



Stanislaus  
State



# Service Learning & Internship Placements: Stan State S4 Database

*For Students*

# What You Will Learn:

1. Using the S4 Database
2. Information Needed for Placement
3. Accessing S4
4. Logging In
5. Navigating S4
6. Completing Your Placement

# Using the S4 Database

The S4 database serves three purposes.

1. Identifies approved sites for service learning and internship courses.
2. You can make your site placement.
3. You can fill out the *Student Learning Plan and Participation Guidelines and Liability Waiver\**.

\*Necessary forms for completing risk management in compliance with the University.

# Information Needed for Placement

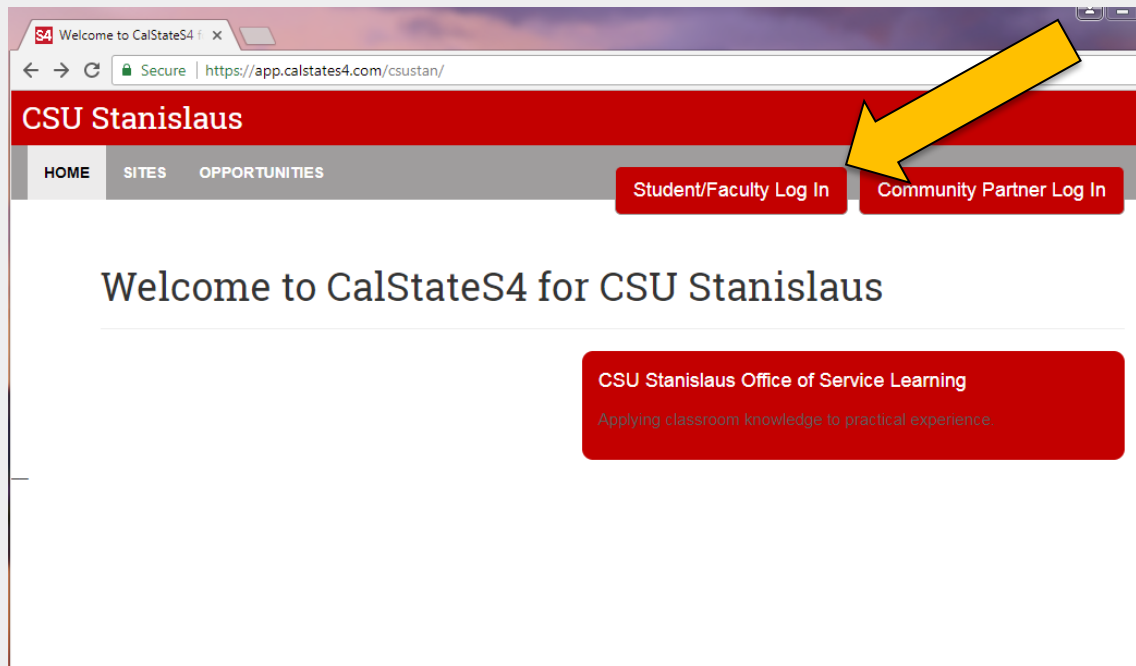
To make your placement, you will need the following information:

- Your site supervisor's name and email address.
- Your instructor's email address.
- An emergency contact name and phone number.
- Learning objectives.
- Service objectives (identify and describe the activities in which you will be engaged).

# Accessing S4

To access the database, log onto:

