

## Academic Credit Internship DocuSign Process

### Assistant Dean Role

You are the final 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.

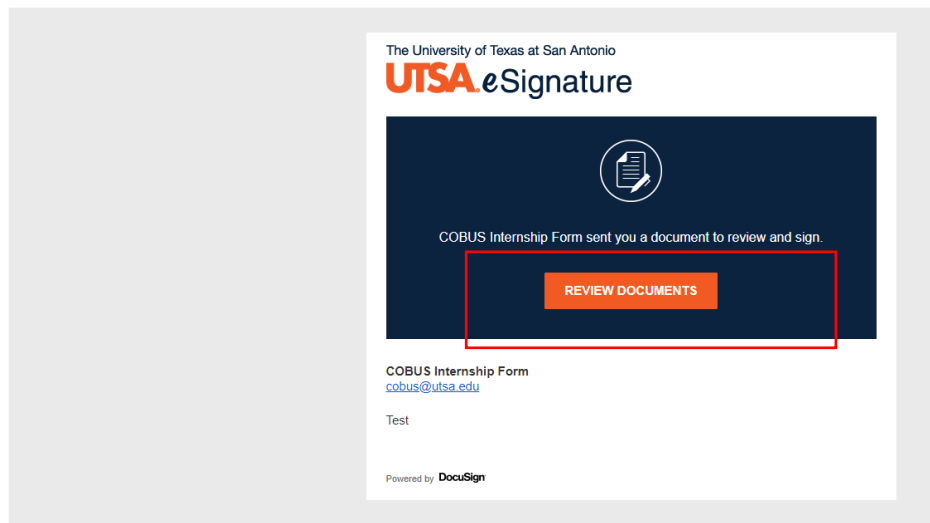
#### Stages of Approval

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 ▾



Agree to use the electronic record and signature, then 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  
**UTSA**eSignature  
Powered by DocuSign

Test

Please review the documents below.

**CONTINUE** OTHER ACTIONS ▾

Banner ID 000010656

Review the information entered by the student, advisor, employer, faculty and department chair.

DocuSign Envelope ID: B40FFB92-DFF5-443F-8906-B8AA419CE729

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**START**

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 Department Chair Date 7/9/2020

Yes No  
Student meets all academic credit internship requirements:

**Comments:**

Assistant/Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Answer the questions and proceed to electronically sign the document.

Department Chair Signature \_\_\_\_\_ Date 7/9/2020

Student meets all academic credit internship requirements:  Yes  No

Comments:

Assistant/Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Form Updated June 16 2020.pdf 1 of 1

Create and add your signature and initials, then click on "FINISH".

Dean Form Updated June 16 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