, 6, 7, 8, 13, 16</b>	<b>Chapter 5 and Chapter 6</b>  Review and utilize the power point slides in completing the study guide assessment in	

			preparation for your quiz	
5	Communications  Finding and Using Negotiating Power	Competencies 11, 13, 15	Chapters 7 and Chapter 8  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Discussion Board Three Due Sat April 18, 6 PM
6	Quiz over Chapters 1 - 8	Competencies 1, 3, 5, 6, 7, 9, 11, 13, 15		Quiz One Covers Chapters 1-8 Quiz Opens Thursday April 23 and closes Saturday April 25, 6 PM CST
7	Relationships in Negotiations  Multiple Parties, Groups, and Teams in Negotiations	Competencies 1, 2, 3, 4, 12	Chapters 9 - 10  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	Discussion Board Four Due on Saturday, May 2, 6 PM CST
8	International and Cross-Cultural Negotiations	Competencies 1, 2, 3, 7, 9, 10, 14	Chapter 11  Review and utilize the power point slides in completing the study guide assessment in preparation for your quiz	
9	Best Practices in Negotiations  Quiz over Chapters 9 b 12	Competencies 1-6, 10, 13, 15-16	Chapter 12  Review and utilize the power point slides in completing the study guide assessment in	Quiz Two b Covers Chapters 9 - 12. Quiz opens on Thursday May 14 and closes on Saturday, May 16, 6 PM CT

			preparation for your quiz	
10	Submit Essay Questions			Notice the Change of Date - Essay Questions Due Monday, May 18, 6 PM CST

#### GRADING CRITERIA:

Quiz 1	15.0%
Quiz 2	15.0%
Discussion Board 1	10.0%
Discussion Board 2	10.0%
Discussion Board 3	10.0%
Discussion Board 4	10.0%
Essay Questions	30.0%
Total Possible	100.0%

#### Undergraduate

90 b 100	A
80 b 89	B
70 b 79	C
60 b 69	D
Below 60	F

#### GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded, and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are processed approximately one week after the last day of the session and may be located in the My Grades section of the online registration portal as well as being emailed to the student's Amberton University email. Amberton University staff will not release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

#### ***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

#### ***How To Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

## **COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

## **HOW TO ACCESS YOUR COURSE:**

### **SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY**

Amberton University uses a Single Sign-On (SSO) portal to provide secure, one-time access to various systems like Moodle, Amberton Email (Gmail), and Campus Web.

#### **Here are the step-by-step instructions for logging into the SSO portal:**

##### **1. Access the SSO Portal**

You have two main ways to reach the login page:

- Direct URL: Open your web browser and go directly to the SSO login page:

<https://sso.amberton.edu>

- Via University Website (Alternative):

1. Go to the Amberton University website: <http://amberton.edu>.
2. Click the menu icon (often represented by 3 horizontal bars typically found on the right side of the screen).
3. Click the SSO Login link.

##### **2. Enter Your Credentials**

When prompted, enter your Amberton University credentials:

- Username: This is the same as your University email account name (the part before @my.Amberton.edu).
  - Format: Your capitalized first name initial + your entire last name + the last three digits of your SSN.
  - Example: If your email is JSmith789@my.Amberton.edu, your Username is JSmith789.
- Password: This is your Amberton University ID # (AUID), and it must include the dashes.
  - Example: 07-999-876

##### **3. Set Up Multi-Factor Authentication (Initial Login Only)**

- First-Time Users: During your initial log-in, the system will prompt you to set up Two-Factor Authentication (2FA) for added security.
- Follow the on-screen steps to establish your preferred authentication method (e.g., text message, or an authenticator application like Google Authenticator).

##### **4. Access Your Applications**

- Once successfully logged into the SSO portal, you will see a dashboard with icons or links for the various applications you can access.
- Click on the application you wish to use (e.g., Moodle, Gmail, or CampusWeb), and you will be taken directly to it without needing to log in again

If you have lost or do not know your University email address or have access issues, please contact the IT Help Desk at:



(972-279-6511 ext. 128  
[e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send an email to your professor.

### **Amberton University Moodle Website**

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

### **Email Communication**

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be Username@my.Amberton.edu

Example: LJones-Smith789@my.Amberton.edu

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith      SSN: 123-45-6789

Email Address = LJones-Smith789@my.Amberton.edu

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: LJones-Smith789) and your Amberton ID# (including the dashes) as the password.

If you already have a Google Gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal Gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**Students are responsible for reviewing the "Communication Guidelines" provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

### **FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the "Communication Guidelines" of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

### **INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

### **RESEARCH RESOURCES:**

The Library provides access to full-text, and peer reviewed articles, and digital research tools. Students can search Library holdings through the online catalog and databases search engines available on the Library website or browse the physical library space and holdings located at the Garland campus.