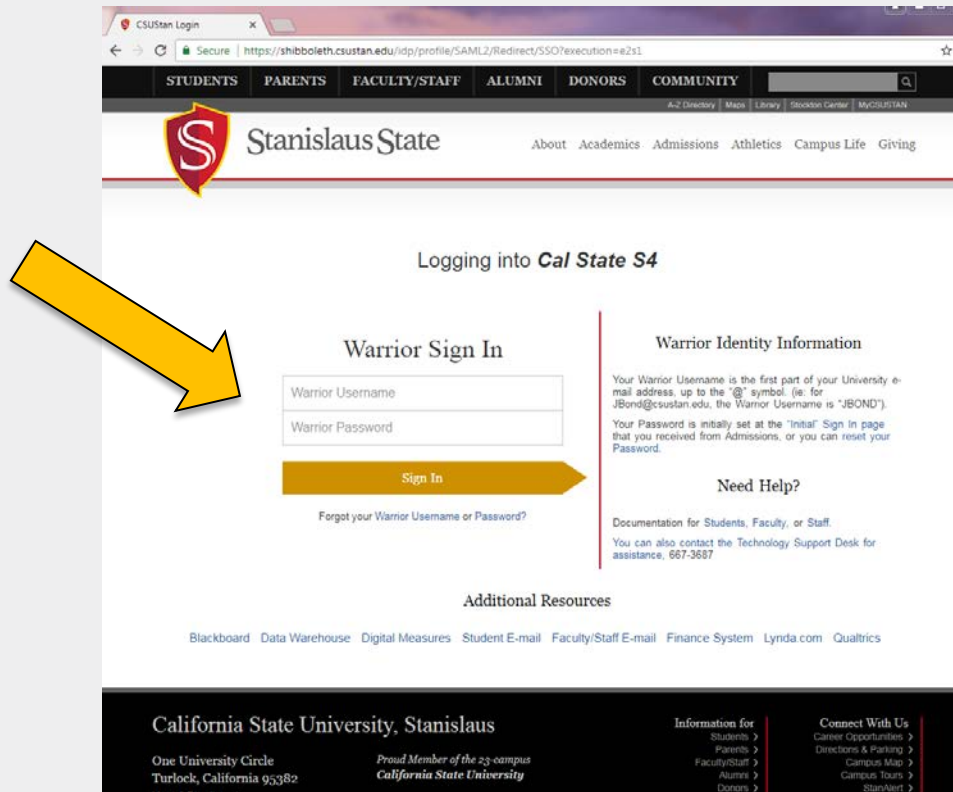
<https://app.calstates4.com/csustan/>



- Select “Student/Faculty Log In”

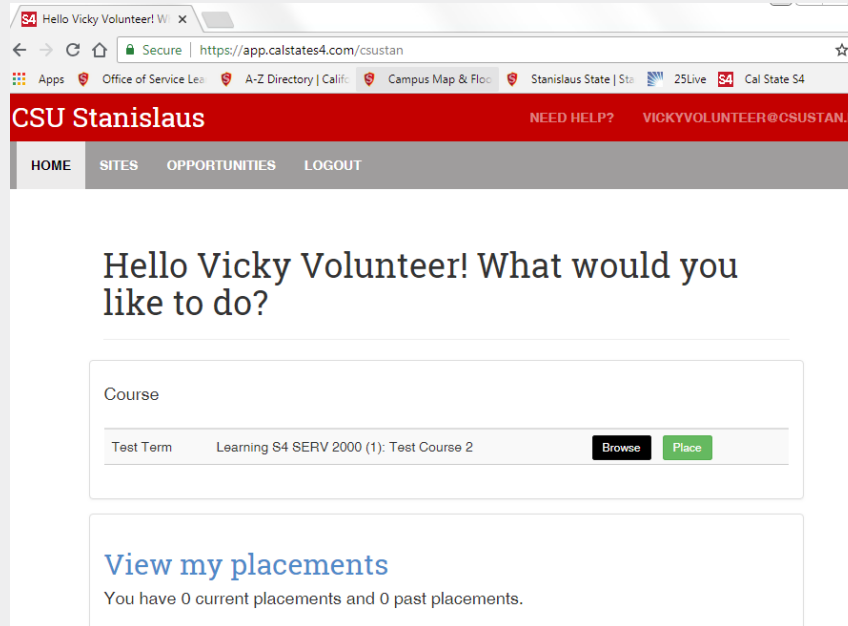
# Logging In

- Enter your Warrior Username and Password and select “Sign In”.



The screenshot shows the Stanislaus State login page. At the top, there is a navigation bar with links for STUDENTS, PARENTS, FACULTY/STAFF, ALUMNI, DONORS, and COMMUNITY. Below this is the Stanislaus State logo and a search bar. The main heading is "Logging into Cal State S4". The "Warrior Sign In" section contains two input fields: "Warrior Username" and "Warrior Password", followed by a yellow "Sign In" button. A yellow arrow points to this button. Below the sign-in fields is a link for "Forgot your Warrior Username or Password?". To the right, the "Warrior Identity Information" section explains that the username is the first part of the email address up to the '@' symbol and that the password is initially set at the 'Initial' Sign In page. Below this is a "Need Help?" section with a link to documentation and contact information for the Technology Support Desk. At the bottom, there is an "Additional Resources" section with links to Blackboard, Data Warehouse, Digital Measures, Student E-mail, Faculty/Staff E-mail, Finance System, Lynda.com, and Qualtrics. The footer contains the university name, address, and contact information, along with "Information for" and "Connect With Us" sections.

# S4 Main Page



This is the home page where all of your service learning and internship classes will appear. From here you can browse sites or select your site.

# Searching for a Site

When searching placement sites, you can enter specific search criteria or you can scroll the alphabetical list of community partners.



