Finding Your Placement

Andrea Wells & Derek Yang
Step 1: Log in to S4
Log in via this link: https://app.calstates4.com/csueastbay/
Step 2: Select CSU East Bay
Step 3: Enter Your NetID
Step 4: Select Browse
Step 5: Select Search by Site

Search by site
If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by site
Step 6: Browsing Sites
Review the List of potential placement sites.

### Sites

<table>
<thead>
<tr>
<th>Site name</th>
<th>City</th>
<th>Program</th>
<th>Organization type</th>
<th>Items per page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Better Way, Inc.</td>
<td></td>
<td>Center for Community Engagement</td>
<td>Choose some options</td>
<td></td>
</tr>
<tr>
<td>A.P.I.C Therapy Center</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

A Better Way has on-going needs for interns and volunteers to support administrative and programmatic activities. Key positions include Development Intern, Permanency and Training Programs Intern, and general administrative support volunteer. We also need event volunteers for our Spring gala and other events throughout the...

A.P.I.C Therapy Center is a comprehensive chiropractic therapy center.

- **A Better Way, Inc.**
  - Location: 3200 Adeline St., Berkeley, 94703
  - Phone: (510) 601-0203
  - Program(s): Center for Community Engagement, Social Services Option
  - Type: Nonprofit - Other
  - Issue: Early Childhood, Homelessness Advocacy and Social Justice, At-Risk Specific Program

- **A.P.I.C Therapy Center**
  - Location: 25 N. 14th Street Suite 630, San Jose, 95112
  - Phone: (408) 297-2225 Ext.
  - Program(s): Center for Community Engagement
Review Sites
Make a list of organizations that interest you.

**NOTE:** If a site is solely listed under a specific program it is only available to students in those majors.

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**A Better Way, Inc.**
3200 Adeline St., Berkeley, 94703
A Better Way has on-going needs for interns and volunteers to support administrative and programmatic activities. Key positions include Development Intern, Permanency and Training Programs Intern, and general administrative support volunteer. We also need event volunteers for our Spring gala and other events throughout the...
Contact the Organizations
When contacting organizations...

Identify yourself as a CSUEB student
Provide:
1. Major
2. Course you are enrolled in
3. Number of hours you wish to complete and date you must complete the hours by

Finally ask the contact person if there are placements available for the required time frame.

After a site has confirmed that a placement is available to you, then proceed to logging your placement in S4.
Logging Your Placement
Step 1: Log in to S4
Log in via this link: https://app.calstates4.com/csueastbay/
Step 2: Select CSU East Bay
Step 3: Enter Your NetID
Step 4: Select “Place”
Step 5: Select “Search by Site”
*If you have searched by site and DO NOT see your site listed, you must complete the Student Placement Request for Non-Contracted Sites.

If you choose a Non-Contracted Site **it will take over one month** to complete the process.
Step 6: Select Your Site

CSU East Bay

Sites

You are allowed to select any of the sites below.

Displaying 1 – 50 of 200
Search fields are exclusive. What's that?

Site name: A Better Way, Inc.
3200 Adeline St., Berkeley, 94703
A Better Way has on-going needs for interns and volunteers to support administrative and programmatic activities. Key positions include Development Intern, Permanency and Training Programs Intern, and general administrative support volunteer. We also need event volunteers for our Spring gala and other events throughout the...
Step 7: Press “Select This Site”
Step 8: Review the Health & Safety Information

Health & Safety Information for A Better Way, Inc.

We are located in South Berkeley near the Ashby BART station with good access to public transportation. Our neighborhood is transient so there is a fair amount of activity around the office. Our office building is secured and all entrances are locked at all times. We provide interns and volunteers with common sense safety training.

I have read and understand the above risk associated with this site.

*If you do not agree and would like to choose a different site, please click "Start Over" above.
Step 9: Select Your Term of Service

Dates of Service

Program: Center for Community Engagement - Course: TST 100 (1): Test Course - Site: A Better Way, Inc. - Risk Accepted
Select dates of service by
- Dates
- Term

Term Required: Fall Quarter 2016

Please estimate the minimum number of hours you will serve at this site
A Better Way, Inc. has no minimum hours requirement. Required

You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.
Step 10: Select “Complete Form Online”

IMPORTANT: You MUST complete the Off Campus Learning Waiver within the Placement Log before beginning your placement.
Step 11: Complete & Submit Off Campus Learning Waiver

STUDENTS SHOULD ONLY SUBMIT THIS WAIVER AFTER MEETING WITH AND CONFIRMING PLACEMENT WITH THE AGENCY OR ORGANIZATION.

All students engaged in off-campus service projects for credit and/or academic courses must complete this waiver, including fieldwork, internship, field studies, applied, and service learning courses, or courses with an assigned community project. Students not successfully submitting a waiver cannot take part in the learning/service activity. These students must contact their instructors. To successfully submit a waiver, students must acknowledge they understand and agree to the terms of the waiver, and submit with signature.

Students engaged in observations, field trips, or one-time meetings for credit, courses, or class projects must complete a Field Trip Form.

Student Identification Information

Student Name [Required]
Sally Student

Student Email Address [Required]
jwhitaker4@csustatebay.edu

Course Department, Title, Number [Required]
TST 100 (1): Test Course

Instructor Name [Required]

Informed Consent. Please read below and click to confirm [Required]

I have read this informed consent, waiver and release and understand the terms used in it and their legal significance. This informed consent, waiver and release is freely and voluntarily given with the understanding that the right to legal recourse against the State is knowingly given up in return for allowing my participation in the activity. My signature on this document is intended to bind and not only myself but also my successors, heirs, representatives, administrators, and assignees. I am 18 years or older. I understand that by providing an electronic signature, I have read, understood and am accepting this waiver.

Signature of Participant [Required]

Clear signature

Submit
Step 12: Select “Finish Placement”
Finished S4 Placement Confirmation Screen

Placement #12817

Congratulations, you have placed!

Student: [name]
Placed by: [name]
Course: TST 100 (1): Test Course
Program: Center for Community Engagement
Site: A Better Way, Inc.
Site Staff: [name]
Opportunity: [name]

Dates of Placement:
09/21/2016 to 12/11/2016
Estimated Hours: 80

Signup Forms

- Student Off Campus Learning Waiver
- [View submission]

*This form is required to complete your placement.*
You have been placed with A Better Way, Inc.

Dear

Thank you for logging your placement at https://app.calstates4.com/csueastbay. The following includes your placement record. Please contact calstates4@csueastbay.edu if any of the following information is incorrect.

**Placement Details**

Program: Center for Community Engagement  
Course: TST 100 (1): Test Course  
Site: A Better Way, Inc.  
Opportunity:  
Staff:  
Staff Phone:  
Staff Email:  
Expected hours: 80  
Dates: 2016-09-21 00:00:00 to 2016-12-11 00:00:00

You can view your placement here.
Contact
If you have any questions email:

calstates4@csueastbay.edu