

Student Placement Guide



SJSU Center for Community
Learning & Leadership

SJS4 
SPARTANS FOR SERVICE



How to Find a Placement

Step 1: Login to SJS4

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



San Jose State University

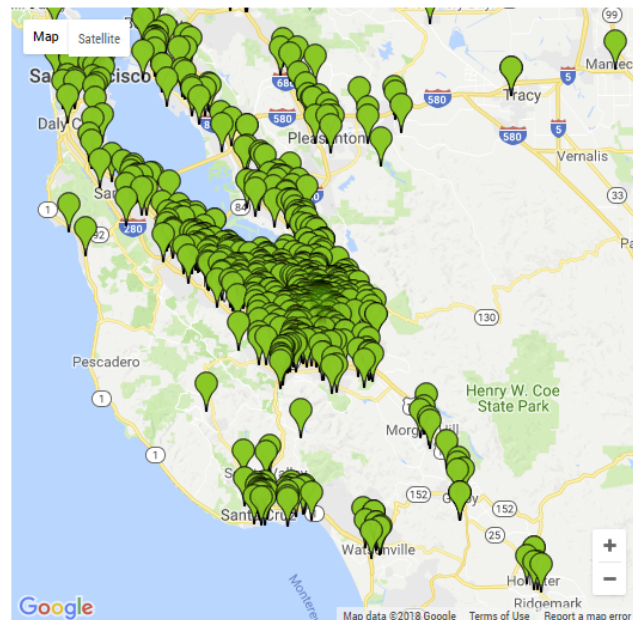
HOME SITES OPPORTUNITIES



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**

Step 2: Browse



San Jose State University

HOME

SITES

OPPORTUNITIES

LOGOUT

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@sjsu.edu.

Course

Fall 2018

TST 100 (1): Test Course

Browse

Place

[View my placements](#)

You have 0 current placements and 4 past placements.





Step 3: Search By Site

Program: Service Learning - Course: TST 100 (1): Test Course

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.

Step 4: Click Site



NOTE: Select your program under the program site field. If your program is not listed, select “Service Learning”

Sites

The sites suggested by your faculty are marked below, however, you are allowed to select any site included

Displaying 1 – 50 of 693
Search fields are exclusive. [What's that?](#)

Site name Contains City Program Organization type

Keyword Items per page

Abacus Education Advisors PVT LTD Suggested Site
No address provided.
Abacus Overseas Education Advisors Pvt. Ltd. is an overseas educational consultants organization dedicated towards providing services to Students in making educational avenues abroad accessible to them.

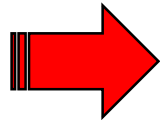
Alum Rock Counseling Center Suggested Site
1245 E Santa Clara Street, San Jose, 95116
• Alum Rock Counseling Center's Community Services Unit (CSU) provides internships with school-based programs in East San Jose. The internships are real-world experience with high-risk youth and diverse families in the non-profit sector. Interns will develop their knowledge of client and community-based services allowing...

18 Reasons
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.

info@abacuseducation.ca
Program(s): Service Learning
Type: No type identified.
Issue: No issues selected.

(408) 910-0446
Program(s): Service Learning
Type: Health Care
Issue: Education, High School, Middle School

(415) 468-2710
Program(s): Service Learning
Type: Nonprofit - Other



Step 5: Review Site Information



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 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 ... [more](#)

Health & Safety/Requirements

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

Site Details

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

General Phone:
(408) 910-0446

General Email:
info@alumrockcc.org

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

Main Contact:

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



Program(s):

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 language:

Spanish

Site issues addressed:

Education
High School
Middle School
Behavioral Health
Gang Prevention and Intervention
Youth Programs and Services

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.

Tips for Finding Your Placement



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.

Student Request for New Site

Student Request for a New Site Link: <https://app.calstates4.com/sjsu/request-for-a-new-site>



- 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



Step 1: Login to SJS4

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

San Jose State University

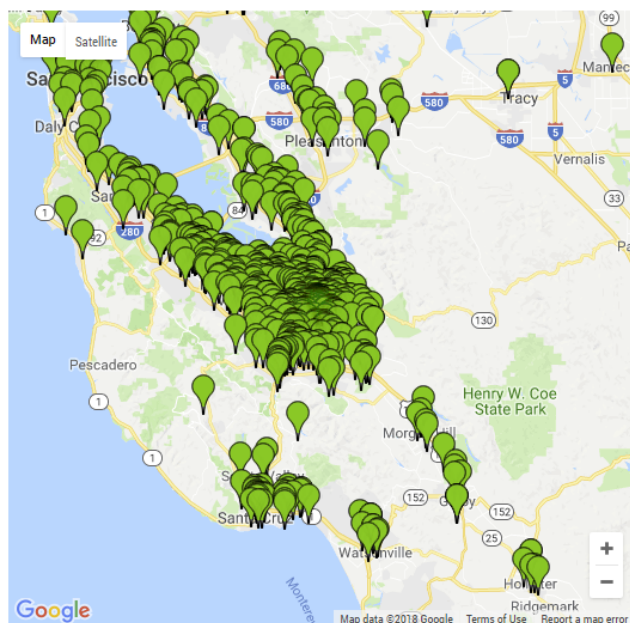
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NOTE: Login will ask for your **MySJSU ID & password**

Step 2: Place



San Jose State University

[HOME](#) [SITES](#) [OPPORTUNITIES](#) [LOGOUT](#)

Hello

What would you like to do?

