SERVICE LEARNING & INTERNSHIP PLACEMENTS: CALSTATES4

1

FIND A PLACEMENT SITE OR OPPORTUNITY

Students may search in CalStateS4 or identify their own opportunities and request approval.

Search in S4

Search S4 Sites:
All Partners

Search S4
Opportunities

Site Request

Submit a Site Request .

Students will be contacted if the site has been approved or denied.

NOTE: Site Requests

Can take 10-14 days for review, depending on how long it takes the site to submit required information. Unpaid opportunities also require that the site/organization sign an agreement with the University.

2

CONTACT THE SITE SUPERVISOR

Prior to placing in S4 or submitting a site request, be sure to confirm the placement, opportunity details, and schedule with the organization.

398/498/698?

If seeking to enroll in a 398/498/698 internship course an offer letter on company letterhead is required.

398/498/698 Offer Letter

- start/end dates
- employer contact information
- paid/unpaid
- # of hours/week
- job description

NOTE: International Students

The Center for International Education (CIE) will receive notification from CalStateS4 once you record your placement in S4. Email cie@csueastbay.edu to schedule a meeting with CIE to process your CPT.

3

RECORD THE PLACEMENT IN S4

- Log into CalStateS4 with Net ID.
- Find course & select "Place."
- Follow instructions in S4.
- Complete information in Placement Record.

Don't see a course?

You may not see a course and will need to click "Click here to Get Started." You will re-enter name to create an account.

398/498/698?

UPLOAD required offer letter when prompted in the Placement Record.

NOTE: 398/498/698 Registration

The CalStateS4 system notifies your academic department for approval. The academic department manages course registration and access.

QUESTIONS? EMAIL THE CENTER FOR COMMUNITY ENGAGEMENT
CALSTATES4@CSUEASTBAY.EDU