CSU Stanislaus

NEED HELP? VICKYVOLUNTEER@CSUST

HOME SITES OPPORTUNITIES LOGOUT

### Sites

Displaying 1 - 50 of 83  
Search fields are exclusive. What's that?

Site name  City  Program

Organization type  Site Type  Keyword  Items per page

[Apply](#)

**African American Chamber of San Joaquin Foundation (AACSJF)** Suggested Site  
42 N. Sutter St. Ste. 208, Stockton, 95202  
\*Founded in 1979, The African American Chamber of San Joaquin Foundation (AACSJF) is an organization which provides resources for the creation, growth, and general welfare of African American companies and beyond in the San Joaquin County area. \*

**Behavioral & Educational Strategies Training (B.E.S.T.)** Suggested Site  
5716 Pirrono Road, Salido, 95368  
Depending on the necessary requirements of the internship, we can be flexible with their duties. Our main positions here are tutors and therapists but we have various administrative/leadership roles as well.

**Jessica's House** Suggested Site

(209) 594-9516  
Program(s): Internship  
Type: Business  
Issue: No issues selected.

(209) 579-9444  
Program(s): Internship  
Type: Education - High School  
Issue: Early Childhood, Elementary, High School

(209) 250-5395



# Selecting a Site

To make your placement, select “Select this site”.



Behavioral & Educational Strategies Training (B.E.S.T.)

View Opportunities

Select this site  
Back to Sites list

**Program Information**  
Depending on the necessary requirements of the internship, we can be flexible with their duties. Our main positions here are tutors and therapists but we have various administrative/leadership roles as well.


**Health & Safety/Requirements**  
**Additional requirements**  
Must be 18 or older, Background Check, Computer Literacy, Driver's License, TB Test

**Site Details**

**Address:**  
5716 Pirrone Road  
Salida, CA 95368

**General Phone:**  
(209) 579-9444

**Website:**  
<http://Bestforautism.com>



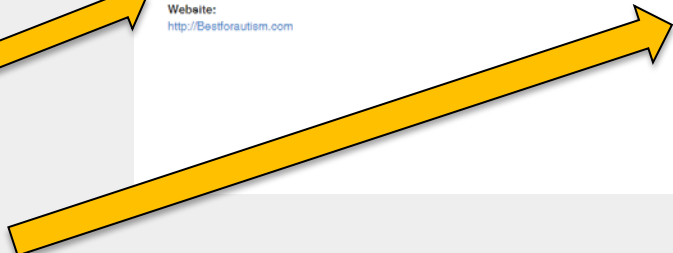
**Program(s):**  
Internship

**Organization type:**  
Education - High School

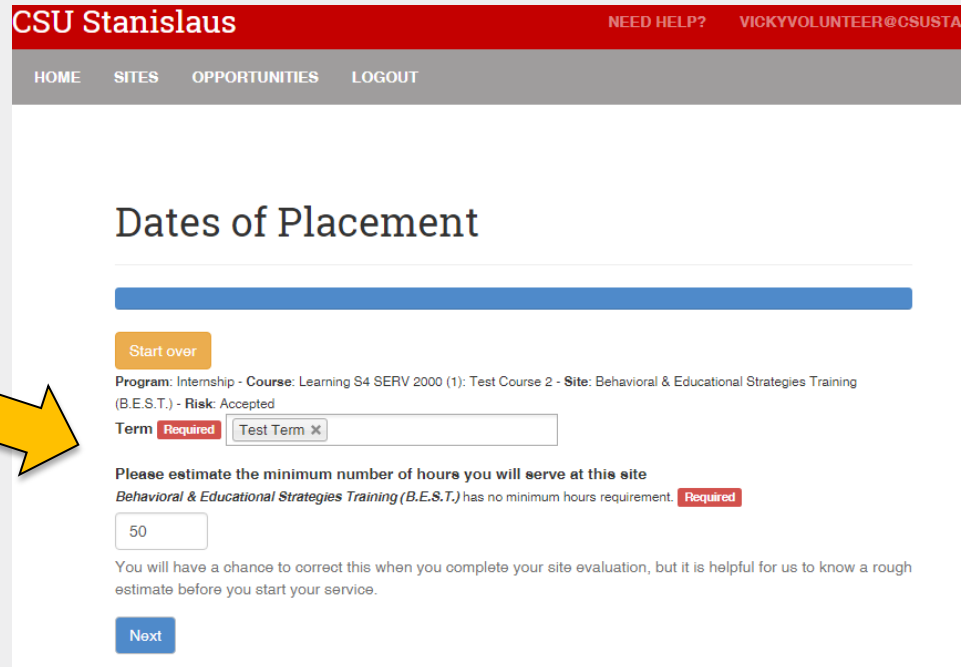
**Hours of operation:**  
Monday-Friday: 8am-4:30pm  
\*occasional Saturday sessions.

