



CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

The Center for
communityengagement
OPPORTUNITY · PURPOSE · ACTION

Completing the Placement Process in CalStateS4

Center for Community Engagement

Step 1: Log in to S4

Log in via this link: <https://app.calstates4.com/csueastbay/>

CSU East Bay

HOME

SITES

Student login Button



Student/Faculty Log In

Community Partner Log In

If you're stuck in a sign in loop, [follow the steps in this HelpDoc](#).

Welcome to CalStateS4 for CSU East Bay

CalStateS4 is an online platform hosted by the CSU Chancellor's Office to manage student community placements, facilitate on or off-campus learning experiences, address safety and liability requirements, and list community partnership information.

Faculty may use CalStateS4 for their internship and community engagement/service learning courses. Students may use CalStateS4 to find and place with approved sites.

Partner Organizations/Students: If you are not sure if your site is an approved site please search under our site list [HERE](#). **For Site Searching Tips: [Site Search](#)**

Partner Organizations: To become an approved site complete the [Request to Initiate Form](#).

Two programs are managed through CalStateS4: [Internships](#) and [Community Engagement](#). Internship courses generally include learning experiences in for profit, business, and private enterprise organizations. Community Engagement courses generally include experiences with healthcare, non profit, social service, education, and government organizations. When students log in to S4, they will be sent to a landing page which lists their off campus learning courses. Each program has a separate process for students.

[Community Engagement and Service Learning \(CESL\)](#) identify courses with community-based activities/assignments that address societal issues and benefit the common good. These courses are identified based on community impact and student learning outcomes related to social responsibility, social justice, and civic learning. [List of CESL Courses](#). Please email calstates4@csueastbay.edu if you have any questions regarding community engagement or service

Step 2: Enter Your NetID

CAL STATE
EAST BAY

Login to Cal State East Bay

NetID

Password

Don't Remember Login

Login

**Please log into
your CalStateS4
account with your
Net ID and
Password**

Step 3: Select Place to begin placement process

CSU East Bay

HOME SITES OPPORTUNITIES LOGOUT

Hello Sally! What would you like to do?

****Please note that placements are not guaranteed. You must confirm the placement with the organization *Prior to* the placement**

CalStateS4 is the web platform that manages courses with community-based assignments and projects. Your community-based courses are listed below. [You may need to wait 48 hours after enrollment to see your course.]

1. Find your course or select an organization (enrollment is starting soon!)
2. Please note that you must confirm placement with the organization.
3. If you are having trouble, please call (498/698).

For the placement process, only use the buttons next to your course

Course

Spring Semester 2021 TEST 01 (01): Test Course

Browse

Place

Click "Place" AFTER you have contacted a site and secured a placement with the site

[View my placements](#)

You have 0 current placements and 0 past placements.

[Internships](#)

Please Note: 498/698 Course Button

View my placements

You have 1 current placement and 0 past placements.

Internships

Only click this button if you are a student who is seeking enrollment into a 498/698 class. Do not click it if you are placing for a service-learning course next to your service-learning course above. If you do not see your name on the list, contact the CCE office.

[Click here to get started](#)

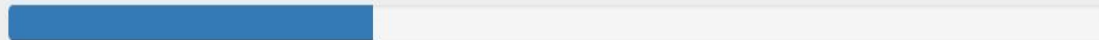
Only click this button if you are seeking to enroll into a 498/698 course. Otherwise, do not click this button.

Step 4: Select Search by Site

CSU East Bay

[HOME](#) [SITES](#) [OPPORTUNITIES](#) [LOGOUT](#)

Placement Progress



Start over

Program: Center for Community Engagement - Course: TEST 01 (01): Test Course

**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

Search by opportunity

If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by opportunities

Step 5: Finding your Site



- ❖ **Select Program:**
 - **Service Learning - select Center for Community Engagement**

CSU East Bay

HOME

SITES

Sites

1. Select Program

Displaying 1 - 25 of 25+
Search fields are exclusive

Program

Choose some options

Site name

Contains

City

Organization Type

Choose some options

Focus Population

Choose some options

Focus Area(s)

Choose some options

Additional Focus Area(s)

Choose some options

Keyword

health

Site Tags



Apply

Step 5: Finding your Site Continues

CSU East Bay

HOME

SITES

Sites

Displaying 1 - 25 of 25+
Search fields are exclus

2. Enter Site Name

Program

Center for Community Engagement ×

Site name

Contains ▾

Alameda County Community Foo

City

Organization Type

Choose some options

Focus Population

Choose some options

Focus Area(s)

Choose some options

Additional Focus Area(s)

Choose some options

Keyword

health

Site Tags



Apply

Step 6: Select Your Site

Manage sites

Sites

Displaying 1 - 14 of 14
Search fields are exclusive. [What's that?](#)

Program: Center for Community Engagement

Site name: Alameda County (Contains)

City: [Empty]

Organization Type: Choose some options

Focus Population: Choose some options

Focus Area(s): Choose some options

Additional Focus Area(s): Choose some options

Keyword: [Empty]

Site Tags: [Empty]

Apply Filter

Reset

Select your site by clicking on the site name



Alameda County Community Food Bank

Active Site

7900 Edgewater Dr., Oakland, 94621

Volunteers are vital part of the Food Bank's efforts to help the 1 in 6 Alameda County residents we serve - including children, senior and entire families. Our warehouse and office are abuzz with hunger relief activity, and your help is needed more than ever. In 2013, more than 13,000 volunteers were instrumental in helping...

