CSULB S4 @ THE BEACH

HOW TO USE S4 @ THE BEACH FOR STUDENTS

HTTPS://APP.CALSTATES4.COM/CSULB

HTTP://CSULB.EDU/CCE
S4 @ THE BEACH: OVERVIEW

- Log-in Instructions
- S4 Student Dashboard
- Service-Learning Placements
- S4 Faculty Dashboard
- Student Forms & Time Log
LOGGING ON TO S4 @ THE BEACH

www.csulb.edu/cce

• Log in from the Center for Community Engagement page at www.csulb.edu/cce or
• Go directly to the S4 @ The Beach log-in page at https://app.calstates4.com/csulb
LOGGING ON TO S4 @ THE BEACH

https://app.calstates4.com/csulb/

- Log in from the Center for Community Engagement page at www.csulb.edu/cce
  or
- Go directly to the S4 @ The Beach log-in page at https://app.calstates4.com/csulb
LOGGING ON TO S4 @ THE BEACH

Select CSU Long Beach

Log in the same way you would for MyCSULB or BeachBoard, using your campus log-in.
S4 @ THE BEACH STUDENT DASHBOARD

Hello Sally! What would you like to do?

Pending Tasks
- Update your Timelog for Cal State S4 Test Site [78754]
- You have a placement at Cal State S4 Test Site that requires completing the following form: CSULB SL Release of Liability
- You have a placement at Cal State S4 Test Site that requires completing the following form: CSULB Service Learning Plan

View my placements
You have 1 current placement and 9 past placements.
SERVICE LEARNING PLACEMENTS

1. Browse through community placement sites approved by your instructor.
2. Contact your preferred organization and confirm that they will accept you (complete their application process if required).
3. Get the name and e-mail of your site supervisor.
4. Place with the organization through S4 @ The Beach.
5. Complete all S4 forms.
BROWSE APPROVED COMMUNITY PLACEMENTS
Have you logged in recently?

Did you complete required forms?

Did you finalize your SL placement?

What Your Professor Sees…
STUDENT FORMS

SIGN UP:
- CSULB Service Learning Plan
- CSULB SL Safety and Risk Management
- CSULB SL Release of Liability
- Student SL Handbook

END OF TERM:
- CSULB Service Learning Site Evaluation
- CSULB SL End-of-Service
You should complete this form after you have documented your placement in S4. Once you submit this, it will be e-mailed to your site supervisor for approval.
STUDENT FORMS

CSULB SL Safety and Risk Management

Part One: Provide emergency contact information.

Part Two: Recognize inherent risks and acknowledge appropriate behavior.

Part One: Emergency Contact Information

Student Information:

Student Name

Student Email

Emergency Contact Information:

Primary Emergency Contact Name

Primary Contact Phone

Primary Contact Email

Relationship

Part Two: 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. I am 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) adhere to the Learning Site's rules and standards of conduct; (c) wear any required personal protective equipment; (d) participate in all required training; (e) complete all assigned tasks and responsibilities in a timely and efficient manner; (f) request assistance if I am unsure how to respond to a difficult or uncomfortable situation; (g) be punctual and notify the Learning Site if I believe I will be late or absent; and (h) 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) provide or use any other personal belongings to a client; (c) make promises to a client I cannot keep; (d) give a client or representative of a personal vehicle; (f) engage in behavior that might be perceived as harassment of a client or Learning Site representative; (g) participate in any other activities that might be perceived as discriminatory against an individual on the basis of their age, race, gender, sexual orientation, mental capacity, or ethnicity; (h) engage in any type of business with clients during the term of my placement; and (i) disclose without permission the Learning Site's proprietary information, records or confidential information concerning its clients, or (j) enter into personal relationships with a client or Learning Site representative during the term of my placement.
6. I agree to contact my course instructor and the University’s Associate Director for the Center for Community Engagement at (562) 980-2376 if I believe I have been discriminated against, harassed or coerced 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

Today’s Date

Submit
STUDENT FORMS

CSULB SL Release of Liability

Fully read and sign if over 18 year old. If under 18 years of age, complete the additional form required.
S4 STUDENT TIME LOG

Different ways to access your timelog to report service hours

You can access the Timelog through “View my placements” or through the link provided in the Pending Tasks box above.

Click to view and/or add time entries

Click to create your timelog
## S4 Student Time Log

### Add Time Entry for Placement #78754

#### Date/Time
- **Time In**
  - **Month:** Jan
  - **Day:** 22
  - **Year:** 2019
  - **Hour:** 2
  - **Minute:** 10
  - **AM/PM:** PM
- **Time Out**
  - **Month:** Jan
  - **Day:** 22
  - **Year:** 2019
  - **Hour:** 9
  - **Minute:** 10
  - **AM/PM:** PM

#### Additional Information
- **Hours:** 2.00
- **Notes:** The first hours will be rounded to the nearest hour.

#### Self-Reflections & Observations

The reflection section provides you with an opportunity to note your observations or insights that day. This could include making connections between your service experience and a concept or idea raised in your course or course readings, questions raised by your service, significant realizations, etc. Please avoid highly personal or confidential comments in this forum.

#### Options
- Save Entry for later
- Save and add another entry
- Save and submit for approval
- Return to Time Log without saving

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**Brief description of service activities**

**Different options when reporting time**
After submitting time entries, you will need to send your site supervisor/staff a request for approval.

Time approver can write notes on time entries when approving.

Please note that you will not be able to send more than one email request per week. You can copy the link to your timelog from this box and send an email yourself.
END OF TERM FORMS:

• CSULB Service Learning Site Evaluation
• CSULB SL End-of-Service
FREQUENTLY ASKED QUESTIONS

After browsing the options for my course, I found a placement I like. How do I proceed?

1. Contact the community organization you want to place with and verify that they can accept you. Circumstances may change and we cannot always guarantee that they will be able to take you on even though our database may say there is room.

2. Complete any application processes required by the organization and get the name and e-mail of the person you will be reporting to.

3. After confirming your placement with the organization, go into S4 @ The Beach and finalize your placement. Avoid surprising the organization by placing with them without contacting them first.

4. Complete the CSULB Service Learning Plan, SL Safety and Risk Management, and SL Release of Liability online forms in S4 @ The Beach, and download and read the Student SL Handbook.
**FREQUENTLY ASKED QUESTIONS**

**How do I track my service learning hours?**

- Use the *S4 @ The Beach* Timelog available through your S4 Dashboard to log your hours and document any reflections or observations.

- Make sure to consult with your professor to get clear instructions on how you will submit and verify your service learning hours. Your professor may have additional forms and/or requirements for documenting your service learning hours (in addition to the time log in S4).
FREQUENTLY ASKED QUESTIONS

Why am I limited to just the organizations listed by my instructor?

• Listed placements have a formal affiliation with the university and your instructor and the community organizations agree they are appropriate for your class.

• Other placements in S4 @ The Beach may be a poor match for your course or do not have the capacity to accept students from your course at this time.

• Organizations not listed in S4 @ The Beach likely do not have a current service-learning affiliation with the university and establishing an affiliation may delay the start of your service activity.
THANK YOU!

CCE Service Learning Contact Information:

Email: CCE-SL@csulb.edu

Phone: 562-985-7131