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

1. Consult with your academic advisor to find out when you are going to take this course.

2. Carefully review the Field Experience/Internship Requirements document (available on EXSC website)
   www.uscupstate.edu/academics/school-of-education/undergraduate-student-programs-and-resources/

3. Search your potential filed 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. Explain the purpose and requirement of this course along with the Supervisor Letter (available on EXSC website - enter your supervisors information and correct the date) to the on-site supervisor. Request the signature by the on-site supervisor on the Site Supervisor Agreement (available on EXSC website). Inform the other institutions where you previously interviewed/met that you have decided to complete the filed experience/internship with other places in a timely fashion.

6. Completed the SLED background check, the NSOR background check and the TB screening. Have printed copies of ALL necessary documentation and submit to Kelly Crow. See SLED-TB-NSOR Requirements sheet (available on EXSC website). These items must be on file before the Internship/field experience Contract will be signed.

7. Complete the most recently updated Internship/field experience Contract (available on EXSC website). Request signatures (following the order) from your on-site supervisor, academic advisor, the course instructor (Dr. Kelvin Wu for EXSC 390; Dr. Lauren Vervaecke for EXSC 480), the department chair (Dr. Nur Tanyel), and the dean/associate dean of school of education, human performance, and health (Dr. Laura Reynolds or Dr. Sarah Hunt-Barron). Submit the completed form to the Records Office to complete the registration of this course.

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 will not be completed until you submit the completed form to the Records Office. Late submission of the completed form will result in the failure of the sign-up on this course. You are requested to submit the completed Internship/Field Experience contract at least 1 week prior to the begin of the semester. For those who take it during the summer, it is the best to get signatures from faculty before the end of spring semester as summer is the time that most faculty will not be around the campus.