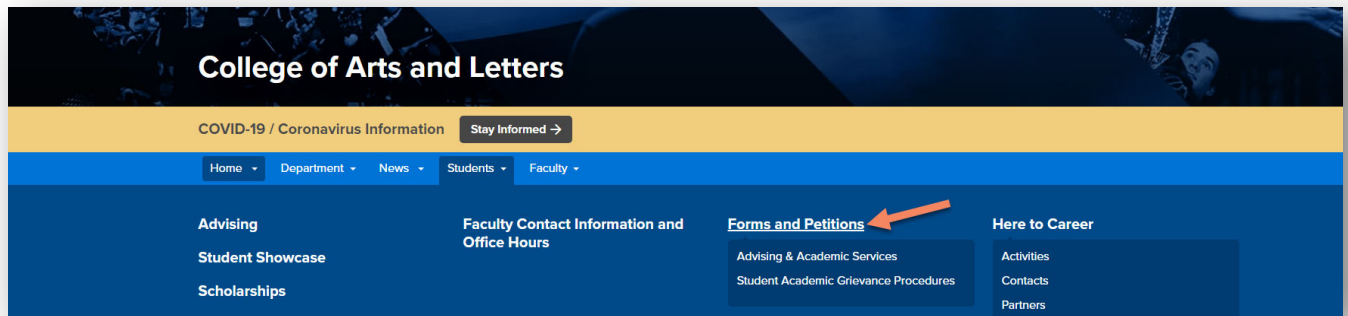
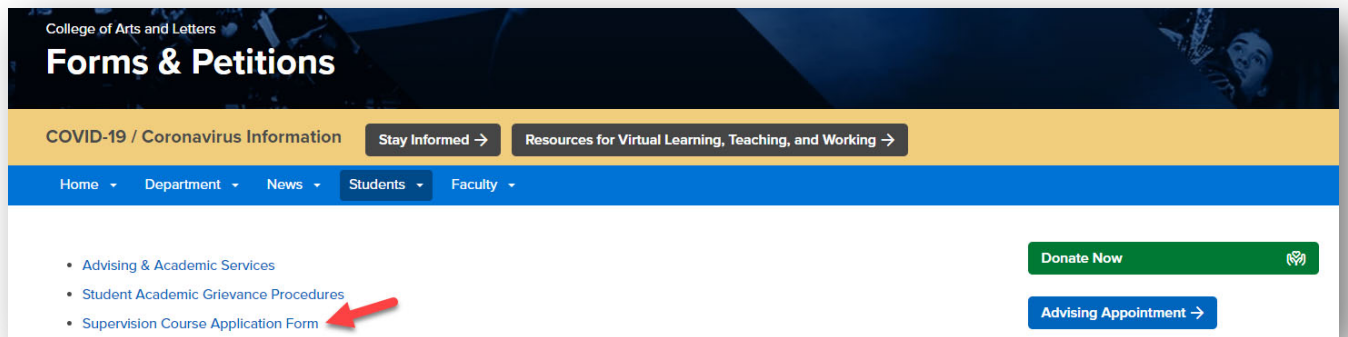


# How to request signatures for Supervision Course Application Form in CAL Sign

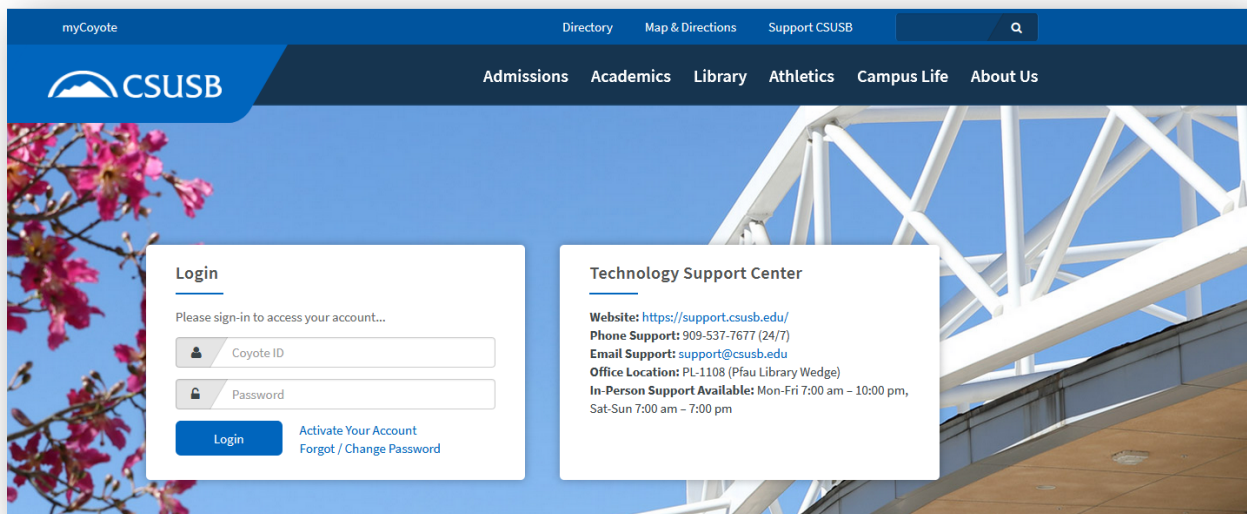
1. Visit CAL website, click the “Forms and Petitions” under Student tab:



