CSULB *S4 @ THE BEACH*

HOW TO USE *S4 @ THE BEACH* FOR STUDENTS

HTTPS://APP.CALSTATES4.COM/CSULB

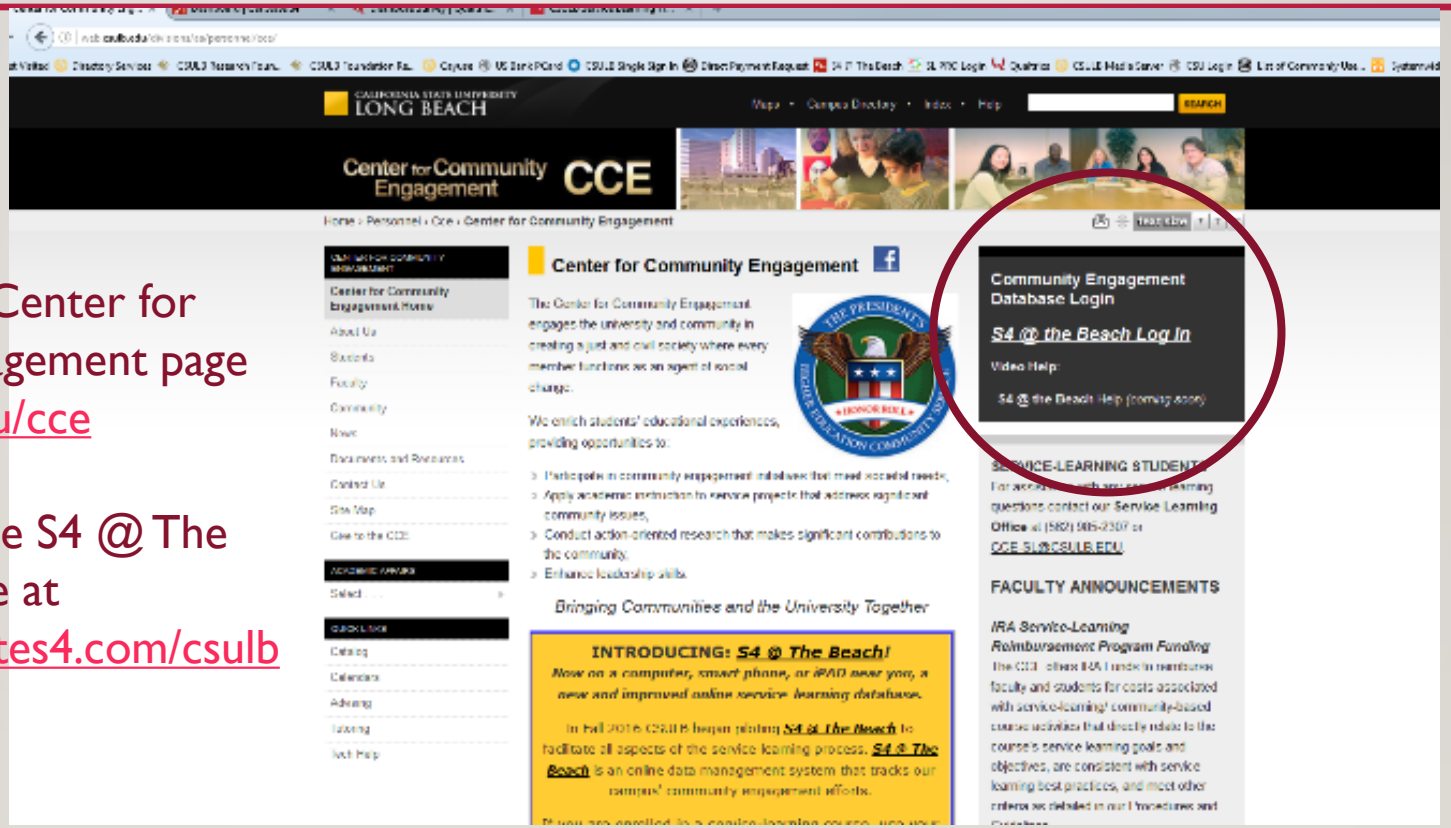
HTTP://CSULB.EDU/CCE

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

