Student Placement Guide
How to Find a Placement
Step 1: Login to SJS4

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

NOTE: Login will ask for your MySJSU ID & password
Step 2: Browse

San Jose State University

Hello  What would you like to do?

If you are not assigned to a course and should be, please note it takes up to 48 hours after registration for you to be enrolled in the 94 system. If problem continues contact your program administrator at communitylearning@sjau.edu.

Course

Fall 2018  TST 100 () Test Course  Browse  Place

View my placements

You have 0 current placements and 4 past placements.
Step 3: Search By Site

Search by site
If you know the name of the site (organization) where you are serving, find the site and continue your placement process.

Search by opportunity
If you know the name of your opportunity (for example a specific project or internship), find the opportunity and continue your placement process.

Search by site
Search by opportunities
Step 4: Click Site

**NOTE:** Select your program under the program site field. If your program is not listed, select “Service Learning”
Step 5: Review Site Information

Alum Rock Counseling Center

Organization Description
ARCC fosters healthy communities by increasing family cohesiveness, school success and personal development through counseling, mentoring, and life skills education among high-risk youth in Santa Clara County.

Program Information
- Alum Rock Counseling Center’s Community Services Unit (CSU) provides internships with school-based programs in East San Jose. The internships are real-world experience with high-risk youth and diverse families in the non-profit sector. Interns will develop their knowledge of client and community-based services allowing for exploring a career in education, social work, counseling, corrections, public policy, and other service fields. Interns will enhance their professional skills including leadership, organization, interpersonal communication, and community.

Health & Safety Requirements
Must be 18 or older, have a Social Security Number, DOJ Livescan Finger Prints, and TB test.

Site Details
Address:
1245 C Santa Clara Street
San Jose, CA 95116
United States

General Phone:
(408) 910-8048

General Email:
info@alumrockcc.org

Website:
http://www.alumrockcc.org/

Main Contact:
Name: Geleka Chun
Job Title: CSU Program Lead
Phone: (408) 910-0446
Email: ochun@alumrockcc.org
Contact Organizations

BE PREPARED TO PROVIDE:
• First Name
• Last Name
• University Name
• Major
• Course you are enrolled in that requires service hours
• Semester you are taking the identified course
• How many hours you need to complete for the course
• Date you are able to start
• Date by which you need to complete your hours

ASK
• If placements are available for the required time frame.
• What the next steps are to get started.
THINGS TO CONSIDER:

- 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 these requirements.
- Start looking for placements early.
- Contact your instructor or your department for any course related questions and deadlines.

AFTER a site has confirmed that a placement is available for you, then proceed to logging your placement in SJS4.
• If you wish to complete your hours at a site not listed in SJS4, you must complete the Student & Faculty Request for a New Site.
• If you choose to pursue the Student Request for a New Site, it may take over a month to complete the process.
How to Log a Placement
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Hello

What would you like to do?

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Course
Fall 2018  TST 100 (1): Test Course  Browse  Place

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San Jose State University

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Step 5: Select This Site

Alum Rock Counseling Center

View Opportunities

Select this site
Back to Sites list

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Health & Safety/Requirements
Must be 18 or older, have a Social Security Number, DOJ LiveScan Fingerprint, and TB test.

Site Details
Address:
1245 E Santa Clara Street
San Jose, CA 95116
United States
General Phone:
(408) 910-54-68
General Email:
info@alumrockcc.org
Website:
http://www.alumrockcc.org/

Main Contact:
Name:
Gelka Chun
Job Title:
CSU Program Lead
Phone:
(408) 910-04-16
Email:
ochun@alumrockcc.org

San Jose

Program:
Service Learning
Organization type:
Health Care

Hours of operation:
Preferred availability: Mon-Fri between 9am-6pm. Actual services hours will be agreed on by Intern and Supervisor.

Foreign languages:
Spanish

Site issues addressed:
Education
High School
Middle School
Behavioral Health
Gang Prevention and Intervention
Youth Development and Services
Step 6: Review Opportunities

Select Opportunity

Program: Service Learning - Course: TST 100 (1) - Test Course - Site: Alum Rock Counseling Center

Intern I (Service Learning)

NOTE: You may be asked to choose an opportunity, if the opportunity does not apply, click Skip this step
Step 7: Review Site Staff

Select Site staff

Program: Service Learning - Course: TST 100 (1) - Test Course - Site: Alum Rock Counseling Center - Opportunity: Intern I (Service Learning)

NOTE: You may be asked to identify site staff, if the person who appears is not your site supervisor, click Skip this step
Step 8: Review Health & Safety Info

San Jose State University

Note: Click here to continue to the next page
Step 9: Enter Term & Hours of Service

San Jose State University

Program: Service Learning - Course: TST 100 (1) - Test Course - Site: Alum Rock Counseling Center - Opportunity: Intern I (Service Learning) - Risk: Accepted

Term: Requested - Fall 2018 (X)

Please estimate the minimum number of hours you will serve at this site
Alum Rock Counseling Center requests a minimum of 20 hours. Requested

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: Complete Placement Forms

Note: You MUST complete both forms before you begin working at your site.
Step 11: Complete Learning Plan

2. Learning Plan and Participation Guidelines (SL)

Learning Plan Agreement

I. Student Information
Student Name: [Input]
Student Email: [Input]
Primary Emergency Contact's Name: [Input]
Relationship: [Input]
Primary Phone: [Input]
Secondary Emergency Contact's Name: [Input]
Relationship: [Input]
Secondary Phone: [Input]

