How to Log 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: Place

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 S4 system. If problem continues contact your program administrator at community.learning@sjou.edu.

Course

Fall 2018 TST 100 (1): Test Course

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

San Jose State University

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 site

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 opportunities
NOTE: To find your internship site, type the site name. You don't have to select the program and organization type to find your site.
Step 5: Select This Site

Alum Rock Counseling Center

View Opportunities

Select this site
Back to Sites list

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 experiences 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, DUI Livescan Finger Prints, and TB test.

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

General Phone:
(408) 910-6461

General Email:
info@alumrockcc.org

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

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

San Jose
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Programs:
- Service Learning
- Organization:
  - Health Care

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

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

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

Note: Click here to continue to the next page
Step 9: Enter Term & Hours of Service
Note: You **MUST** complete both forms before you begin working at your site.
Step 11: Complete Learning Plan
Step 12: Complete Participation Guidelines

2. Learning Plan and Participation Guidelines (SL)

- Click here to return to the placement process
- Click here to return to the placement process
- Click here to return to the placement process

Participation Guidelines

1. I agree to complete any paperwork and orientations 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 I may sustain while in 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 individual(s) 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 in the 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 loan money or other personal belongings to 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 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) discourse 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 (989) 652-2359 if I believe I have been discriminated against, 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 in the event I am injured or become ill as a result of my participation in this learning activity. I understand that I am personally responsible for paying any costs I may incur for the treatment of any such 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:
Clear Signature:
Today's Date:

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

Note: Once you click 'submit' it will lead you to a different page
Step 14: Finish Placement
Placement Complete!

San Jose State University

Placement #63346

Congratulations, you have placed!

Student: Sally Student
Placed by: Sally Student
Course: TST 100 (1): Test Course
Program: Service Learning
Site: Alum Rock Counseling Center
Site Staff: Colma Chun
Opportunity: Intern I (Service Learning)

Placement Term/Dates:
Fall 2018 (8/11/2018 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.