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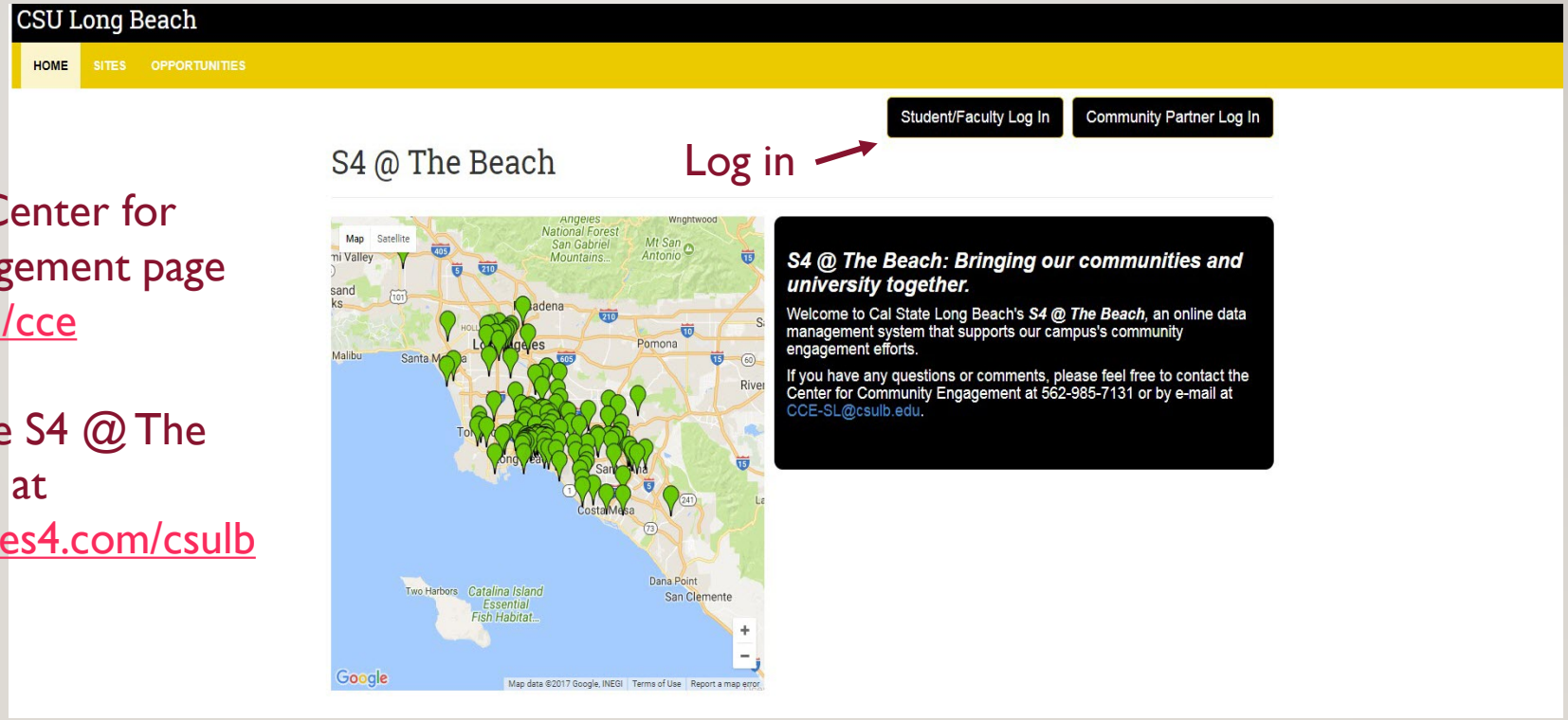
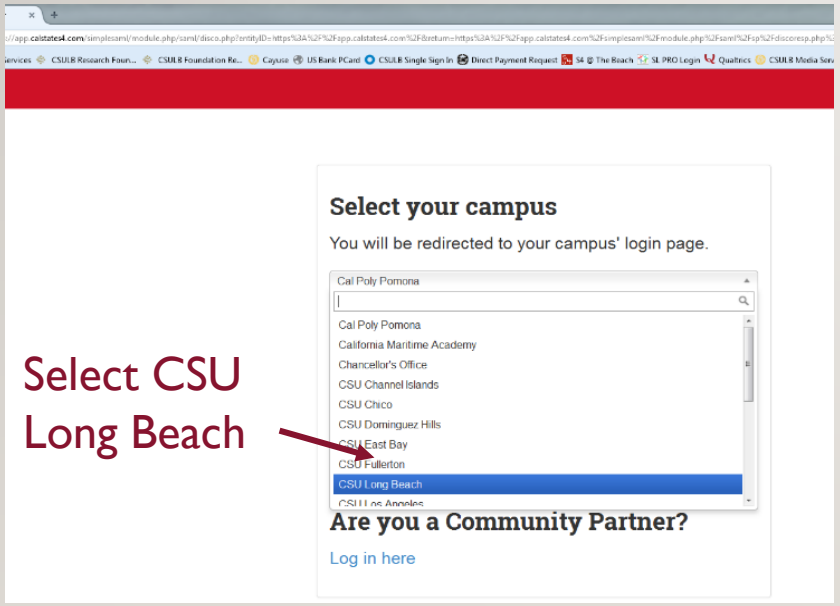
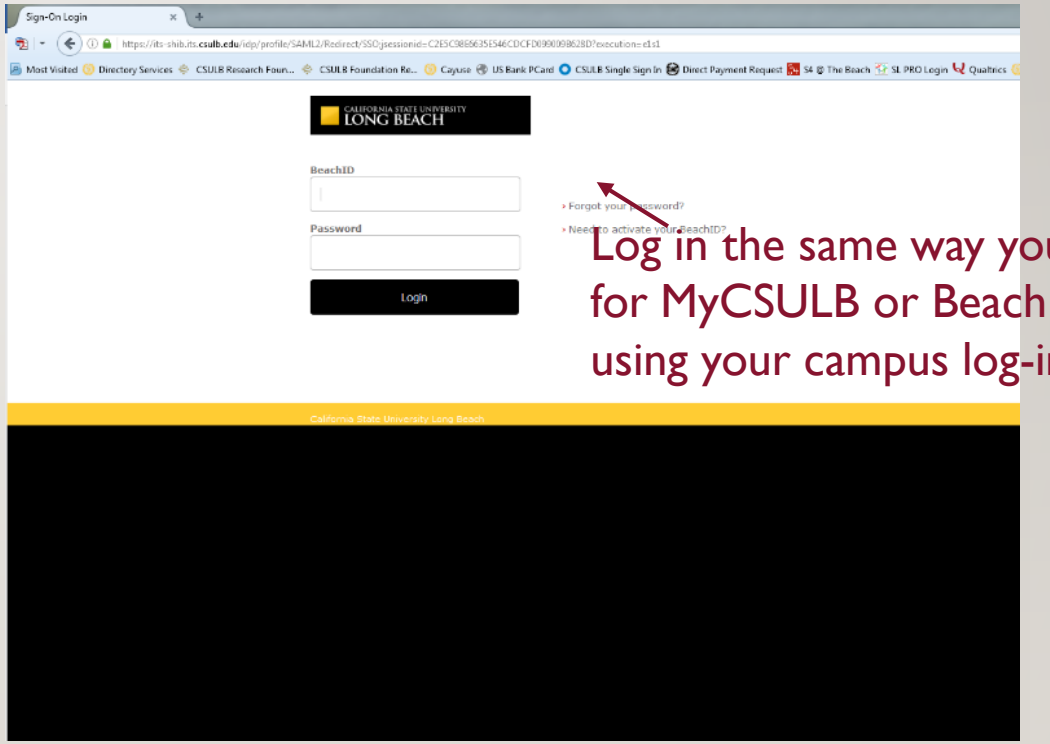