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Course

Fall 2018 TST 100 (1): Test Course

[Browse](#)

[Place](#)



[View my placements](#)

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Step 3: Search By Site

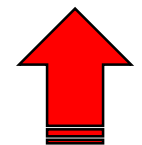
Progress bar with a blue segment on the left and a grey segment on the right. An orange button labeled "Start over" is positioned to the right of the bar.

Program: Service Learning - Course: TST 100 (1): Test Course

Search by site

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Search by site



Search by opportunity

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Search by opportunities

Step 4: Click Site



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info@abacuseducation.ca

Program(s): Service Learning

Type: No type identified.

Issue: No issues selected.

(408) 910-0446

Program(s): Service Learning

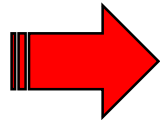
Type: Health Care

Issue: Education, High School, Middle School

(415) 468-2710

Program(s): Service Learning

Type: Nonprofit - Other



Step 5: Select This Site

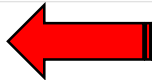


Alum Rock Counseling Center

View Opportunities

Select this site

[Back to Sites list](#)



Organization Description

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Site Details

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1245 E Santa Clara Street
San Jose, CA 95116
United States

General Phone:
(408) 910-0446

General Email:
info@alumrockcc.org

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

Main Contact:

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



Program(s):

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 language:

Spanish

Site issues addressed:

Education
High School
Middle School
Behavioral Health
Gang Prevention and Intervention
Youth Programs and Services



Step 6: Review Opportunities

Select Opportunity

Progress bar: [Blue segment] [Grey segment]

Start over

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

Skip this step ←

Intern I (Service Learning)

Opportunity Details

Select ↑




NOTE: You may be asked to choose an opportunity, if the opportunity does not apply, click **Skip this step**



Step 7: Review Site Staff

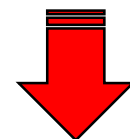
Select Site staff

 [Start over](#)

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

[I don't see my site staff](#) [Add Site Staff](#) [Not sure or N/A](#) [Skip this Step](#)

Last name	First name	Email address	Phone	Select
Chun	Celina	cchun@alumrockcc.org	(408) 910-0446	Select



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

HOME SITES OPPORTUNITIES LOGOUT

Start over

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

Health & Safety Information for *Alum Rock Counseling Center*

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

I have read and understand the above risk associated with this site

*If you do not agree and would like to choose a different site, please click 'Start Over' above.



Note: Click here to continue to the next page

Step 9: Enter Term & Hours of Service



Dates of Placement

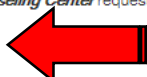
Start over

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

Term **Required**

Please estimate the minimum number of hours you will serve at this site

Alum Rock Counseling Center requests a minimum of 20 hours. **Required**



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

San Jose State University

NEED HELP? STUDENT@SJ.EDU

HOME SITES OPPORTUNITIES LOGOUT



Note: You **MUST** complete both forms before you begin working at your site.

Placement Forms

After you have finished completing all required forms, you **must** click Finish Placement to complete the process.



Start over

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

Signup Forms

2. Learning Plan and Participation Guidelines (SL)

Complete form *



1. Release of Liability, Service Learning

Complete form *



* This form is required to complete your placement.

Finish placement

Your placement is **not** complete until you have filled out all required webforms



Step 11: Complete Learning Plan

2. Learning Plan and Participation Guidelines (SL)

[Click here to return to the placement process](#)

Start

Page 2

Complete

Learning Plan Agreement

I. Student Information

Student Name

Student Email:

Primary Emergency Contact's Name

Relationship

Primary Phone

Secondary Emergency Contact's Name

Relationship

Secondary Phone

II. Site Information

Learning Site:

Site Staff Contact Name:

Site Staff Contact Name:

Modify or add the appropriate information about your site contact.

Site Staff Contact Email:

Modify or add the appropriate information about your site contact.

Site Staff Contact Phone:

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/further your course work):

I will devote hours per week toward completion of the service learning objectives listed in my learning plan

for a total of: service hours.

Participant's Signature

[Clear signature](#)

Date

[Next Page >](#)



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

- I agree to complete any paperwork and orientations required by my professor or site supervisor as part of this learning activity.
- 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 travel 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.
- 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.
- 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.
- 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 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.
- I agree to contact my course instructor and the University's Director for the Center for Community Engagement at (909) 869-4269 if I believe I have been discriminated against, harassed or injured while engaged in this learning activity.
- 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 participating 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.

Participation Guidelines

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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.

[< Previous Page](#)

[Submit](#)





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 (including paralysis and death), illness, damages, or economic or emotional loss I may suffer because 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 other's actions, inaction, 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 types of 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 if any portion is held invalid or unenforceable, I will continue to be bound by the remaining terms.

I have read this document, and I am signing it freely. **No other representations concerning the legal effect of this document have been made to me.**

Name of Participant **Required**

Sally Student



Signature of Participant **Required**



[Clear signature](#)

Confirmation of Age **Required**

I confirm that I am 18 years of age or older.

I am under 18 years of age

Submit



Note: Once you click 'submit' it will lead you to a different page



Step 14: Finish Placement

Placement Forms

[Click here to return to the placement process](#)

Start over

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

Signup Forms

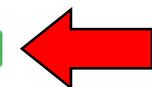
1. Release of Liability, Service Learning

[View submission](#)

2. Learning Plan and Participation Guidelines (SL)

[View submission](#)

[Finish Placement](#)





Placement Complete!

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: Celina Chun
Opportunity: [Intern I \(Service Learning\)](#)

Placement Term/Dates:
Fall 2018 (06/11/2018 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.

Signup Forms

1. Release of Liability, Service Learning

[View submission](#)

2. Learning Plan and Participation Guidelines (SL)

[View submission](#)