

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.

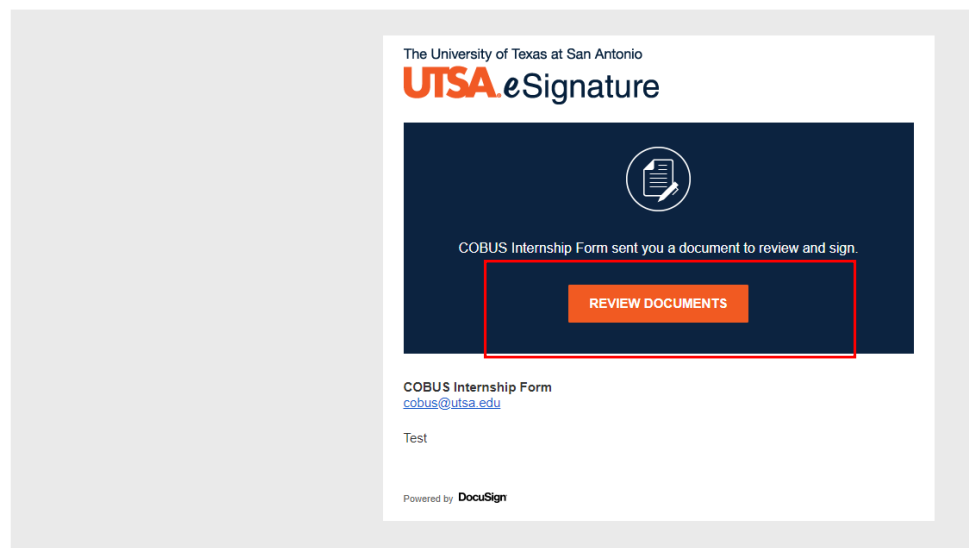
Stages of Approval

- ~~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".

COBUS Internship Form via DocuSign <dse_demo@docuSign.net>
to Name ▾



Click Continue

Please Review & Act on These Documents

COBUS Internship Form
The University of Texas at San Antonio

The University of Texas at San Antonio
UTSAeSignature
Powered by DocuSign

Test

Please review the documents below.

CONTINUE OTHER ACTIONS ▾

Banner ID @00010656

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

START

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**THE UNIVERSITY OF TEXAS AT SAN ANTONIO
ACADEMIC INTERNSHIP FOR CREDIT APPLICATION
COLLEGE OF BUSINESS APPROVAL FORM**

Student Full Name _____ ABC123 _____
Contact E-Mail _____
Faculty Supervisor Name & Email _____
Major _____
Institution GPA _____ Overall GPA _____ Major GPA _____
Course to be taken Semester to be taken _____
Internship Company/Organization _____
Internship Address _____
Internship Site Supervisor _____ Supervisor Phone _____
Supervisor Email _____
Total Credit hours earned/currently enrolled for academic credit for internship _____

Yes No
 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.

Please confirm the internship decision in the comment section. If the internship is disapproved, please provide an explanation.

Comments:

Department Chair Signature  Date 7/8/2020

Proceed to electronically sign the document.

Department Chair Signature _____ Date 7/8/2020



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

Adopt Your Signature

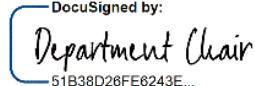

Confirm your name, initials, and signature.

* Required

Full Name* Initials*

[SELECT STYLE](#) [DRAW](#) [UPLOAD](#)

PREVIEW [Change Style](#)


DocuSigned by:
 
51B38D28FE6243E...

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".

Dean Form Updated June 16 2020.pdf 1 of 1



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

UTSA College of Business

Faculty Form Feb 19 2020.pdf 1 of 1

FINISH

Congratulations, you are all 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