Finding & Logging Your Placement Guide

Center for Community Engagement
Step 1: Log in to S4
Log in via this link: https://app.calstates4.com/csueastbay/
Contact the Organizations

When contacting organizations...

Please identify yourself as a CSUEB student

Provide:

1. Name
2. Major
3. Course you are enrolled in
4. Number of hours you must complete
5. Date you must complete the hours by

Finally ask the the contact person if placements are 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.
Step 2: Enter Your NetID
Step 3: Select Browse or Place

1. Click "Browse" if you want to search for a site.
2. Click "Place" AFTER you have contacted a site and secure a placement at the site.

Hello Student! What would you like to do?

Program: Center for Community Engagement - Course: GS 696 (1A): Internship

<table>
<thead>
<tr>
<th>Course</th>
<th>Fall Semester 2018</th>
<th>GS 696 (01): Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Browse</td>
<td>Place</td>
<td></td>
</tr>
</tbody>
</table>

View my placements

You have 0 current placements and 0 past placements.
Step 4: Select Search by Site
Step 5: Browsing Sites

Review the List of potential placement sites or Search for specific site using “Keyword” search

**NOTE:** If a site is solely listed under a specific program it is only available to students in those majors, you may enter site name or enter “Keyword”

<table>
<thead>
<tr>
<th>Site name</th>
<th>Program(s): Internships</th>
<th>Type: Business</th>
<th>Issue: No issues selected.</th>
<th>Keywords:</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hour fitness El Cerrito</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>15636 San Pablo Ave, El Cerrito, 94530</td>
<td>Internships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 on 1 and group program design. Personal Management and organization well maintaining 10-20 clients. Rehabilitation for neck, back, knee, hip, ankle, and foot pain, carpal tunnel, plantar fasciitis, and shin splints. 1 on 1 program design for clients with disabilities, hypertension, heart disease, weight loss, and muscle...</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>24 Hour Fitness Fremont Auto Mall</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 Auto Mall Pkwy, Fremont, 94538</td>
<td>Internships</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>This site is for Kinesiology students</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Step 6: Select Your Site

24 Hour Fitness Fremont Auto Mall
4500 Auto Mall Pkwy, Fremont, 94538

This site is for Kinesiology students
Step 7: Press “Select This Site”
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

Student Off Campus Learning Waiver

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.
   - 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.
   - 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.
   - True
   - False

4) If I am being harassed or discriminated against in my internship workplace, I may contact _________, and I should document what happened.
   - Office of Internships
   - Center for Community Engagement
   - Title IX Coordinator
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]
ewhites4@csueastbay.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 agree.

I have read the informed consent, waiver, and release and understand the terms 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 not only myself but also my successors, heirs, representatives, administrators, and assigns. 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”
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.
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.
NOTE: Non-Contracted Sites

*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 may take up to 10 business days to complete the process.
Contact
If you have any questions email:

calstates4@csueastbay.edu