LOGGING ON TO *S4 @ THE BEACH*

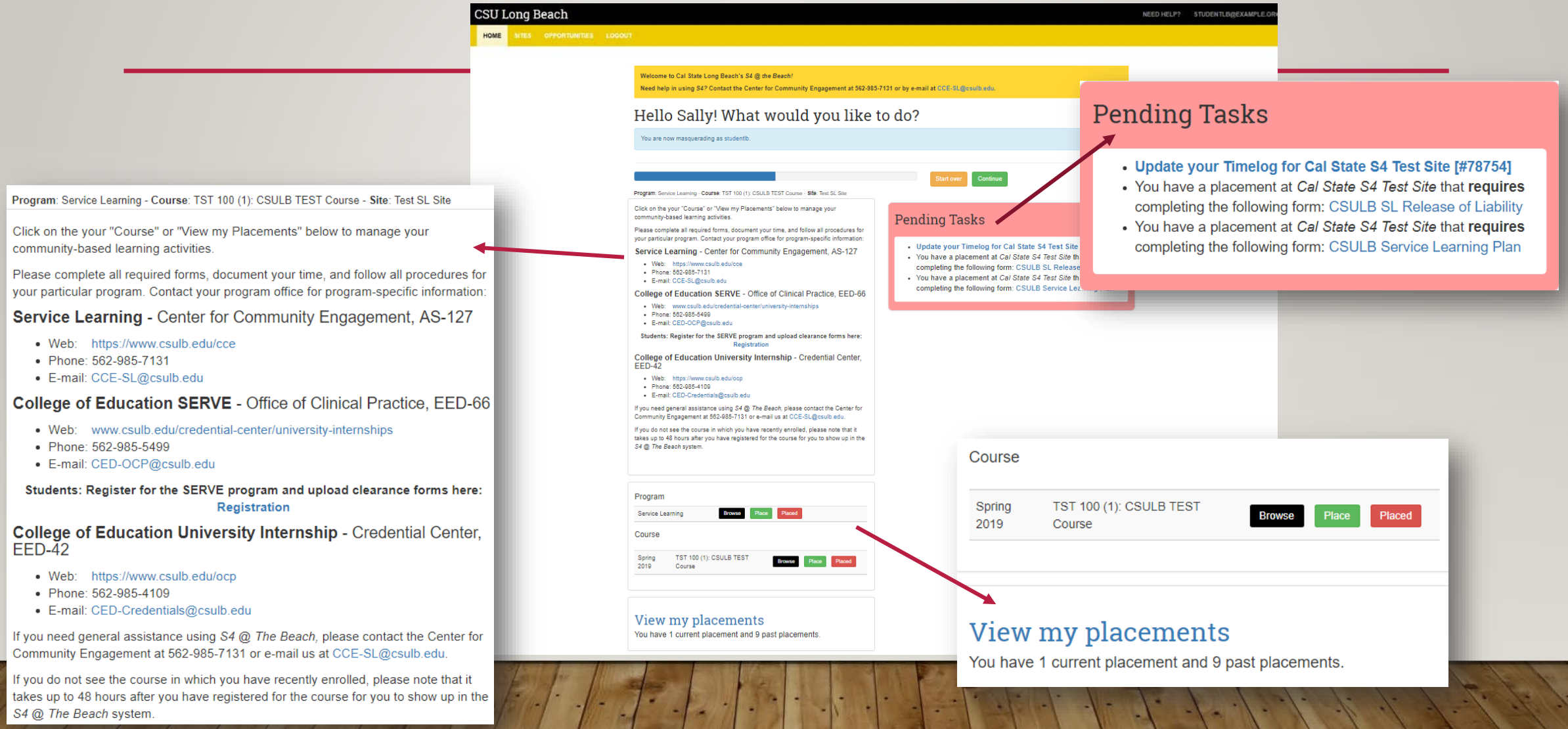


Select CSU Long Beach



