Cassie Hester
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LGBTQ+ Safezone Ally   age 5
—
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EMAIL POLICY

Email is typically checked between 07:00A−04:00P
Monday−Friday. Email is seldom checked during the
weekends and holidays.

The Internship Coordinator must approve the internship prior to
(1) starting the internship and (2) registering for the course.

For an internship to qualify for ART 4523 credit, students must work
with a design supervisor (a professional design mentor who will
supervise the student), doing design-related work for at least 135 hrs.

This PDF packet contains essential information and the required
paperwork that will need to be lled out, signed, and submitted to the
Internship Coordinator via email.

Read the COURSE REQUIREMENTS (page 2).

Work with your Internship Supervisor to complete the INTERNSHIP
CONTRACT (pages 3−4). Your supervisor will need to complete
sections 2 + 3.

Carefully review the FINAL SUBMISSION REQUIREMENTS36<</Actr
procedures that are applicable to every course on campus and onlir
The policies in the University Syllabus describe the o cial policies c
the University and will take precedence over those found elsewhere
It is the student's responsibility to read and be familiar with every
policy. The University Syllabus may be accessed at any time on the
Provost website under Faculty and Student Resources and at

www.provost.msstate.edu/faculty-student-resources/university-syllabus

1 STUDENT INFORMATION (To be completed by the Student)

NAME [PRINT]:	ADDRESS:
CELL #:	
MSU EMAIL:	EMERGENCY CONTACT [NAME + PHONE]:

2 SUPERVISOR INFORMATION (To be completed by the Internship Supervisor)