Student Intern Instructions for Initiating DocuSign UTL 202 Weekly Hours Log

Email kaitlyn@austin.utexas.edu for assistance.

Initiate the form when you are ready for your Cooperating Teacher (CT) to sign off on your time. This should be done EVERY week. Work with your CT to determine the best day to initiate the form.

Form Location:
- https://liberalarts.utexas.edu/uteach/students/student-interns.html
- Go to the UTL 202 Forms – DocuSign section at the bottom of the webpage.
- Select the UTL 202 Weekly Hours Log.

Initiating the UTL 202 Weekly Hours Log:
- Enter your properly capitalized first and last name and only an @utexas.edu email address.
- Enter the information requested. Cooperating Teachers are the Middle School Teacher.
- Click on BEGIN SIGNING and enter the Access Code:
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email which is automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>.

Completing the UTL 202 Weekly Hours Log:
- Click CONTINUE or FINISH LATER. (If you choose to finish later, you’ll need to refer to the Docusign email and then click on the yellow REVIEW DOCUMENT button. After re-entering the code, you will be taken back to where you left off.)
- Enter your hours for the week:
  - Enter the date(s) you worked this week using the drop-down calendars under “Date.”
  - Then select the start and stop time for each date. The form should calculate the total for each day and for the entire week. If the hours for a day are not calculating correctly, try re-selecting the start and stop time for that day.
  - Sign and initial the document, entering your UT EID.
  - Finally, enter your CT’s school and district at the bottom.
  - Click the yellow FINISH button.
  - The form will then be routed to the Cooperating Teacher.

Once completed, you, the CT, and the UTL 202 Instructor will receive a certified copy of the document. You may choose to download and keep a copy for your records.
Student Intern Instructions for Initiating DocuSign UTL 202 Evaluation

Email kaitlyn.crawford@austin.utexas.edu for assistance.

Do not initiate the form until you are ready for your Cooperating Teacher (CT) to receive it and they are aware that it is coming.

Form Location:
• https://liberalarts.utexas.edu/uteach/students/student-interns.html.
• Go to the UTL 202 Forms – DocuSign section at the bottom of the webpage.
• Select the UTL 202 Evaluation form.

Initiating the UTL 202 Evaluation Form:
• Enter your properly capitalized first and last name and your @utexas.edu email address.
• Enter information requested. Cooperating Teachers are the Middle School Teacher.
• Click on BEGIN SIGNING and enter the Access Code:
• A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
• Once the code is entered and you begin the form, you will receive an email which is automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>. (Do not delete this email until you have completely finished entering in the information in the next step.)

Completing the Top Portion of the UTL 202 Evaluation Form:
• Check the I AGREE box.
• Click CONTINUE or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to FINISH LATER. (You’ll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)
• Fill in the following:
  o School.
  o School District.
  o Subject and Grade.
  o Click the yellow FINISH button when you’re finished.
  o Upon finishing, a box will pop up letting you know you have completed the process. Press continue and close out of the next window.
  o The form will then be routed to the Cooperating Teacher.

Once completed, you, the CT, and the UTL 202 Instructor will receive a certified copy of the document. You may choose to download and keep a copy for your records.