**Site issues addressed:**  
Education  
Early Childhood  
Elementary  
High School  
Literacy  
Middle School  
Physical and Health Education  
STEM

Be sure to review site descriptions and details before selecting a site.



# Selecting Dates of Service



CSU Stanislaus NEED HELP? VICKYVOLUNTEER@CSUSTAN

HOME SITES OPPORTUNITIES LOGOUT

## Dates of Placement

[Start over](#)

Program: Internship - Course: Learning S4 SERV 2000 (1): Test Course 2 - Site: Behavioral & Educational Strategies Training (B.E.S.T.) - Risk: Accepted

Term **Required**

**Please estimate the minimum number of hours you will serve at this site**  
*Behavioral & Educational Strategies Training (B.E.S.T.)* has no minimum hours requirement. **Required**

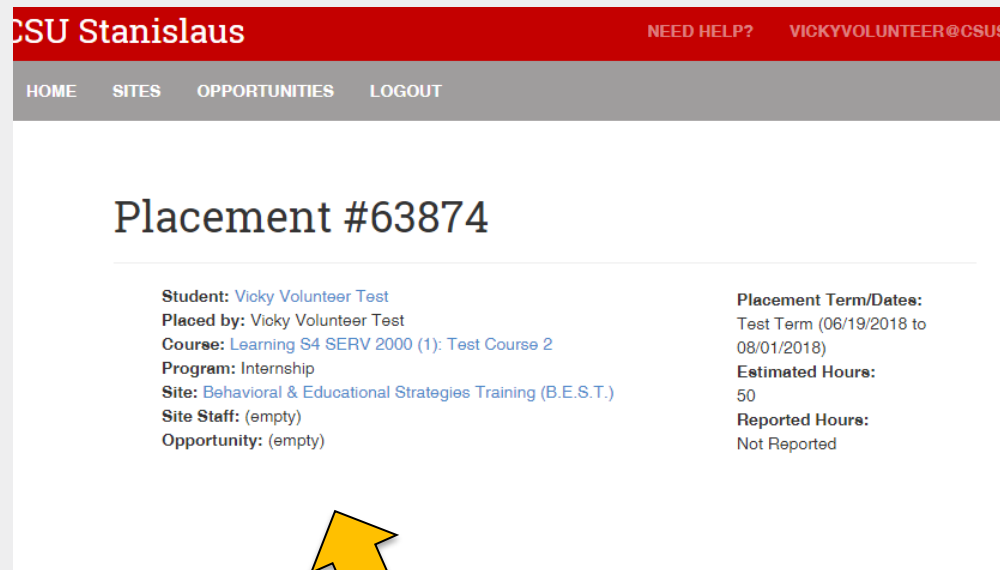
You will have a chance to correct this when you complete your site evaluation, but it is helpful for us to know a rough estimate before you start your service.

[Next](#)

1. Select current semester term.
2. Provide an estimate of the number of hours you will serve.

# Finishing Placement

Select “Finish Placement” after selecting date of placement.

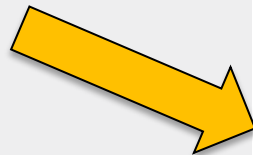


The screenshot shows a web interface for CSU Stanislaus. At the top, there is a red header with the text "CSU Stanislaus" on the left and "NEED HELP? VICKYVOLUNTEER@CSUS" on the right. Below the header is a grey navigation bar with links for "HOME", "SITES", "OPPORTUNITIES", and "LOGOUT". The main content area is white and features the title "Placement #63874" in a large, bold font. Below the title, there are two columns of text. The left column lists details: "Student: Vicky Volunteer Test", "Placed by: Vicky Volunteer Test", "Course: Learning S4 SERV 2000 (1): Test Course 2", "Program: Internship", "Site: Behavioral & Educational Strategies Training (B.E.S.T.)", "Site Staff: (empty)", and "Opportunity: (empty)". The right column lists: "Placement Term/Dates: Test Term (06/19/2018 to 08/01/2018)", "Estimated Hours: 50", and "Reported Hours: Not Reported". A yellow arrow points from the bottom center towards the "View your submission" button, which is partially visible at the bottom of the screenshot.

Select “View your submission” to verify your information.

