

USC Upstate
Exercise and Sport Science Internship

Internship Log Requirements
EXSC 480

Intern name (printed): _____

1. Internship (EXSC 480) 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 intern in a department outside of where they are employed. For these exceptions, a contract must be signed by the student, the class instructor, the HR department of the business site, and the internship 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.
2. To be eligible for EXSC 480, 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 Kelly Crow, Administrative Assistant, School of Education. For more information on the process of eligibility and submission of documentation, please view the instruction sheet for SLED, NSOR and TB.
3. EXSC 480 requires the completion of 200 hours of intern experience spanning the course semester. To complete this internship, the student must work a minimum of 12.5 hours per week (Fall or Spring) or 16.5 hours per week (Summer). Interns 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.
4. The log must be completed at the end of each day. Hourly assignments and their results must be completed in detail. **All entries must be printed neatly/legibly (may also be typed), hours worked must be accurate, totaled day by day with each paged dated and signed by the intern and the supervisor.**
5. The internship log should be kept with the intern at all times and will be inspected at each intern meeting at USC Upstate.
6. Internships 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.
7. The internship 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. Interns must be available for assignments related to the site calendar and activities. Student interns are NOT permitted to use other

Please print and sign this document and put it in a 3-ring binder with your reflection paper.

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 interns will be taking other courses and hold part time jobs while completing the internship; however, the internship should receive the top priority in the students schedule and all accommodations should be made to be available for the internship site activities.

8. Students must maintain copies of all work site assignments completed during the internship (i.e. brochures, fliers, promotional pieces of work, etc.). These items will become part of the final reflection paper for EXSC 480 that will be submitted at the end of the semester. Detailed information about the reflection paper is provided in the course syllabus.
9. **Students will meet with their class instructor for monthly meetings in the Rampey 126, time and date are TBA.** Attendance at ALL meetings is required and will count towards the final grade. These meetings will serve as a “check-in” with the instructor, a time for inspection of the log books, and for professional development and discussion with fellow interns and classmates.
10. Interns will provide their site supervisors with a hard copy of a student internship supervisor evaluation form. All forms will be completed and sealed in an envelope with the supervisor’s signature on the back of the sealed envelope.
11. Completed course logs, student internship supervisor evaluations, and the final reflection report must be submitted to the class instructor on the date specified in the syllabus.

I have read these rules and understand my duties and obligations in regards to this internship 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 internship (EXSC 480).**

Intern Signature

Date