You are the fourth step in the approval process after the student submits their packet. 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

You will receive an email form COBUS Internship Form via DocuSign. Click "REVIEW DOCUMENTS".
Agree to use the electronic record and signature, then click "CONTINUE".

Review the information entered by the student and correct or add required Information.

Add detailed requirements for the academic component of the course.

1. The internship experience is at least 200 work hours during the academic term.
2. The internship is in (or related to) the student's declared major.
3. A faculty member must supervise the academic component that complements the direct work experience related to the student's discipline. Student academic work (assigned reading, papers, research, product assessment (portfolio) and/or reflective journal(s) should connect the student internship experience to the classroom. The academic component must be separate from, and in addition to, a student’s work responsibilities.

Optional - Text box for academic credit internship:
Electronically sign the document.

Create and add your signature and initials, then click on "ACCEPT AND SIGN".

Click "FINISH".
Congratulations, you are all done!

You're All Done!
You'll receive a copy once everyone has signed.

Think Signing was Easy?
Send out documents for signatures and complete them within minutes.

TRY IT OUT