II. Site Information
Learning Site: [Input]
Site Staff Contact Name: [Input]

III. Course Information
Course Details (Title, subject, number, and section)
Service Objectives (list your primary responsibilities at the Learning Site)
Learning Objectives (describe how your primary responsibilities support your course work)
Full credit: [Input] hours per week toward completion of the service learning objectives listed in your learning plan
for a total of [Input] service hours.
Participant's Signature
Date: [Input]

Next Page >
Step 12: Complete Participation Guidelines

2. Learning Plan and Participation Guidelines (SL)

Participation Guidelines

1. I agree to complete any paperwork and/or instructions required by my professor or site supervisor as part of this learning activity.
2. I understand and acknowledge that there are potential risks associated with this learning activity, some of which may arise from: (a) my assigned tasks and responsibilities, (b) the location of the learning activity, (c) the physical characteristics of the Learning Site, (d) the amount and type of criminal activity or hazardous materials at or near the location of the learning activity, (e) any harm associated with the learning activity, (f) the time of day when I will be present at the Learning Site, (g) the criminal, mental, and social backgrounds of the individuals I will be working with or serving, and (h) the amount of supervision I will receive. I further understand and acknowledge that my safety and well-being are primarily dependent upon my acting responsibly to protect myself from personal injury, bodily injury or property damage.
3. Being aware of the risks inherent in this learning activity, I nonetheless voluntarily choose to participate in this learning activity. I understand that I may stop participating if I believe the risks become too great.
4. While participating in this learning activity, I will (a) exhibit professional, ethical and appropriate behavior; (b) abide by the Learning Site’s rules and standards of conduct, including wearing any required personal protective equipment; (c) participate in all required training; (d) complete all assigned tasks and responsibilities in a timely and efficient manner; (e) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (f) be punctual and notify the Learning Site if I believe I will be late or absent; and (g) respect the privacy of the Learning Site’s clients.
5. While participating in this learning activity, I will not (a) report to the Learning Site under the influence of drugs or alcohol; (b) give or borrow money or other personal belongings I a client; (c) make promises to a client I cannot keep; (d) give a client or representative a ride in my personal vehicle; (e) engage in behavior that might be perceived as harassment of a client or Learning Site representative; (f) engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (g) engage in any type of business with clients during the term of my placement; (h) disclose without permission the Learning Site’s proprietary information, records or confidential information concerning its clients; or (i) enter into personal relationships with a client or Learning Site representative during the term of my placement. I understand that the Learning Site may dismiss me if I engage in any of these behaviors.
6. I agree to contact my course instructor and the University’s Director for the Center for Community Engagement at (808) 656-2525 if I believe I have been discriminated against or harassed or injured while engaged in this learning activity.
7. I understand and acknowledge that neither the University nor the Learning Site assumes any financial responsibility for the event I am injured or become ill as a result of my participating in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any injury or illness. I acknowledge that the University recommends that I carry health insurance.

By signing below, I have read, understand and agree to comply with these guidelines.

Student Signature: ____________________________
Date: __________________

Today's Date: __________________

Important Instructions: After you submit this form, select “View submission” and then print the form, that it can be signed by your faculty and site supervisor.
Step 13: Sign Release Forms

RELEASE OF LIABILITY, PROMISE NOT TO SUE, ASSUMPTION OF RISK AND AGREEMENT TO PAY CLAIMS

In consideration for being allowed to participate in this Activity, on behalf of myself and my next of kin, heirs and representatives, I release from all liability and promise not to sue the State of California, the Trustees of the California State University, California State University, San Jose State University and their employees, officers, directors, volunteers and agents (collectively, "University") from any and all claims, including claims of the University’s negligence, resulting in any physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability, (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or another's actions, reaction or negligence conditions related to travel or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I am voluntarily participating in this Activity. I am aware of the risks associated with traveling to, from and participating in this Activity, which include but are not limited to physical or psychological injury, pain, suffering, illness, disfigurement, temporary or permanent disability (including paralysis), economic or emotional loss, and/or death. I understand that these injuries or outcomes may arise from my own or another’s actions, reaction, or negligence conditions related to travel or the condition of the Activity location(s). Nonetheless, I assume all related risks, both known or unknown to me, of my participation in this Activity, including travel to, from and during the Activity.

I agree to hold the University harmless from any and all claims, including attorney’s fees or damage to my personal property, that may occur as a result of my participation in this Activity, including travel to, from and during the Activity. If the University incurs any of these expenses, I agree to reimburse the University. If I need medical treatment, I agree to be financially responsible for any costs incurred as a result of such treatment. I am aware and understand that I should carry my own health insurance.

I understand the legal consequences of signing this document, including (a) releasing the University from all liability, (b) promising not to sue the University, (c) and assuming all risks of participating in this Activity, including travel to, from and during the Activity.

I understand that this document is written to be as broad and inclusive as legally permitted by the State of California. I agree that any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

Note: Once you click ‘submit’, it will lead you to a different page.
Step 14: Finish Placement
Placement Complete!

Placement #63346

Congratulations, you have placed!

Student: Sally Student
Placed by: Sally Student
Course: IST 103 (1): Test Course
Program: Service Learning
Site: Alum Rock Counseling Center
Site Staff: Celina Chun
Opportunity: Intern I (Service Learning)

Placement Term/Dates:
Fall 2018 (6/11/2018 to 12/14/2018)
Estimated Hours: 80
Reported Hours: Not Reported

Note: At the end of the semester you will be asked to log back into SJS4 to submit your final hours.