

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

UTSA The University of Texas
at San Antonio™

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Welcome feg502 ▾

Academic Internship for Credit Application

Student Acknowledgement

Personal Information
Student's basic information such as Name, abc123, Email, including Major details.

Full Name:
Testy Davox

abc123:
feg502

Contact E-Mail:
sylvia.dorgan@utsa.edu

Phone:
5757651233

Banner ID:
@00010656

Major:
Real Estate Finance & Develop

Program/Degree:
BBA-RFDCPFT

Hours Currently Enrolled:
0

Cumulative UTSA Hours:
12

Institution GPA:
3

Overall GPA:
2.74

Major GPA:
2

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

Choose the course.

Course Information
Internship courses related to graduate level

* Course to be taken:

Choose course
ACC 4933
ECO 4933
FIN 4933
IS 4933
CYS 4933
MGT 4933
MS 4933
MKT 4933
RFD 4933
STA 4933
GBA 4933

* Semester I plan to complete my internship:

Choose term

Additional Information
Internship, Supervisor, and Faculty information

Department Chair:

Advisor Name:

Amparo Hubbard

Department Chair Email:

Advisor Email:

amparo.hubbard@utsa.edu

Choose Yes or No

Choose Yes or No

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
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?

Choose Yes or No

* Have you met with your faculty supervisor?

Choose Yes or No

Department Chair:

Advisor Name:

Amparo Hubbard

Department Chair Email:

Advisor Email:

amparo.hubbard@utsa.edu

Section 3

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:

sharad asthana

Department Chair Email:

sharad.asthana@utsa.edu

Advisor Name:

Amparo Hubbard

Advisor Email:

amparo.hubbard@utsa.edu

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

Additional Information

Internship, Supervisor, and Faculty information

* Have you secured the internship company?

Yes

* Have you met with your faculty supervisor?

Choose Yes or No

Internship Company/Organization:

Internship Address:

Internship Site Supervisor:

Supervisor Phone:

Supervisor Email:

Department Chair:

sharad asthana

Department Chair Email:

sharad.asthana@utsa.edu

Advisor Name:

Amparo Hubbard

Advisor Email:

amparo.hubbard@utsa.edu

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

Advisor Name: Amparo Hubbard Advisor Email: 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: sharad asthana Department Chair Email: sharad.asthana@utsa.edu

Advisor Name: Amparo Hubbard Advisor Email: 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: Testy Davox	abc123: feg502
	Contact E-Mail: sylvia.dorgan@utsa.edu	Phone: 5757651233
	Banner ID: @00010656	Major: Real Estate Finance & Develop
	Program/Degree: BBA-RFDCPFT	Hours Currently Enrolled: 0
		Cumulative UTSA Hours: 12
	Institution GPA: 3	Overall GPA: 2.74
		Major GPA: 2
	Faculty Name: Washington	Faculty Email: washington.navarro@utsa.edu
	Internship Company/Organization: The Entrepreneurial World	
	Internship Address: 1333 Buena Vista St. San Antonio, Texas, 78207	
	Internship Site Supervisor: Washington Navarro	Supervisor Phone: 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 ▾

START

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

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 authorize the university to verify the information I have provided. I further understand that university officials rely upon this information and [Required - Sign Here](#) information is grounds for rejection of my request and is subject to disciplinary action.

Student Signature _____ Date 6/29/2020

PRIVACY NOTICE
With a few exceptions, you are entitled to be informed about the information the University of Texas at San Antonio collects about you. Under Sections 552.001 and 552.003 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have the University of Texas at San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that the University of Texas at San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

UTSA College of Business

Student Form.pdf 2 of 2

Create a signature.

Select the sign field to create and add your signature.

Adopt Your Signature

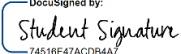

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

SELECT STYLE DRAW UPLOAD

PREVIEW [Change Style](#)

DocuSigned by:
 
74516E47ACDB4A7...

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.

ADOPT AND SIGN CANCEL

Click "FINISH".

Done! Select Finish to send the completed document.

FINISHOTHER ACTIONS ▾

Internship Site Supervisor _____ Supervisor Phone _____

Supervisor Email _____

Total Credit hours earned/currently enrolled for academic credit for internship _____

YesNo

☐☐

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

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Welcome feg502 ▾

Thank you for signing the form!