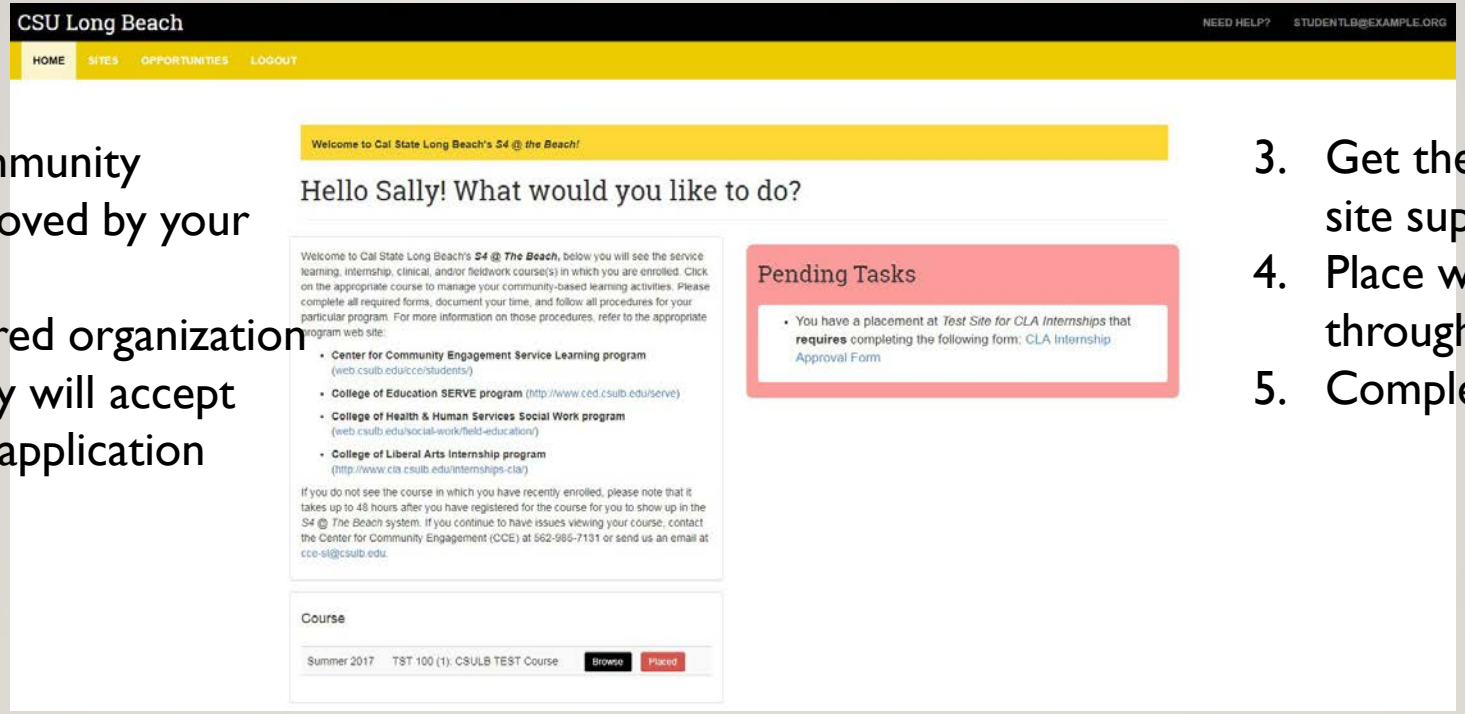
Log in the same way you would for MyCSULB or BeachBoard, using your campus log-in.

