Finding Your Placement

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Step 1: Log in to S4
Log in via this link: https://app.calstates4.com/csueastbay/

Welcome to CalStateS4 for CSU East Bay

Welcome to the CSU East Bay Center for Community Engagement student placement and community partnership management system. We have a variety of academic courses and co-curricular programs that connect students with the community for hands-on learning experiences that contribute to and support our region.

If you have any questions, please e-mail calstates4@csueastbay.edu.
Step 2: Select CSU East Bay
Step 3: Enter Your NetID
Step 4: Select Browse

Hello

What would you like to do?

Course

Test Term | TST 100 (1) Test Course

Browse | Place

View my placements

You have 1 past placement and 0 current placements.
Step 5: Select Search by Site
Step 6: Browsing Sites

Review the List of potential placement sites.

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

**NOTE:** Select your program under the program site field. If your program is not listed, select “Center for Community Engagement”.

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**A Better Way, Inc.**

2200 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...  

**A.P.I.C Therapy Center**

25 N. 14th Street Suite 630, San Jose, 95112  

Comprehensive chiropractic therapy center.
Review Sites

Make a list of organizations that interest you.

NOTE: Use the “Site staff” tab to view site supervisor contact information.

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

NOTE: Some sites may require a livescan or TB test. Not all sites cover the cost of testing. Make sure to verify any additional requirements with your site supervisor.
Contact the Organizations

When contacting organizations...

Provide:
1. First Name
2. Last Name
3. University Name
4. Major
5. Identify:
   a. course you are enrolled in that requires service hours
   b. quarter you are taking the identified course
   c. how many hours you need to complete for the course
   d. what date are you able to start your hours
   e. what date do you need to complete your hours by
6. Finally ask the the contact person if placements are available for the required time frame AND what the next steps are.

After a site has confirmed that a placement is available to you, then proceed to logging your placement in S4.
Tips for Finding Your Placement

- Partners receive a large number of emails, sometimes the best option is to call the community partner.

- Be prepared to ask what the process is to get started. Some sites require a livescan or TB test. Not all sites cover the cost of testing.

- Start looking for placements early.

- You can only log your placement once you have confirmed your placement with a site.

- You must contact the faculty member in charge of your course or your department for any course related questions and deadlines.
*If you wish to complete your hours at a site which is not listed, you must complete the Student Placement Request for Non-Contracted Sites.

If you choose a Non-Contracted Site it may take over a month to complete the process.

Student Placement Request for Non-Contracted Sites Link:
Logging Your Placement

Your course will populate in CalStateS4 two-business days after you have enrolled in your course.
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If you have any questions, please e-mail calstates4@csueastbay.edu.
Step 2: Select CSU East Bay
Step 3: Enter Your NetID
Step 4: Select “Place”
Step 5: Select “Search by Site”
Step 6: Select Your Site

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**

- [x] 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

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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.

[Next]
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 study, 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]
Sally Student

Student Email Address [Required]
whiteslad@cs.edu

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

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 irrevocably given up in return for allowing my participation in the activity. My signature on this document is intended to bind me and not only myself but also my successors, heirs, representatives, administrators, and assigns. I am 18 years or older. I understand that by providing an e-signature, I have read, understood and am accepting this waiver.

Signature of Participant [Required]

Submit
Step 12: Select “Finish Placement”
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.
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.
End of Service Survey

IMPORTANT: At the end of your service, you will be asked to complete a Student Community Based Learning Feedback Form.
Contact
If you have any questions email:

calstates4@csueastbay.edu