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/

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

Please log into your CalStateS4 account with your Net ID and Password
Step 3: Select Place to begin placement process

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

*Prior to* the placement process, only use the buttons next to your course.

Click "Place" AFTER you have contacted a site and secured a placement with the site.
*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 in a 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 course in the CCE office.

[Click here to get started]
Step 4: Select Search by Site
Step 5: Finding your Site

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

CSU East Bay

Sites

1. Select Program

Program | Site name | City | Organization Type | Focus Population | Focus Area(s) | Additional Focus Area(s) | Keyword | Site Tags
---|---|---|---|---|---|---|---|---
Choose some options | | | | | | | health | |
Step 5: Finding your Site Continues

2. Enter Site Name

<table>
<thead>
<tr>
<th>Program</th>
<th>Site name</th>
<th>City</th>
<th>Organization Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center for Community Engagement</td>
<td>Alameda County Community Food</td>
<td></td>
<td>Choose some options</td>
</tr>
</tbody>
</table>

Focus Area(s): Choose some options
Additional Focus Area(s): Choose some options
Keyword: health
Site Tags: 

Apply
Step 6: Select Your Site

Select your site by clicking on the site name.

Alameda County Community Food Bank
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, seniors, 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...

Alameda County Complete Count Committee
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...
Step 7: Press “Select This Site”

Click on "Select this site" to pick the site for your placement
Step 8: Placement continues

Select Opportunity

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

Food Sorter/Packager

Select Site Staff

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

Last name  First name  Email address  Phone number
Dinglasan  Aila  adinglasan@accfb.org (510) 636-3663
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.

**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

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.

Student Identification Information

Student Name: Sally Student
Student Email Address: calstates12@csueastbay.edu
Course Department, Title, Number: TST 100 (1): Test Course
Instructor Name: 

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 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.

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?

☐ 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: 

Click to submit waiver
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)

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