S4 @ THE BEACH STUDENT DASHBOARD



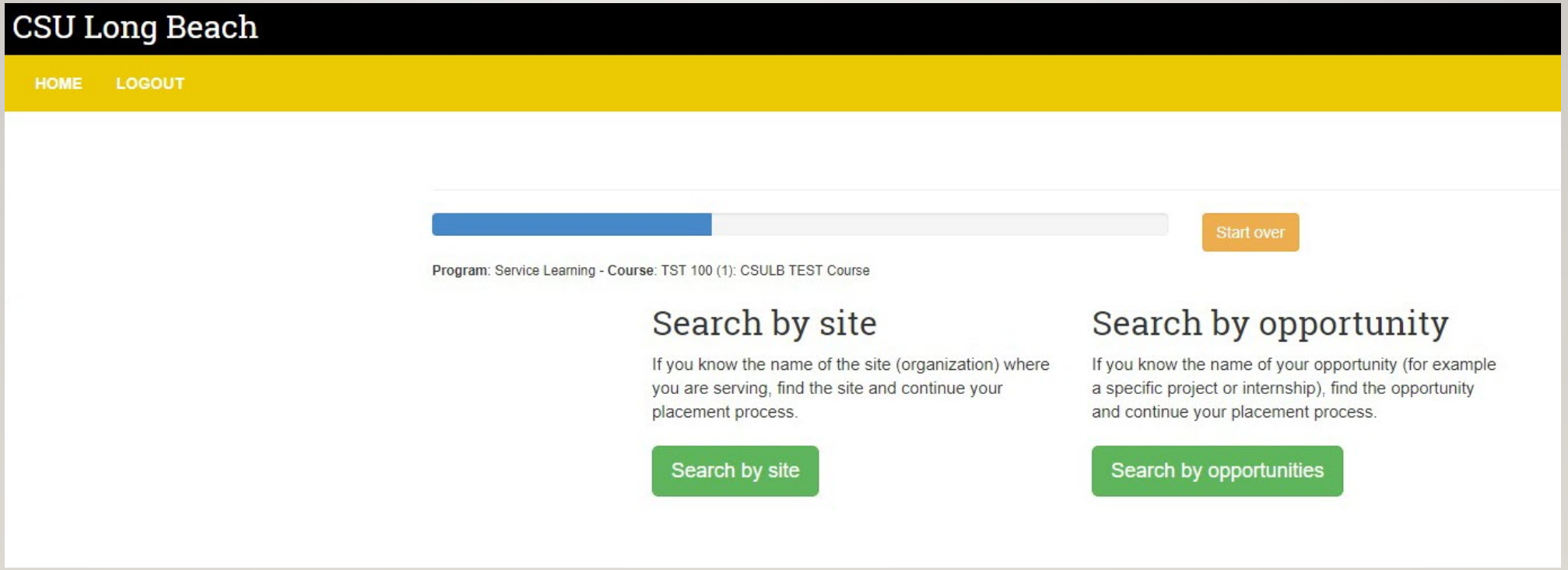
SERVICE LEARNING PLACEMENTS

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).