Research items not contained in the Amberton Library collection can be located through interlibrary Loan (ILL) or through the TexShare program with the help of the Library staff. Students with questions about available services, resources, or research, may contact the Library via email at [Library@amberton.edu](mailto:Library@amberton.edu).

### **RESEARCH ACCESS:**

Databases can only be accessed by authorized users, and students at Amberton must enter their Amberton ID credentials-same as Moodle login-to gain access when off-campus. Use an Amberton website, such as the University site ([Amberton.edu](http://Amberton.edu)) or the library site ([Library.amberton.edu](http://Library.amberton.edu)) to find links to databased and digital books. Online resources are available all day, every day.

### ***Library Live Chat Feature***

Library staff are available to assist students with research problems or questions during Library hours through a live online chat feature, telephone, email, "How-to" videos, or in person. The library telephone is (972-279-6511 ext. 185. You can email questions to [library@amberton.edu](mailto:library@amberton.edu) or visit the library in person on the Garland campus for assistance.

### ***Microsoft Office 365 Education:***

Amberton University students have access to a license for Office 365 Education, a comprehensive suite of productivity tools. This package includes:

- I Microsoft Word for document creation
- I Excel for spreadsheets and data analysis
- I PowerPoint for presentations
- I OneNote for digital note-taking
- I Microsoft Teams for collaboration
- I Additional classroom tools to enhance your learning experience

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Office365\\_Setup\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Office365_Setup_Students.pdf)

### ***Google Workspace for Education:***

All students are assigned a Gmail account in Google Workspace for Education.

To set up your student account and access these resources, please follow the instructions provided in our step-by-step guide: [https://amberton.edu/wp-content/uploads/2025/01/Google\\_Drive\\_Students.pdf](https://amberton.edu/wp-content/uploads/2025/01/Google_Drive_Students.pdf)

Once logged into your student account, you'll have access to a suite of tools designed to enhance your learning experience:

- Google Docs: Create and edit essays, reports, and other written assignments
- Google Slides: Develop engaging presentations for projects and class discussions
- Google Sheets: Perform data analysis, create charts, and manage calculations
- Google Drive: Store, organize, and easily access all your files in the cloud
- Google Calendar: Schedule study sessions, track assignment deadlines, and manage your academic timetable
- Google Keep: Take and organize quick notes during lectures or study sessions
- Google Meet: Attend virtual classes, participate in group study sessions, or meet with teachers
- Google Classroom: Access course materials, submit assignments, and receive feedback from instructors
- Google Forms: Create surveys for research projects or participate in class quizzes
- Google Sites: Build websites or digital portfolios to showcase your work

### Turnitin Draft Coach

Instructions for Accessing Turnitin Draft Coach in Google Docs

Turnitin Draft Coach is typically available as an add-on or extension within Google Docs, allowing you to check for similarity, citations, and grammar *before* final submission.

Important Pre-requisites:

- Institutional Access: Draft Coach must be licensed and enabled by your school or institution's Turnitin and Google Workspace administrators. If you cannot find the extension, contact your instructor or IT support.
- Account: You must be signed into Google Docs using your institutional/school email account, not a personal Gmail account, for the extension to appear and work correctly.
- Document Type: The document must be a native Google Doc (not an uploaded .doc, .docx, or .pdf file opened in Docs). If you have another file type, copy and paste the text into a new, blank Google Doc.

### Step-by-Step Guide

1. Open Google Docs: Sign in to your institutional Google account and navigate to Google Docs.
2. Open Your Document: Open an existing assignment draft or start a new document and paste your writing into it.
3. Access the Extension: In the top menu bar of your Google Doc, click on Extensions.
4. Select Draft Coach: Hover over or click Turnitin Draft Coach, and then select Turnitin Draft Coach again from the submenu.
  - *Note: If the option does not appear immediately, refresh your page and try again.*
5. Draft Coach Panel: The Draft Coach panel should now appear on the right-hand side of your screen.
6. Get Started: The first time you open it, you may need to click a "Get Feedback" or similar button, and you will likely need to read and accept the Terms and Conditions to continue.
7. Run Reports: Once loaded, you can select the tabs or cards in the panel to run different checks:
  - Similarity Check: Checks against Turnitin's database. (*Note: You typically have a limited number of checks for similarity, often three.*)
  - Citations Check: Analyzes your document for correct citation and referencing practices.
  - Grammar Guide: Provides feedback on grammar and mechanics (usually US-English rules).

You are now ready to use Turnitin Draft Coach to review and improve your writing!