

USC Upstate
Exercise and Sport Science Filed Experience
Field Experience Log Requirements
EXSC 390

Student name (printed): _____

Field Experience (EXSC 390) is an unpaid experience where a student will shadow and interact with a supervisor in a self-selected field of interest related to exercise and sport science. The student cannot work for this business site, or if they are an employee in any capacity, the student can only do the field experience in a department outside of where they are employed. For these exceptions, a contract must be signed by the student, the class instructor, department of the business site, and the field experience site supervisor. The following documents consist of a list of detailed requirements and a log in which ALL students will use to notate their daily experiences.

To be eligible for EXSC 390, any student involved in a USC Upstate activity, for credit, as service learning, volunteer, or as an extra-curricular, MUST complete three major items: a SLED background check, an NSOR background check, and Tuberculosis (TB) screening successfully, prior to beginning their internship at any site location (i.e. public school, private school, athletic club, hospital, clinic, etc.). Once completed, please return these items to Mr. Kelly Crow, Administrative Assistant for Director of Field Experiences (HEC 3033). For more information on the process of eligibility and submission of documentation, please view the SLED-TB-NSOR Requirements (available on EXSC website) for SLED, NSOR and TB.

EXSC 390 requires the completion of 100 hours of field experience spanning over 16 weeks (or 12 weeks in summer). To complete this field experience, the student must work a minimum of 6.5 hours (8.5 in summer) per week. Students are also expected to be available for duties assigned after normal hours and weekends. Meal times do NOT count in the daily work hours. If a lunch hour or break is taken, it must be notated on the log appropriately. Edit accordingly and print the EXSC 390 Supervisor Letter (available on EXSC website) then give it to the on-site supervisor during your interview with the supervisor. Once approved, have the on-site supervisor sign on EXSC 390 Field Experience Contract, which will later be submitted to the USC Upstate Records Office, and the EXSC 390 Site Supervisor Agreement, which will be submitted by the student to the instructor as part of the final report.

The Day-to-Day Detailed Hours Log (available on Blackboard) must be completed at the end of each day. Hourly assignments and their results must be completed in detail. All entries must be typed/legibly, hours worked must be accurate, totaled day by day with each paged dated and signed by the intern. A separate Supervisor Hours Log Final Verification form (available on Blackboard) must be signed by the field experience on-site supervisor. These documents should be kept with the student at all times and will be submitted to the instructor by the end of the semester.

Field experience works are conducted Monday-Sunday in accordance with the business calendar of the internship site. Holidays and breaks in the university calendar are NOT transferable to the internship site calendar; therefore, you are expected to work over your school breaks (fall break, spring break, etc.). If students need time off for a pre-planned trip, you must make the appropriate accommodations in your work schedule to account for the total required hours. If your internship site is closed for any reason (holiday, power outage, etc.), log pages must be marked "closed" and the reason for the closure must be specifically stated on the page.

The field experience is meant to be an opportunity to experience not only your job field of interest, but to experience the daily rigor of a full-time employees work routine. Students must be available for assignments related to the site calendar and activities. Student are NOT permitted to use other classes that they are enrolled in at USC Upstate or other institutions as an excuse as to why they are not available or cannot complete a work site assignment. It is understandable that students will be taking other courses and hold part time jobs while completing the filed experience; however, the field experience should receive the top priority in the students schedule and all accommodations should be made to be available for the filed experience site activities.

Students must maintain copies of all work site assignments completed during the field experience (i.e. brochures, fliers, promotional pieces of work, etc.) as Student Work Products. These items will become part of the final report for EXSC

Please keep it for your later final report submission.

390 that will be submitted at the end of the semester. Detailed information about the reflection paper is provided in the course syllabus.

Students will meet with their class instructor by the end of the semester by scheduling with their instructor.

Attendance at the meeting is required and will count towards the final grade. This meeting will serve as a “check-in” with the instructor, a time for inspection of the log books and for professional development.

Students will submit their site supervisors with a hard copy of a student Field Experience Supervisor Evaluation Form (available on Blackboard after you’re enrolled in the class). This form will be completed and sealed in an envelope with the supervisor’s signature on the back of the sealed envelope. Students must submit the elevation form to the instructor during the final meeting. E-submission of the supervisor evaluation form is optional if the supervisor can send their evaluation directly to the instructor by the due date. Students are fully responsible to ensure their site supervisor will send their evaluation to the instructor on time.

Check List:

1. SLED background check, NSOR background check, Tuberculosis (TB) screening
2. Present EXSC 390 Supervisor Letter and obtain signed EXSC 390 Site Supervisor Agreement
3. Complete online EXSC 390 Field Experience Contract
4. Complete Day-to-Day Detailed Hours Log and Supervisor Hours Log Final Verification form
5. Collect Student Work Products
6. Schedule the final meeting with the course instructor
7. Submit final report
8. Submit student field experience supervisor evaluations

I have read these rules and understand my duties and obligations in regards to this field experience and the required documentation. **I understand that failure to comply with these requirements will significantly affect my grade or result in a failing grade for field experience (EXSC 390).**

Student Signature

Date

Please keep it for your later final report submission.