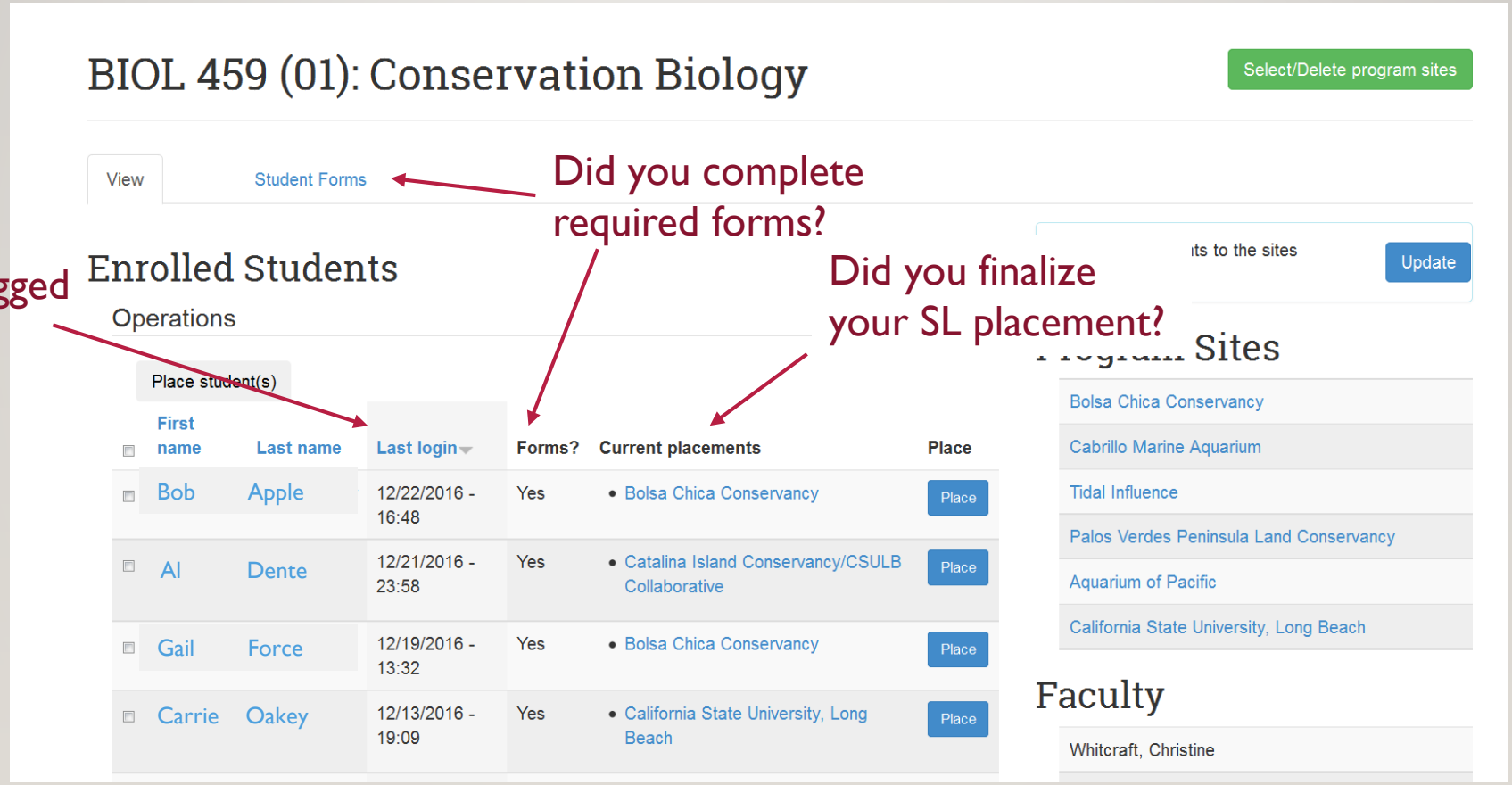
3. Get the name and e-mail of your site supervisor.
4. Place with the organization through *S4 @ The Beach.*
5. Complete all S4 forms

BROWSE APPROVED COMMUNITY PLACEMENTS



S4 @ THE BEACH FACULTY DASHBOARD

What Your Professor Sees…



STUDENT FORMS

SIGN UP:

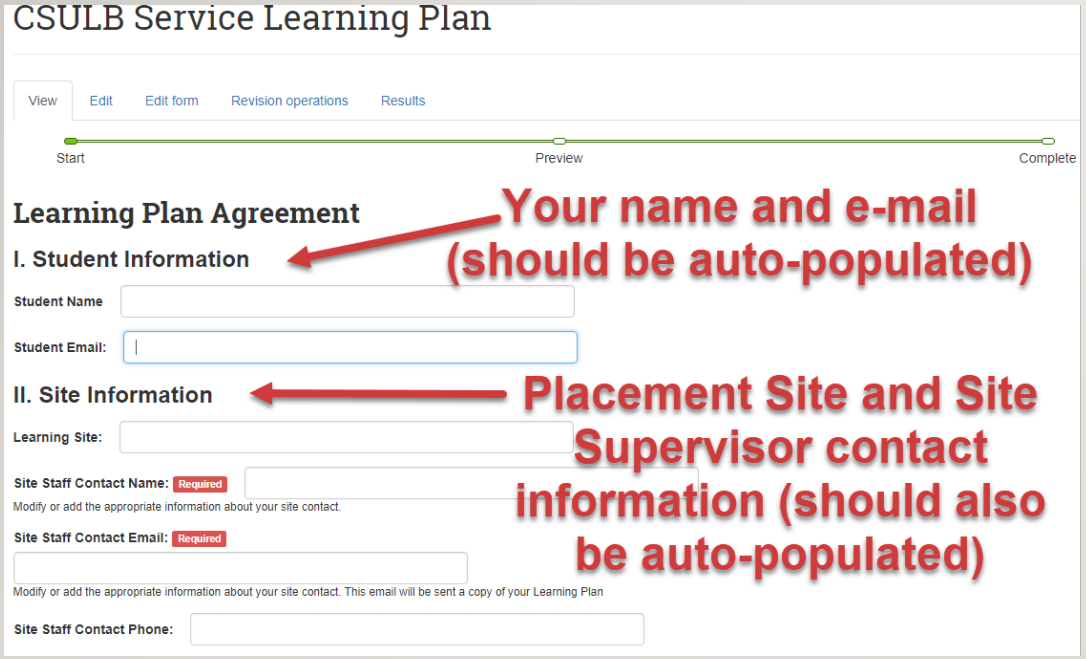
- CSULB Service Learning Plan
- CSULB SL Safety and Risk Management
- CSULB SL Release of Liability
- Student SL Handbook

