

Academic Credit Internship DocuSign Process

Student Role

You are the first step in getting your academic credit internship approved! Once all parties have signed their part of the document, you will receive a final copy of the full packet for your records.

Stages of Approval

1. Student
2. Advisor
3. Employer
4. Faculty
5. Department Chair
6. Assistant Dean

Section 1

The screenshot shows a web form titled "Academic Internship for Credit Application" with a sub-section "Student Acknowledgement". The form is set against a dark blue header with the UTSA logo and navigation links. The form itself is white with a red border and contains several input fields for student information.

Personal Information		
Full Name:	abc123:	
<input type="text" value="Testy Davox"/>	<input type="text" value="feg502"/>	
Contact E-Mail:	Phone:	
<input type="text" value="sylvia.dorgan@utsa.edu"/>	<input type="text" value="5757651233"/>	
Banner ID:	Major:	
<input type="text" value="@00010656"/>	<input type="text" value="Real Estate Finance & Develop"/>	
Program/Degree:	Hours Currently Enrolled:	Cumulative UTSA Hours:
<input type="text" value="BBA-RFDCPFT"/>	<input type="text" value="0"/>	<input type="text" value="12"/>
Institution GPA:	Overall GPA:	Major GPA:
<input type="text" value="3"/>	<input type="text" value="2.74"/>	<input type="text" value="2"/>

Section 2

Course Information
Internship courses related to graduate level

* Course to be taken:

* Semester I plan to complete my internship:

Choose the course.

Course Information
Internship courses related to graduate level

* Course to be taken:
ACC 4933
ECO 4933
FIN 4933
IS 4933
CYS 4933
MGT 4933
MS 4933
MKT 4933
RFD 4923
STA 4933
GBA 4933

* Semester I plan to complete my internship:

Additional Information
Internship, Supervisor, and Faculty information

Choose Yes or No

Choose Yes or No

Department Chair:

Department Chair Email:

Advisor Name:

Advisor Email:

Choose the term.

Course Information
Internship courses related to graduate level

* Course to be taken:

* Semester I plan to complete my internship:
Fall 2020
Spring 2021
First 5-week Summer 2021
Second 5-week Summer 2021
Ten-week Summer 2021

Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company?

* Have you met with your faculty supervisor?

Department Chair:

Department Chair Email:

Advisor Name:

Advisor Email:

Section 3

Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company?

* Have you met with your faculty supervisor?

Department Chair: Department Chair Email:

Advisor Name: Advisor Email:

Section 3a: If you already have secured an internship.

Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company?

Internship Company/Organization:

Internship Address:

Internship Site Supervisor: Supervisor Phone:

Supervisor Email:

* Have you met with your faculty supervisor?

Department Chair: Department Chair Email:

Advisor Name: Advisor Email:

Section 3b: If you have not secured the Internship.

****You should not be filling out this document****

Please complete entire section.

Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company? Yes

Internship Company/Organization:
The Entrepreneurial World

Internship Address:
1333 Buena Vista St. San Antonio, Texas, 78207

Internship Site Supervisor: Washington Navarro
Supervisor Phone: 2104451015

Supervisor Email:
TheEntrepreneurialWorld@gmail.com

* Have you met with your faculty supervisor? No

Department Chair: sharad asthana
Department Chair Email: sharad.asthana@utsa.edu

Advisor Name: Amparo Hubbard
Advisor Email: amparo.hubbard@utsa.edu

Section 3c

* Have you met with your faculty supervisor? Choose Yes or No

Department Chair: sharad asthana
Department Chair Email: sharad.asthana@utsa.edu

Advisor Name: Amparo Hubbard
Advisor Email: amparo.hubbard@utsa.edu

If yes, add the faculty supervisor.

* Have you met with your faculty supervisor? Yes

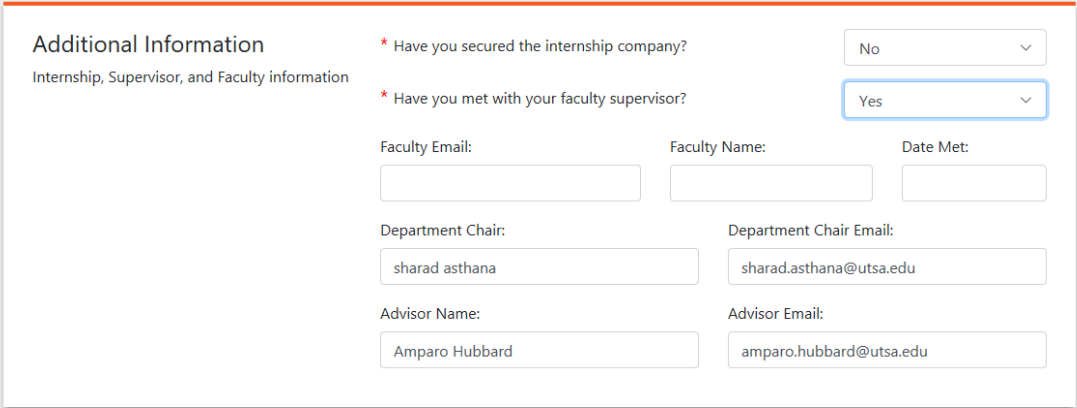
Faculty Email: washington.navarro@utsa.edu
Faculty Name: Washington
Date Met: 06/23/2020