2. Click the “Supervision Course Application Form”:



3. You will be redirected to the campus login page, and please login by using your Coyote ID and Password:



4. You will be redirected to your CAL Sign home page. Now you can create a form from library:

The screenshot shows the CALSIGN dashboard with a blue header containing 'CALSIGN', 'Dashboard', 'Manage', 'Hello, You Li', and 'Log Out'. Below the header are three main cards: '8 In progress' (blue), '0 Waiting for you' (green), and '3 Events & Alerts' (orange). A 'Form' section is expanded to show a 'Supervision Course Application' card with a 'Start' button highlighted by a red arrow. To the right is an 'Important Dates' table:

Date	Event
4/27	Summer 2020 advising begins
5/4	Summer 2020 registration begins
5/11	Fall 2020 advising begins

5. Read the instructions and click “Continue” button:

The screenshot shows the 'Supervision Course Application' page with a blue header. The main content area contains a 'PLEASE NOTE' box with the following text: 'In order to receive course credit, supervision courses must contain an academic component. Merely completing hours at an internship, placement, or extracurricular activity is not sufficient to gain academic credit.' A 'Continue' button is located at the bottom right of the page.

6. Select the department and type in Instructor’s and Site Supervisor’s (if applicable) name and email address

The screenshot shows the 'Supervision Course Application' form with a blue header. A light blue box at the top states 'Fields marked \* must be completed.' The form includes the following fields:

- Department \* (dropdown menu with 'Please select' text)
- Instructor Of Record Name \* (text input field)
- Instructor Of Record Email \* (text input field)
- Site Supervisor Name (if applicable) (text input field)
- Site Supervisor Email (if applicable) (text input field)

At the bottom of the form are 'Cancel' and 'Next' buttons.

7. Fill out the form and click “Save & Review”. **Your form is NOT submitted at this point. You can review and edit your form.**

### Supervision Course Application

**Almost done**  
Your draft form has been saved. Please review and click the **Sign & Submit** Sign & Submit button to send requests for signatures.

PLEASE SELECT WHICH TYPE OF SUPERVISION COURSE <b>COMMUNITY SERVICE</b>	
PLEASE SELECT DEPARTMENT OR PROGRAM FOR THE SUPERVISION COURSE <b>ART &amp; DESIGN</b>	
Course Subject & Number <b>test</b>	Title of Internship, Independent Study, or (Other) Project <b>test</b>
Units <b>3</b>	Semester & Year <b>FALL 2020</b>
Student Name <b>You Li</b>	Coyote ID
Student Phone Number <b>(984) 646-5565</b>	Student E-mail
Major(s) <b>ART</b>	GPA <b>3</b>
Detailed description of the course goals <b>TEST</b>	
Schedule of planned meetings with the faculty supervisor/director (e.g., F 10-11 a.m.) <b>N/A</b>	
A list of assignments or responsibilities or activities <b>N/A</b>	
The means of evaluation <b>N/A</b>	
Location and site supervisor information, if applicable <b>N/A</b>	

[Close](#) [Edit](#) [Sign & Submit](#)

#### Review Level

- Test**  
INSTRUCTOR OF RECORD  
Test@email.com
- Matthew Poole**  
DEPARTMENT CHAIR  
Matthew.Poole@csusb.edu
- Rueyling Chuang**  
DEAN  
Rchuang@csusb.edu
- Diana Nieto-Godinez**  
COLLEGE TRACKER  
DNieto-Godinez@csusb.edu
- Felipe Jimenez**  
DEPARTMENT ASC  
Felipe.Jimenez@csusb.edu

#### Tools

[Download PDF file](#)

8. Click “Sign & Submit” button to sign and submit the form. At this point, the form has been sent out and all the signers will receive email notifications of requesting signatures in order.

### Supervision Course Application

**Out for signatures**  
Your form has been sent to test for signature.

9. Once all signers signed the form, you will get a complete notification email from CAL Sign system.