

# Faculty Guide



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# How to Login

# Login to SJS4

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



San Jose State University

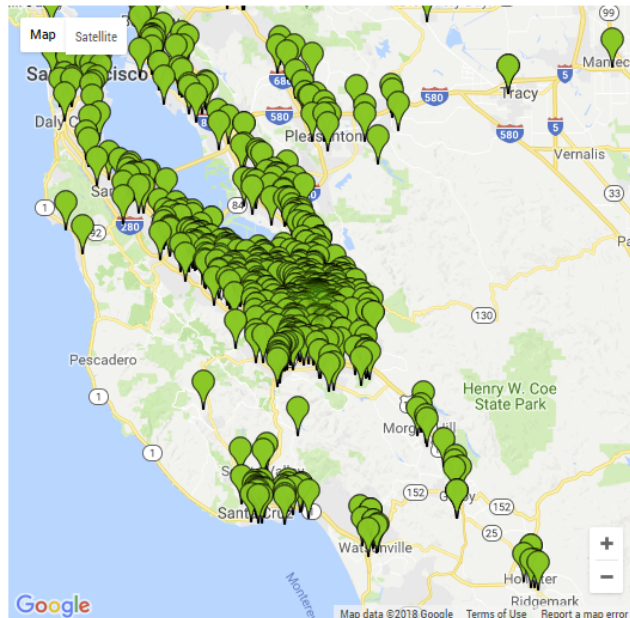
HOME SITES OPPORTUNITIES



Student/Faculty Log In

Community Partner Log In

## SJS4 - Supporting Students and Service Sites



Welcome to **SJS4 – Spartans 4 Service**, the management system *Supporting Students and Service Sites*. SJS4 is coordinated by the SJSU's Center for Community Learning & Leadership (CCLL). Engagement in High Impact Educational Practices such as community-based learning or internships is tracked institutionally with SJS4. This CSU database facilitates student placement at approved learning sites and collects data needed to assess SJSU's impact on our community, and the impact of these activities on student learning, and ultimately on retention and graduation rates.



**NOTE:** Login will ask for your **MySJSU ID & password**



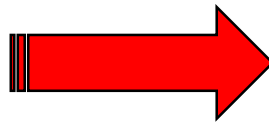
# How to Review Courses

# 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 tagged for SL for the S4 system to capture your course. If the course should be in the system, please contact your program administrator at [community.learning@sjsu.edu](mailto:community.learning@sjsu.edu).



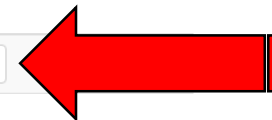
[Manage your courses](#)

# View Courses



## Manage current courses

				Fall 2018		
	Course Name	Program	Enrollment	Faculty actions		
Fall 2018	TST 100 (1): Test Course	Service Learning	1	Select sites	Copy sites	View course
				Fall 2015		
	Course Name	Program	Enrollment	Faculty actions		
Fall 2015	AE 112 (01): Aerostructures I	Service Learning	76	Select sites	Copy sites	View course
				Test Term		
	Course Name	Program	Enrollment	Faculty actions		
Test Term	TST 200 (2): Test Course	Service Learning	1	Select sites	Copy sites	View course





# Review Student Placements

San Jose State University

NEED HELP? FACULTY@SJ.EDU

HOME SITES OPPORTUNITIES LOGOUT



## 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**.

## TST 100 (1): Test Course

Select/Delete program sites

Copy program sites from a course

View Student Forms Student Report Timelogs

### Enrolled Students

Operations

Place student(s)

<input type="checkbox"/>	First Name	Last name	Last login	Forms Completed	Signatures Completed	Current placements
<input type="checkbox"/>	Sally	Student	06/07/2018 - 1:17pm	Yes	N/A	<ul style="list-style-type: none"><li>Center for Community Learning and Leadersh</li><li>Center for Community Learning and Leadersh</li><li>Center for Community Learning and Leadersh</li><li>African American Community Service Agency</li><li>Alum Rock Counseling Center</li></ul>

Limit placements to the sites listed below

Update

### Program Sites

Alum Rock Counseling Center

Abacus Education Advisors PVT LTD

### Faculty

Faculty, Fran

Program:

Service Learning

Term:

Fall 2018

Max placements per student:

1

Syllabus

Choose File No file chosen

Files must be less than 100 MB.

Allowed file types: txt doc docx pdf rtf.

Upload



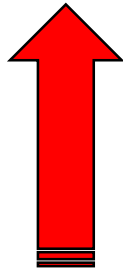
# How to Review Site Information

# Review Site Information



San Jose State University NEED HELP? FACULTY@SJ.EDU

HOME SITES OPPORTUNITIES LOGOUT



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[Manage your courses](#)



# Review Site Information

## Sites

You are currently adding sites to TST 100 (1): Test Course.

I'm done with this course. Complete process.

Displaying 1 – 50 of 376

Search fields are exclusive. [What's that?](#)

Site name  Contains  City  Program  Organization type

Site Tags  Keyword  Items per page



### 18 Reasons

Approved Contract. See Notes for Expiration Date [VIEW SITE NOTES](#)

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 4-6 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...

### Ability Now Bay Area

Approved Contract. See Notes for Expiration Date [VIEW SITE NOTES](#)

4500 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 fulfilled lives.

(415) 468-2710

**Program(s):** Service Learning

**Type:** Nonprofit - Other

**Issue:** No issues selected.

(510) 531-3323

**Program(s):** Internship, Service Learning, Kinesiology

**Type:** Nonprofit - Other

**Issue:** No issues selected.

# Review Site Information



## 18 Reasons

At – 18 Reasons

Subscribe

View

Log Entries

Opportunities

Site staff

Timelogs

### 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](mailto: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 weeknights 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



### Program(s):

Service Learning

### Organization type:

Nonprofit - Other

### Site issues addressed:

Health, Hunger and Homelessness



# How to Add Sites to Course

# Manage Your Courses



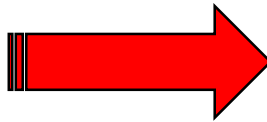
San Jose State University

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[Manage your courses](#)

# Select Sites



**NOTE:**

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

## Manage current courses

Fall 2018			
Course Name	Program	Enrollment	Faculty actions
Fall 2018	TST 100 (1): Test Course	Service Learning	1
			<a href="#">Select sites</a> <a href="#">Copy sites</a> <a href="#">View course</a>
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Course Name	Program	Enrollment	Faculty actions
Test Term	TST 200 (2): Test Course	Service Learning	1
			<a href="#">Select sites</a> <a href="#">Copy sites</a> <a href="#">View course</a>



# Add & Remove Sites



## NOTE:

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



You are currently adding sites to TST 100 (1): Test Course.

I'm done with this course. Complete process.

Displaying 1 – 50 of 376  
Search fields are exclusive. [What's that?](#)

## Sites

Site name  Contains  City  Program  Organization type

Site Tags  Keyword  Items per page

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<b>Type:</b> Nonprofit - Other
<b>Issue:</b> No issues selected.

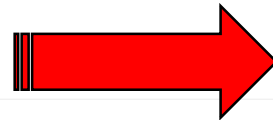
  

(510) 531-3323
<b>Program(s):</b> Internship, Service Learning, Kinesiology
<b>Type:</b> Nonprofit - Other
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# Complete Process



## Sites



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# How to Request a New Site

# Faculty Request for New Site



*Faculty Request for a New Site Link:* <https://app.calstates4.com/sjsu/request-for-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

