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

Review the information entered by the student, advisor, employer, faculty and department chair.
Answer the questions and proceed to electronically sign the document.

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