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How to Login
Login to SJS4

Log in via this link: https://app.calstates4.com/sjsu

NOTE: Login will ask for your MySJSU ID & password
How to Review Courses
Manage Your Courses
### Manage current courses

#### Fall 2018

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Program</th>
<th>Enrollment</th>
<th>Faculty actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2018: TST 109 (1): Test Course</td>
<td>Service Learning</td>
<td>1</td>
<td>Select sites, Copy sites, View course</td>
</tr>
</tbody>
</table>

#### Fall 2015

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Program</th>
<th>Enrollment</th>
<th>Faculty actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015: AE 112 (01): Aerostuctures I</td>
<td>Service Learning</td>
<td>76</td>
<td>Select sites, Copy sites, View course</td>
</tr>
</tbody>
</table>

#### Test Term

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Program</th>
<th>Enrollment</th>
<th>Faculty actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Term: TST 200 (2): Test Course</td>
<td>Service Learning</td>
<td>1</td>
<td>Select sites, Copy sites, View course</td>
</tr>
</tbody>
</table>
NOTE:

- Student placement sites are listed under ‘Current Placements’.
- When students have completed the Release of Liability as well as the Learning Plan and Participation Guidelines, Yes will appear under Forms. If students have not completed these forms, No will appear under Forms.
How to Review Site Information
Hello Fran! What would you like to do?

If your course does not appear, please note it may take up to 48 hours after you are logged in to the B4 system for the B4 system to capture your courses. If the course should be in the system, please contact your program administrator at community.learning@sjtu.edu.

Manage your courses
18 Reasons

Organization Description
18 Reasons depends on an active and vibrant team of volunteers to carry out our mission: empowering our community with the confidence and creativity to buy, cook and eat good food every day. Volunteers assist with all of our public events, both in our 18th St Classroom in the Mission district and in Cooking Matters classes around the Bay Area.

As a volunteer, you are an important link to our guests’ satisfaction and to our organization’s success. Therefore, we strive to make your experience satisfying. We encourage you to have fun, to learn, and to share what you glean with others. We hope that your service proves to be a valuable experience and contributes to your life as an engaged member of our community.

The five steps to becoming a volunteer for Cooking Matters can be found here.

If you are interested in volunteering for the public classes and events on our 18th St Classroom in the Mission neighborhood of San Francisco, please email volunteering@18reasons.org to sign up for an orientation. We keep a waitlist of interested volunteers and induct three times a year. When the next orientation date is determined, we will send an application to everyone on the waitlist. Once applications are approved, new crew members are required to attend a 2-hour orientation. After the orientation, you will be able to sign up for volunteer shifts right away.

Program Information
Due to the schedule of our public classes and events, we prioritize training volunteers who are available on weekday nights and Sunday evenings for 4-6 hour shifts.

18th St Crew members set up the classroom and kitchen, serve guests, assist chefs and instructors, and clean up. Volunteering has many perks, including free access to classes and events, free food, gift cards, and invitations to special gatherings.

Each Cooking Matters class is taught by a volunteer chef, nutritionist, and class assistant; this team is led by 18 Reasons staff. You don’t have to be a professional... more

Health & Safety Requirements
How to Add Sites to Course
Manage Your Courses

Hello Fran! What would you like to do?

If your course does not appear, please note it takes up to 48 hours after course is logged for STU to be recognized. If the course should be in the system, please contact your program administrator at community.learning@sj州.edu.

Manage your courses
NOTE:
• You can select specific sites where you want your students to complete their placement.
NOTE:

- You can select specific sites where you want your students to complete their placement.
### Sites

<table>
<thead>
<tr>
<th>Site name</th>
<th>City</th>
<th>Program</th>
<th>Organization type</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Service Learning 1</td>
<td></td>
</tr>
</tbody>
</table>

### 18 Reasons

- **Approved Contact:** See details for expiration date
- **Address:** 2674 18th Street, San Francisco, 94110

Due to the schedule of our public classes and events, we prioritize training volunteers who are available on weeknights and Sunday evenings for 4.5-hour shifts.

18th St Crew members set up the classroom and kitchen, serve guests, assist chefs and instructors, and clean up. Volunteering has many perks, including free.

**Remove:** 18 Reasons from TST 100 (11: Test Course)

### Ability Now Bay Area

- **Address:** 4850 Lincoln Avenue, Oakland, 94602

Ability Now Bay Area educates and empowers adults with disabilities and their families through advocacy, wellness, and building independence. We offer adults with developmental and physical disabilities the most comprehensive and cutting-edge services available. We promote self-advocacy, independent living skills, and leisure skills, which enhances our participants’ ability to live more independent and fulfilling lives.

**Add Ability Now Bay Area to TST 100 (1): Test Course**

### Contact Information

- **(415) 468-2710**
  - **Program(s):** Service Learning
  - **Type:** Nonprofit - Other
  - **Issue:** No issues selected

- **(510) 531-3323**
  - **Program(s):** Internship, Service Learning, Administration
  - **Type:** Nonprofit - Other
  - **Issue:** No issues selected
How to Request a New Site
• If you wish to have a site added that is not listed in SJS4, please complete the Student & Faculty Request for a New Site.
• It **may take over a month** to on board a new site depending on how long it takes to have the University-Organization Agreement (UOA) signed.
• If the agency requests modifications to the UOA, your department works with the agency to identify modifications and submits a SJSU purchase requisition.
New Site Workflow

Student & Faculty Request for a New Site Submitted

Agency Sent & Submits New Partner Proposal Form

Agency Sent & Reviews UOA

Department Notified that Agency Requested Modifications

Department Identifies Modifications & Submits Purchase Order

SJSU Contracts Office Negotiates & Prepares Modified UOA

Agency Signs Modified UOA

Contracts Approves Modified UOA & Sends SJS4 Notification

SJS4 Activates Site & Archives UOA

Agency Signs UOA

SJS4 Designee Approves UOA