Department Chair: sharad asthana
Department Chair Email: sharad.asthana@utsa.edu

Advisor Name: Amparo Hubbard
Advisor Email: amparo.hubbard@utsa.edu

Section 3c.1, If you have not secured an internship, but you have meet with your Advisor.

If you have not secured an internship, you should NOT be filling out this form.



Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company? No

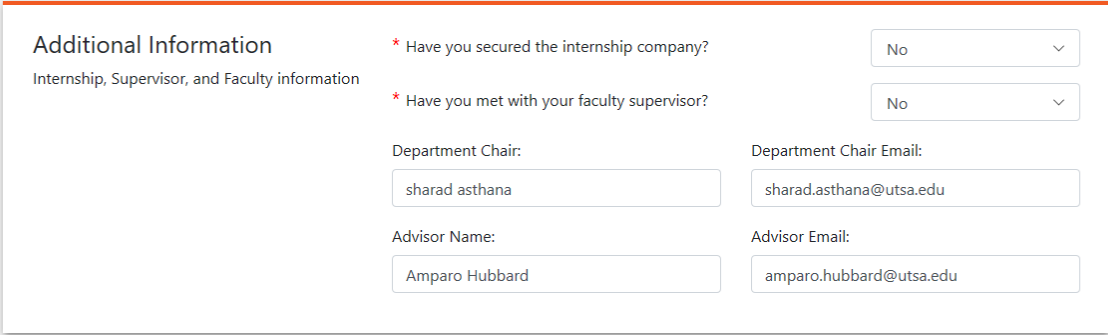
* Have you met with your faculty supervisor? Yes

Faculty Email: Faculty Name: Date Met:

Department Chair: Department Chair Email:
sharad asthana sharad.asthana@utsa.edu

Advisor Name: Advisor Email:
Amparo Hubbard amparo.hubbard@utsa.edu

Section 3c.2, If you have NOT secured an internship ,and you have NOT meet with your Faculty Advisor, you should not be filling out this form.



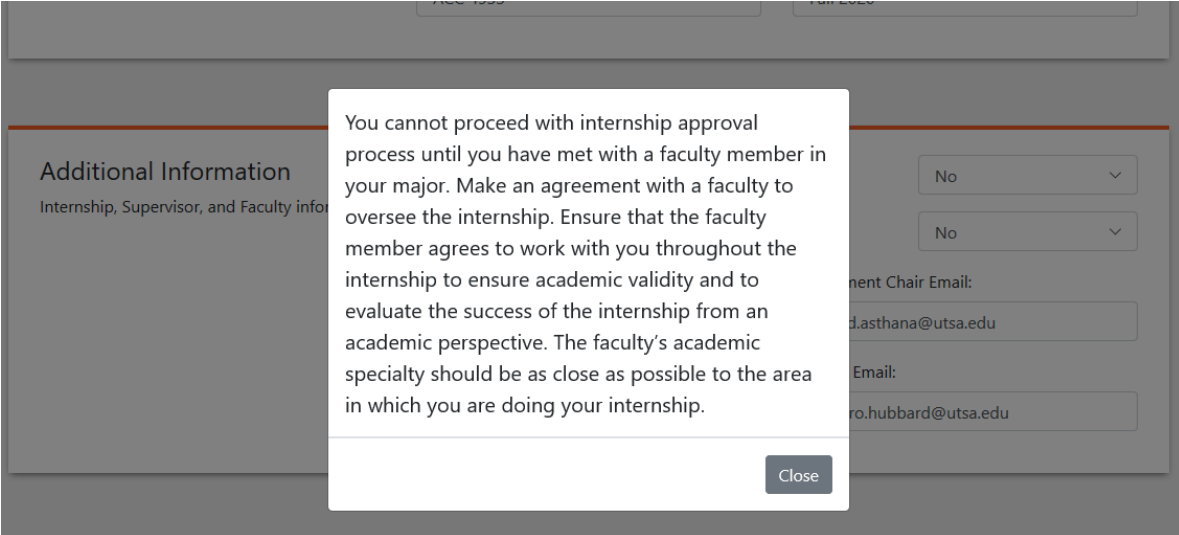
Additional Information
Internship, Supervisor, and Faculty information