# Placement Forms

- Your placement is **not** complete until you have filled out all of the required web forms.



CSU Stanislaus NEED HELP? STUDENT

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

## Placement #63659

**Student:** [Sally Student](#)  
**Placed by:** [Sally Student](#)  
**Course:** [TST 100 \(1\): Test Course](#)  
**Program:** [Service Learning](#)  
**Site:** [Agape Villages Foster Agency](#)  
**Site Staff:** (empty)  
**Opportunity:** (empty)

**Placement Term/Dates:**  
Test Term (06/19/2018 to 08/01/2018)  
**Estimated Hours:**  
30  
**Reported Hours:**  
Not Reported

### Signup Forms

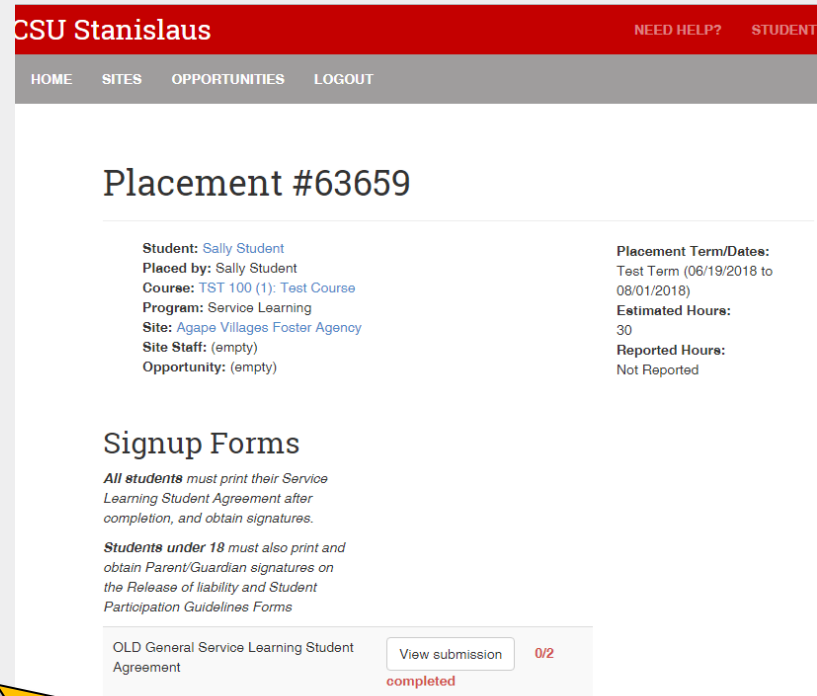
*All students must print their Service Learning Student Agreement after completion, and obtain signatures.*

*Students under 18 must also print and obtain Parent/Guardian signatures on the Release of Liability and Student Participation Guidelines Forms*

OLD General Service Learning Student Agreement	<input type="button" value="View submission"/> 0/2 <b>completed</b>
--	--

# Information you will need to complete Placement Forms:

- Your Site Supervisor's Name and Email Address.
- Your Instructor's Email Address.
- Emergency Contact Name and Phone Number.
- Learning Objectives.
- Service Objectives (Identify and describe the nature of the activities in which you will be engaged.)



CSU Stanislaus NEED HELP? STUDENT

HOME SITES OPPORTUNITIES LOGOUT

## Placement #63659

Student: [Sally Student](#)  
Placed by: [Sally Student](#)  
Course: [TST 100 \(1\): Test Course](#)  
Program: Service Learning  
Site: [Agape Villages Foster Agency](#)  
Site Staff: (empty)  
Opportunity: (empty)

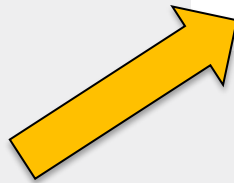
Placement Term/Dates:  
Test Term (06/19/2018 to 08/01/2018)  
Estimated Hours:  
30  
Reported Hours:  
Not Reported

### Signup Forms

*All students must print their Service Learning Student Agreement after completion, and obtain signatures.*

*Students under 18 must also print and obtain Parent/Guardian signatures on the Release of Liability and Student Participation Guidelines Forms*

OLD General Service Learning Student Agreement  0/2 completed



Once a site has been selected  
and the required forms are  
complete you may begin!

**Congratulations! Your placement is complete.**

If you have any difficulty, contact the Office of Service Learning

**Contact Information**

209.667.3311

[jfox@csustan.edu](mailto:jfox@csustan.edu)

[bforray@csustan.edu](mailto:bforray@csustan.edu)

[jsturtevant@csustan.edu](mailto:jsturtevant@csustan.edu)