END OF TERM:

- CSULB Service Learning Site Evaluation
- CSULB SL End-of-Service

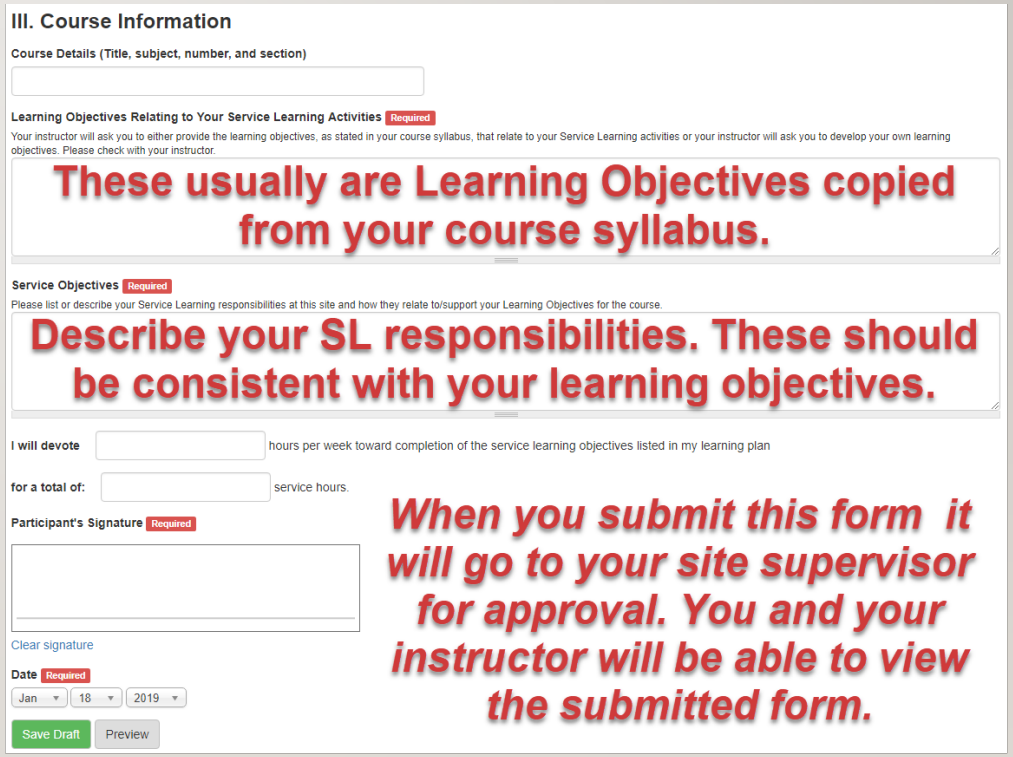
STUDENT FORMS

CSULB Service Learning Plan



Your name and e-mail (should be auto-populated)

Placement Site and Site Supervisor contact information (should also be auto-populated)



These usually are Learning Objectives copied from your course syllabus.

Describe your SL responsibilities. These should be consistent with your learning objectives.

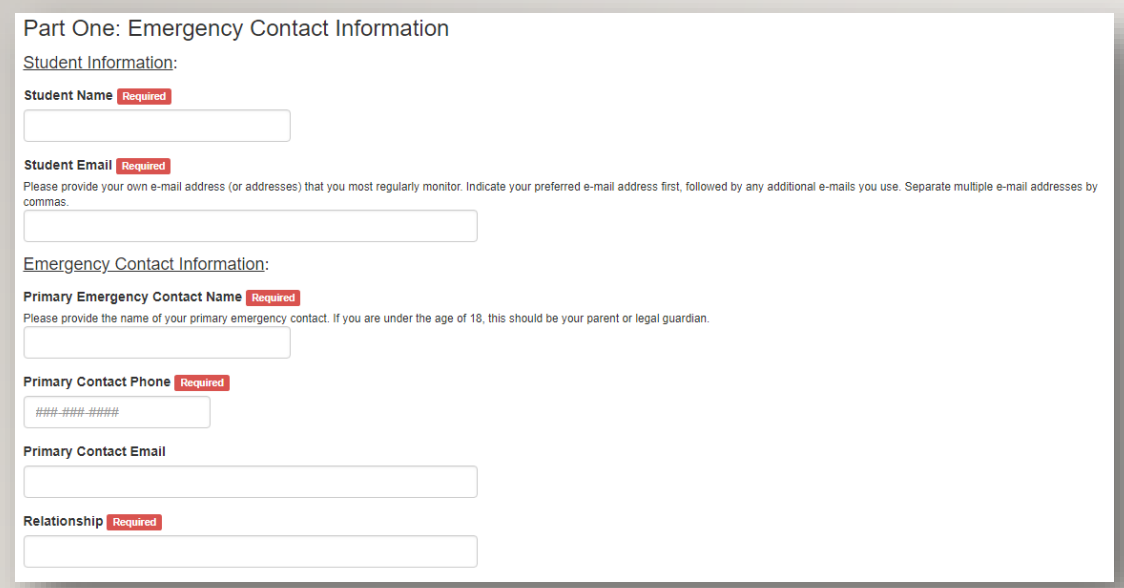
When you submit this form it will go to your site supervisor for approval. You and your instructor will be able to view the submitted form.

