

## Academic Credit Internship DocuSign Process

### Employer Role

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

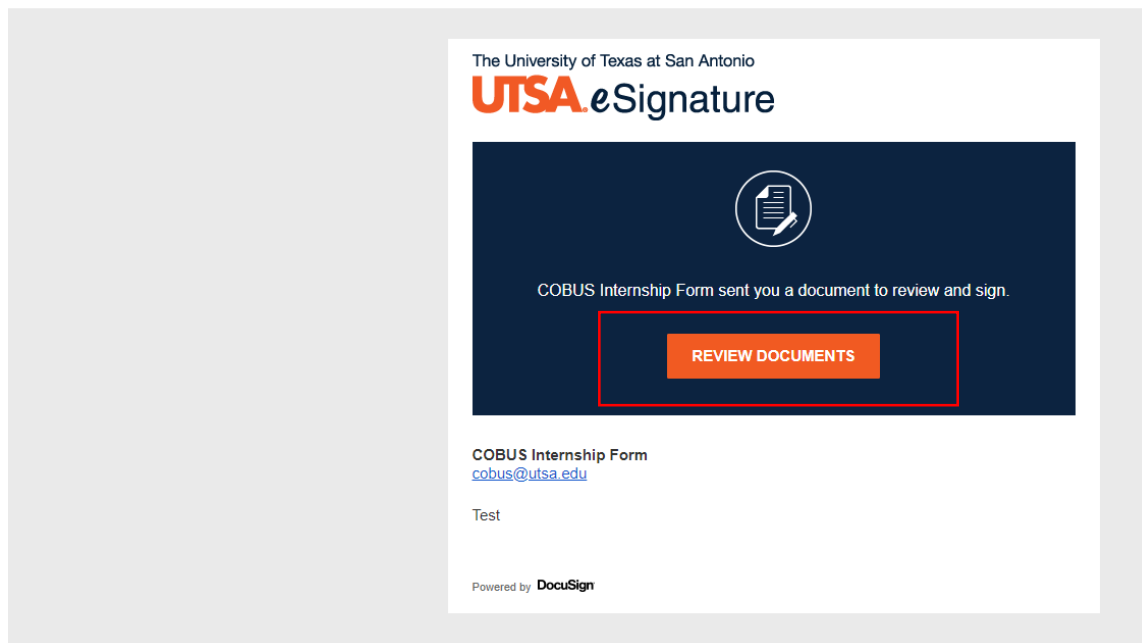
#### Stages of Approval

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

You will receive an email from COBUS Internship Form Via DocuSign. Click

"REVIEW DOCUMENTS".

COBUS Internship Form via DocuSign <dse\_demo@docuSign.net>  
to Name ▾



Agree to use the electronic record and signature and 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.

Interntship Company Address 1333 Buena Vista St., San Antonio, Texas, 78207

Interntship Site Supervisor Name Name of the Supervisor

CONTINUE OTHER ACTIONS ▾

The University of Texas at San Antonio  
UTSA eSignature  
Powered by DocuSign

Review the information entered by the student and correct if needed. Select the correct checkbox to indicate whether or not a student is employed with your organization.

DocuSign Envelope ID: B40FFB92-DF5-443F-8906-B8AA419CE729

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**THE UNIVERSITY OF TEXAS AT SAN ANTONIO**  
**ACADEMIC INTERNSHIP FOR CREDIT APPLICATION**  
**INTERNSHIP COMPANY FORM**

Student Full Name Testy Davox Contact Email washington.navarro@utsa.edu

Interntship Company/Organization The Entrepreneurial world

Interntship Company Address 1333 Buena Vista St., San Antonio, Texas, 78207

Interntship Site Supervisor Name Name of the Supervisor

Interntship Supervisor Email TheEntrepreneurialworld@gmail.com

**NOTE: IF ANY CORRECTION TO THE ABOVE INFORMATION, PLEASE INDICATE BELOW\***

\*Interntship Company/Organization \_\_\_\_\_

\*Interntship Company Address \_\_\_\_\_

\*Interntship Site Supervisor Name \_\_\_\_\_

\*Interntship Supervisor Email \_\_\_\_\_

Is the student currently employed with this organization?

