

How do I sign up the Field Experience (EXSC 390) or Internship (EXSC 480)?

1. Consult with your academic advisor to find out when and how you are going to sign up this course.
2. Carefully review the Field Experience/Internship Requirements document (available on EXSC website)
<https://www.uscupstate.edu/academics/school-of-education-human-performance-and-health/undergraduate-programs/exercise-science/>
3. Search your potential field experience/internship sites from the recommendation list (available on EXSC website).
4. Contact with the on-site supervisor to schedule the interview/meeting for the opportunity of field experience/internship over their institutions. Please treat it as a formal interview and be professional when meeting/contacting with the on-site supervisor as you are representing USC Upstate Exercise and Sport Science.
5. Download Supervisor Letter and Site Supervisor Agreement (available on EXSC website) documents. Edit accordingly and print out for later interview with your potential on-site supervisor. Explain the purpose and requirement of this course by presenting the above documents to your supervisor. Request the signature from your on-site supervisor on the Site Supervisor Agreement. Inform the other institutions where you previously interviewed/met that you have decided to complete the field experience/internship with other places in a timely fashion.
6. Complete the online Internship/field Experience Contract (https://universityofsouthcarolina-yrckc.formstack.com/forms/hph_internship_application) and upload the signed Site Supervisor agreement as a part of this form. The registration process will continue as all students will be registered at once, and you will check your registration status via SSC once the deadline has passed.
1. Completed the SLED background check, the NSOR background check and the TB screening and have ALL necessary documentation scanned and submit to Mr. Kelly Crow (KCROW2@USCUPSTATE.EDU). See Internship Field Experience Eligibility Information Sheet for resources of how to complete the above background check and TB screening (available on EXSC website).

Be aware that you have to start the process as early as possible as most institutions have limited numbers to take student interns. In addition, your registration process will not start until you complete the online contract. Late submission of the completed form will result in the failure of the sign-up on this course. You are requested to submit the online Internship/Field Experience contract at least 1 week prior to the begin of the semester.