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".
Agree to use the electronic record and signature and click "CONTINUE".

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

Student’s Full Name: Testy Davox

Current Title:

Current Department:

Current Hours Per Week:

Current 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**

<table>
<thead>
<tr>
<th>Student's Full Name</th>
<th>Testy Davox</th>
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<tbody>
<tr>
<td>ABC 123: feg502</td>
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**Internship Title:** Business Analyst  
**Internship Department:** Business Development  
**Compensation:** $0.00  
**Hours per week intern is expected to work:** 20  
**Internship Duties:**

- Analyze business goals, objectives, and needs
- Help plan and design business processes and make recommendations for improvement
- Perform research and analysis in support of market 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:** 07/06/2020  
**Internship End Date:** 09/11/2020

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

Add the internship supervisor’s job title.
Click "FINISH".

Congratulations, you are done!