



# How to Log a Placement

# Step 1: Login to SJS4

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



San Jose State University

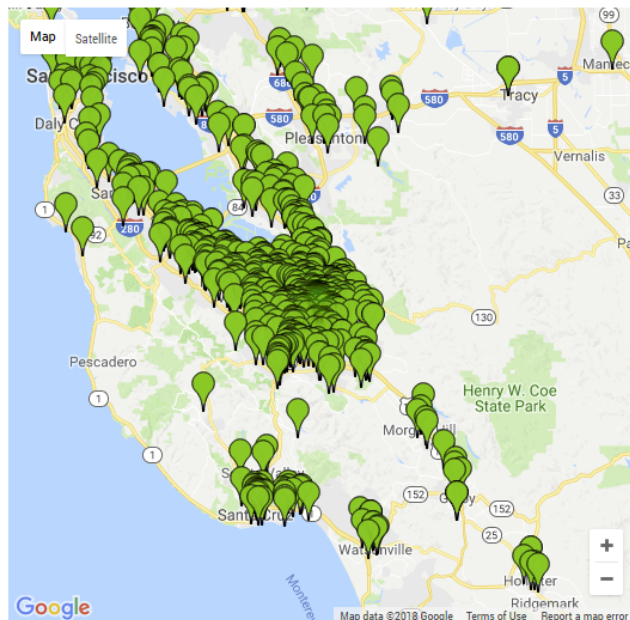
HOME SITES OPPORTUNITIES



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: Place



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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](mailto: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



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HOME SITES OPPORTUNITIES LOGOUT



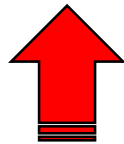
Start over

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 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

# Step 4: Click Site



**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.

## 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.

<a href="mailto:info@abacuseducation.ca">info@abacuseducation.ca</a>
<b>Program(s):</b> Service Learning
<b>Type:</b> No type identified.
<b>Issue:</b> No issues selected.

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

(415) 468-2710
<b>Program(s):</b> Service Learning
<b>Type:</b> Nonprofit - Other

# Step 5: Select This Site



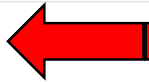
## Alum Rock Counseling Center

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 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](mailto: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](mailto: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

Start over

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

Skip this step

←

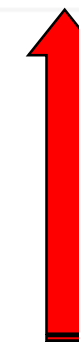
Intern I (Service Learning)

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

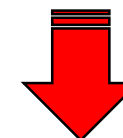
Program: Service Learning - Course: TST 100 (1): Test Course - Site: Alum Rock Counseling Center - Opportunity: Intern I (Service Learning)

I don't see my site staffAdd Site StaffNot sure or N/ASkip 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



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

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.

[Start over](#)

**Note:** Click here to continue to the next page

# Step 9: Enter Term & Hours of Service



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HOME SITES OPPORTUNITIES LOGOUT

## 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



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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.



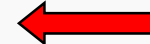
Start over

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](#)

Start Page 2 Complete

### 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 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.
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 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.
6. 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.
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 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

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 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.
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 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.
6. 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.
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 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.

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**



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



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

# Step 14: Finish Placement



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HOME SITES OPPORTUNITIES LOGOUT

## 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

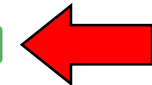
1. Release of Liability, Service Learning

[View submission](#)

2. Learning Plan and Participation Guidelines (SL)

[View submission](#)

[Finish Placement](#)



# Placement Complete!



San Jose State University

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

## 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 (08/11/2018 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](#)