Program(s): Center for Community Engagement, Internships

Type: Human, Social, or Employment Services (Non-profit)

Focus Population: People Experiencing Homelessness, People Experiencing Material Poverty, Seniors

Focus Area: Civic Engagement, Diversity, Equity, Inclusion & Social Justice, Equitable Economic & Workforce Development, Food & Housing Security, Health & Medicine

Alameda County Complete Count Committee

Active Site

[VIEW SITE NOTES](#)

1221 Oak St., Oakland, 94612

Interns will assist in promoting Census 2020 on their campus and in Alameda County by researching strategies to increase participation, analyzing and editing existing outreach plans, creating their own educational materials and flyers, supporting the office with administrative tasks and at community meetings, and conduct...

Program(s): Center for Community Engagement, Internships

Type: Human, Social, or Employment Services (Government)

Focus Population: Adults

Step 7: Press "Select This Site"

Alameda County Community Food Bank

View Opportunities

Select this site

[Back to Sites list](#)

Click on "Select this site" to pick the site for your placement

Organization Description

Through a network of 240 strategically placed food pantries, soup kitchens, child-care centers, senior centers, after-school programs and other programs, the Alameda County Food Bank distributes enough food for 380,000 meals weekly. Our systematic approach to alleviating hunger includes:

- One of California's busiest – and most efficient – emergency food helplines
- A multilingual CalFresh (formerly known as food stamps) outreach program which serves as the blueprint for programs across the nation
- Dynamic hunger and nutrition education programs
- An innovative advocacy program that promotes policies to benefit low-income residents

Program(s):

Center for Community Engagement
Internships

Organization type:

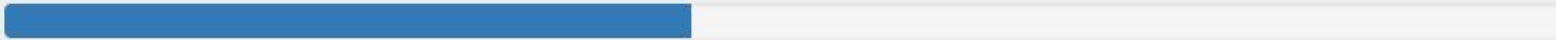
Human, Social, or Employment Services (Non-profit)

Focus Population:

People Experiencing Homelessness, People Experiencing Material Poverty, Seniors

Step 8: Placement continues

Placement Progress



Start over

Program: Center for Community Engagement - Course: TEST 01 (01): Test Course - Site: Alameda County Community Food Bank

Select Opportunity

Skip this step

Food Sorter/Packager

If you do not have a specific opportunity, you may skip this

If you have a specific opportunity, click "Select Opportunity"

Opportunity Details

Select Opportunity

Select Site Staff

If you have a specific site staff, please select your site staff.
OR
You may skip this step

Site Staff

Skip this Step

Last name	First name	Email address
Dinglasan	Aila	adinglasan@acafb.org

(510) 635-3663


Select Staff

Step 9: Select "Complete Form Online"



IMPORTANT: You **MUST** complete the **Off Campus Learning Waiver** within the Placement Log before beginning your placement.

Placement Forms

 After you have finished completing all required forms, you **must** click Finish Placement to complete the process. x

Signup Forms

Student Off Campus Learning Waiver

Complete form *

Student Community Based Learning Pre-Survey

Complete form *

* This form is required to complete your placement.

Complete both forms before you can complete your placement

Last step is to click "finish placement"

Finish Placement

Your placement is **NOT** complete until you have filled out all required webforms.

Step 10: Complete & Submit Off Campus Learning Waiver

Student Off Campus Learning Waiver

View Edit Edit form Revision operations Results

Start Student Information Safety Orientation Participation Guidelines Complete

Section II: Safety Orientation

Click [here](#) to watch the CSUEB Intern Safety Orientation (link will open in a new window). Once complete, answer the questions below and check the box showing that you have completed the Orientation and understand the information presented. Select "next" to continue.

1) You should discuss the emergency procedures for your site with your site supervisor at the start of the service. **Required**

- True
- False

2) Workplace harassment is the unwelcomed conduct that is based on race, color, religion, sex (including pregnancy), national origin, age, disability, or genetic information. **Required**

- True
- False

3) Sexual harassment is a form of workplace discrimination and can resemble anything from being touched to proposition to being addressed as "babe," "honey," or "stud" in the workplace. **Required**

- True
- False

4) If I am being harassed or discriminated against in my internship workplace, I may contact _____, and I should document what happened. **Required**

- Office of Internships
- Center for Community Engagement
- Title IX Coordinator

Click on Here to access the Safety Orientation video, then complete the Quiz

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 can not 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**

Student Email Address **Required**

Course Department, Title, Number **Required**

Instructor Name **Required**

Informed Consent. Please read and click below to confirm. 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. **Required**

I agree.

Use of Photo Release: CSU East Bay may photograph students working onsite. They are published for educational and promotional purposes only. Do you give permission to be photographed? **Required**

I hereby give permission to CSU East Bay to publish photographs of me involved in service activities.

I DO NOT want my photograph to be taken.

Signature of Participant **Required**



Clear signature

Date **Required**

Mo D: Yea

✓ Save Draft

< Previous Page

Submit

Click to
submit
waiver

Finished S4 Placement Confirmation Screen

Placement #12817

Congratulations, you have placed! ✕

Student:

Placed by:

Course: [TST 100 \(1\): Test Course](#)

Program: Center for Community Engagement

Site: [A Better Way, Inc.](#)

Site Staff: (empty)

Opportunity: (empty)

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.

Finished S4 Placement Email Confirmation

You have been placed with A Better Way, Inc.

Inbox x



Cal State S4 support@calstates4.com via mail186-14.suw21.mandrillat
to me

3:47 PM (0 minutes ago) ☆



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](#).

The confirmation email will be sent to your Horizon account. Please double check to make sure you have received your confirmation email.



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OPPORTUNITY · PURPOSE · ACTION

Contact

If you have any questions email:

calstates4@csueastbay.edu