* Have you secured the internship company? No

* Have you met with your faculty supervisor? No

Department Chair: Department Chair Email:
sharad asthana sharad.asthana@utsa.edu

Advisor Name: Advisor Email:
Amparo Hubbard amparo.hubbard@utsa.edu



Additional Information
Internship, Supervisor, and Faculty information

You cannot proceed with internship approval process until you have met with a faculty member in your major. Make an agreement with a faculty to oversee the internship. Ensure that the faculty member agrees to work with you throughout the internship to ensure academic validity and to evaluate the success of the internship from an academic perspective. The faculty's academic specialty should be as close as possible to the area in which you are doing your internship.

Close

Section 4

Review your information.

Review Student's basic information such as Name, abc123, Email, including Major details.	Full Name:	abc123:	
	Testy Davox	feg502	
	Contact E-Mail:	Phone:	
	sylvia.dorgan@utsa.edu	5757651233	
	Banner ID:	Major:	
	@00010656	Real Estate Finance & Develop	
	Program/Degree:	Hours Currently Enrolled:	Cumulative UTSA Hours:
	BBA-RFDCPFT	0	12
	Institution GPA:	Overall GPA:	Major GPA:
	3	2.74	2
Faculty Name:	Faculty Email:		
Washington	washington.navarro@utsa.edu		
Internship Company/Organization:	The Entrepreneurial World		
Internship Address:	1333 Buena Vista St. San Antonio, Texas, 78207		
Internship Site Supervisor:	Supervisor Phone:		
Washington Navarro	210-4451015		
Supervisor Email:	TheEntrepreneurialWorld@gmail.com		

Section 5

Employment
Current Employment

* Are you currently employed with this organization?

Choose Yes or No

If yes, add the information required and submit.

Employment
Current Employment

* Are you currently employed with this organization? Yes

Current Title: Digital Marketing Specialist

Current Supervisor: Washington Navarro

Current Pay: #.#

Supervisor Phone: 210/4451015

Supervisor Email: TheEntrepreneurialWorld@

Current Duties:
In charge of Social Media Development.

Proceed to Review and Sign

If no, submit.

Employment
Current Employment

* Are you currently employed with this organization? No

Proceed to Review and Sign

You are almost finished!

Agree with the electronic records and signature then click "CONTINUE".

Please Review & Act on These Documents

COBUS Internship Form
The University of Texas at San Antonio

Test

Please read the [Electronic Record and Signature Disclosure](#).

I agree to use electronic records and signatures.

CONTINUE OTHER ACTIONS ▾

Click "START".

Enter text

FINISH OTHER ACTIONS ▾

DocuSign Envelope ID: B40FFB92-C7F5-443F-8906-88AA419CE729

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THE UNIVERSITY OF TEXAS AT SAN ANTONIO
ACADEMIC INTERNSHIP FOR CREDIT APPLICATION
STUDENT ACKNOWLEDGEMENT

START

You will be prompted to sign the document electronically.

SIGN

READ AND SIGN THE FOLLOWING CERTIFICATION
I have read the "Internship Information and Application Packet" and I understand the process and requirements for approval, registration, and completion of the course. I certify that the Internship Site Supervisor is not related to me. I understand the consequences of providing false information and understand that university officials rely upon this information and Required - Sign Here information is grounds for suspension of my request and is subject to disciplinary action.

Student Signature _____ Date 6/29/2020

PRIVACY NOTICE

UTSA College of Business

Student Form.pdf 2 of 2

Create a signature.

Select the sign field to create and add your signature.

FINISH OTHER ACTIONS ▾

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*
Student Signature

Initials*
SS

SELECT STYLE DRAW UPLOAD

PREVIEW

DocuSigned by:
Student Signature
74518E47ACDB4A7...

DS
SS

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

SIGN

ADOPT AND SIGN CANCEL

PRIVACY NOTICE

Click "FINISH".

Done! Select Finish to send the completed document.

FINISH OTHER ACTIONS ▾

Internship Site Supervisor _____ Supervisor Phone _____
Supervisor Email _____
Total Credit hours earned/currently enrolled for academic credit for internship _____

Yes No
 Student has met all requirements to enroll in the internship course for credit.
 Faculty has provided all academic assignments required to earn a grade for the course.

Congratulations, you have successfully submitted your internship packet for review!

UTSA The University of Texas at San Antonio™

myUTSA UTSA Today Visit Directory Search

Welcome feg502 ▾

Thank you for signing the form!