Yes if yes, complete section 2A

No if no, complete section 2B

If a student is already employed with your organization, identify how the internship role differs from the student's current role.

[www.uucustipn.com](http://www.uucustipn.com)

**Student's Full Name** Testy Davox **ABC 123:** feg502

**NEXT**

Current Title

Current Department

Current Hours Per Week

Current Duties:

**NOTE:** The student can be considered for an academic credit internship with your organization/company only with clear evidence that the internship is substantially and programmatically different from the student's current employment duties.

Internship Title

Internship Department

Compensation  Hours per week intern is expected to work

Internship Duties:

Internship start date:  Internship end date:

Will the student's new duties be partially or fully performed in another department?  Yes  No

Will the student have a different site supervisor for the internship?  Yes  No

If this is a new role, please provide a detailed description of the student's internship duties.

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**SECTION 2B. Student Not Currently Employed with Internship Organization**

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**Student's Full Name** Testy Davox **ABC 123:** feg502

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Internship Title

Internship Department

Compensation  Hours per week intern is expected to work

Internship Duties:

Business Intern Duties and Responsibilities

- Analyze business goals, objectives, and needs
- Help plan and design business processes and make recommendations for improvement
- Perform research and analysis in support markets development
- Perform research and analysis in support of operations
- Assist in resolving business issues using data
- Estimate costs and benefits of multiple actions and/or solutions and provide recommendations
- Help to research, develop and launch new initiatives
- May perform additional projects upon request

Internship Start Date  Internship End Date

Read the terms and conditions set forth by UTSA College of Business. Once you have reviewed, please sign electronically.



Add your signature.

The screenshot shows a modal window titled "Adopt Your Signature" with a close button (X) in the top right corner. The window contains the following elements:

- Text: "Confirm your name, initials, and signature."
- Text: "\* Required"
- Form fields: "Full Name\*" with the value "Supervisor's name" and "Initials\*" with the value "SN".
- Buttons: "SELECT STYLE", "DRAW", and "UPLOAD".
- Section: "PREVIEW" with a "Change Style" link. It shows a signature "Supervisor's name" and initials "SN" with a DocuSigned ID "86385FE76FE040F...".
- Text: "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."
- Buttons: "ADOPT AND SIGN" and "CANCEL".

Below the dialog box, a portion of a legal agreement is visible, starting with "9. The internship site will comply with all applicable federal, state, and local laws, ordinances, and regulations in the performance of this agreement. In the event of a complaint, internship site employer agrees to cooperate in any University investigation of a discrimination, retaliation or harassment allegation and/or conduct its own investigation. University may

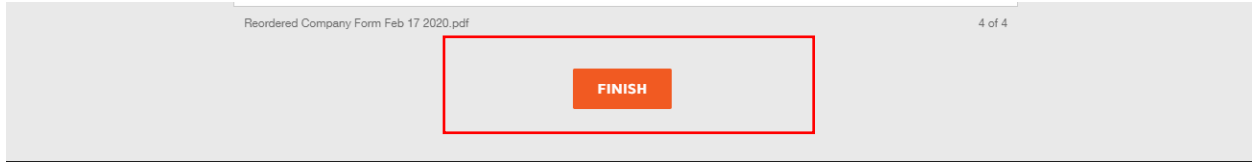
Add the internship supervisor's job title.

The screenshot shows a form with a "START" button on the left. The form fields are:

- "Internship Site Supervisor (please sign)" with a signature field containing "Supervisor's name" and a DocuSigned ID "86385FE76FE040F...".
- "Date" with the value "6/30/2020".
- "Internship Site Supervisor's Title" with a text input field containing "Required - Internship Site Supervisor's Title".

A red rectangular box highlights the "Required - Internship Site Supervisor's Title" text in the title field.

Click "FINISH".



Congratulations, you are done!

**DocuSign**

## 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](#)