Academic Credit Internship DocuSign Process

Department Chair Role

You are the fifth 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 from COBUS Internship Form via DocuSign.

Click "REVIEW DOCUMENTS".
Click Continue

Review the information entered by the student and correct or add required Information.
Proceed to electronically sign the document.

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

Click "FINISH".
Add any details about the internship, then click "FINISH".

Congratulations, you are all done!