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
### Section 2

**Course Information**
Internship courses related to graduate level

- **Course to be taken:**
  - [Choose course](#)

- **Semester I plan to complete my internship:**
  - [Choose term](#)

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**Choose the course.**

**Course Information**
Internship courses related to graduate level

- **Course to be taken:**
  - ACC 4933
  - ECO 4933
  - FIN 4933
  - IS 4933
  - CYO 4933
  - MGT 4933
  - MS 4933
  - MKT 4933
  - RFD 4923
  - STA 4933
  - QBA 4933

- **Semester I plan to complete my internship:**
  - [Choose term](#)

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**Additional Information**
Internship, Supervisor, and Faculty Information

- **Department Chair:**
  - [Email](#)

- **Advisor Name:**
  - Amparo Hubbard

- **Advisor Email:**
  - amparo.hubbard@utsa.edu

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**Choose the term.**

**Course Information**
Internship courses related to graduate level

- **Course to be taken:**
  - ACC 4933

- **Semester I plan to complete my internship:**
  - [Choose term](#)

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**Additional Information**
Internship, Supervisor, and Faculty information

- **Have you secured the internship company?**
  - [Choose Yes or No](#)

- **Have you met with your faculty supervisor?**
  - [Choose Yes or No](#)

- **Department Chair:**
  - [Email](#)

- **Advisor Name:**
  - Amparo Hubbard

- **Advisor Email:**
  - amparo.hubbard@utsa.edu
**Section 3**

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

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

**You should not be filling out this document**
Please complete entire section.

Section 3c

If yes, add the faculty supervisor.
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.

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.
Section 4

Review your information.
Section 5

If yes, add the information required and submit.

If no, submit.
You are almost finished!

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

Click "START".

You will be prompted to sign the document electronically.

Create a signature.
Click "FINISH".

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

Thank you for signing the form!