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 Required

Student Email Required

Please provide your own e-mail address (or addresses) that you most regularly monitor. Indicate your preferred e-mail address first, followed by any additional e-mails you use. Separate multiple e-mail addresses by commas.

Emergency Contact Information:

Primary Emergency Contact Name Required

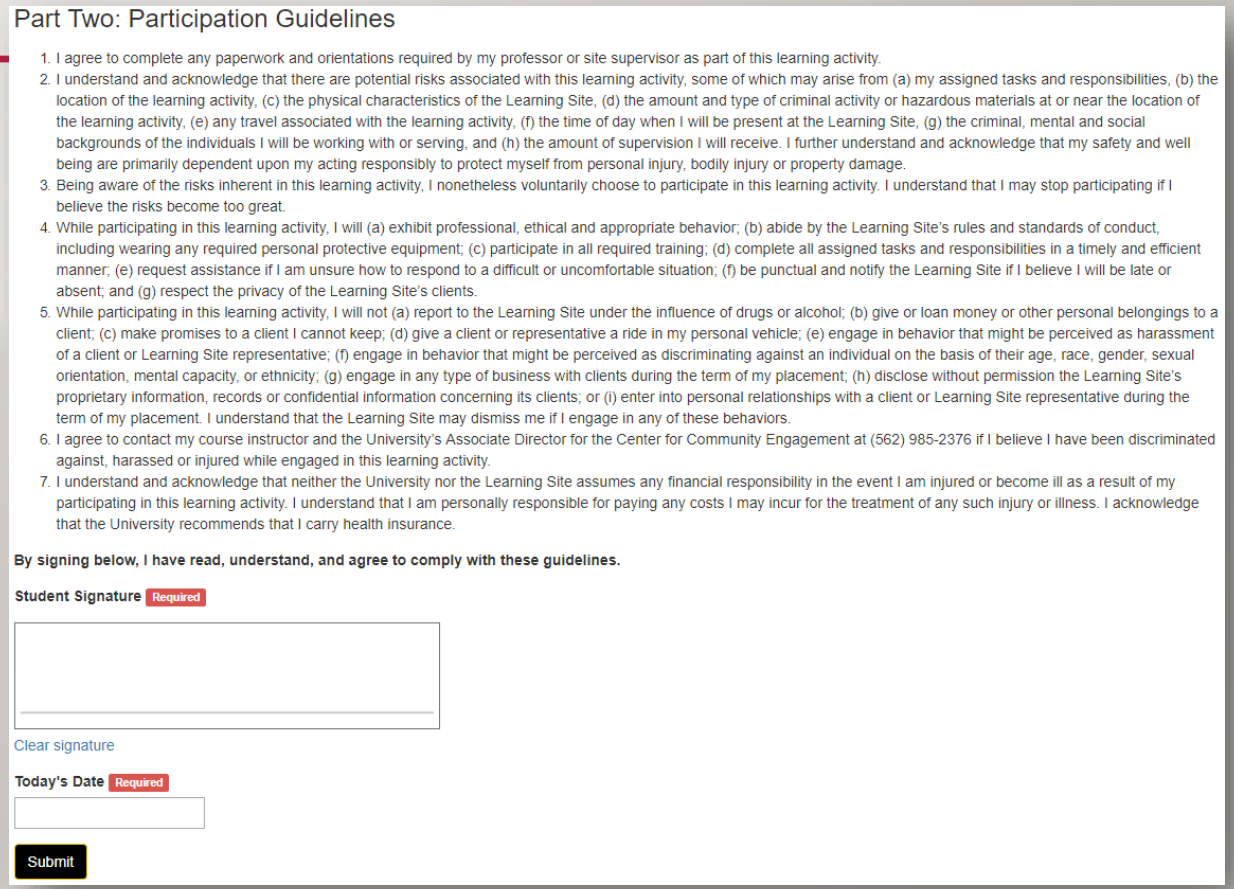
Please provide the name of your primary emergency contact. If you are under the age of 18, this should be your parent or legal guardian.

Primary Contact Phone Required

####

Primary Contact Email

Relationship Required



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. 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 Associate Director for the Center for Community Engagement at (562) 985-2376 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 Required

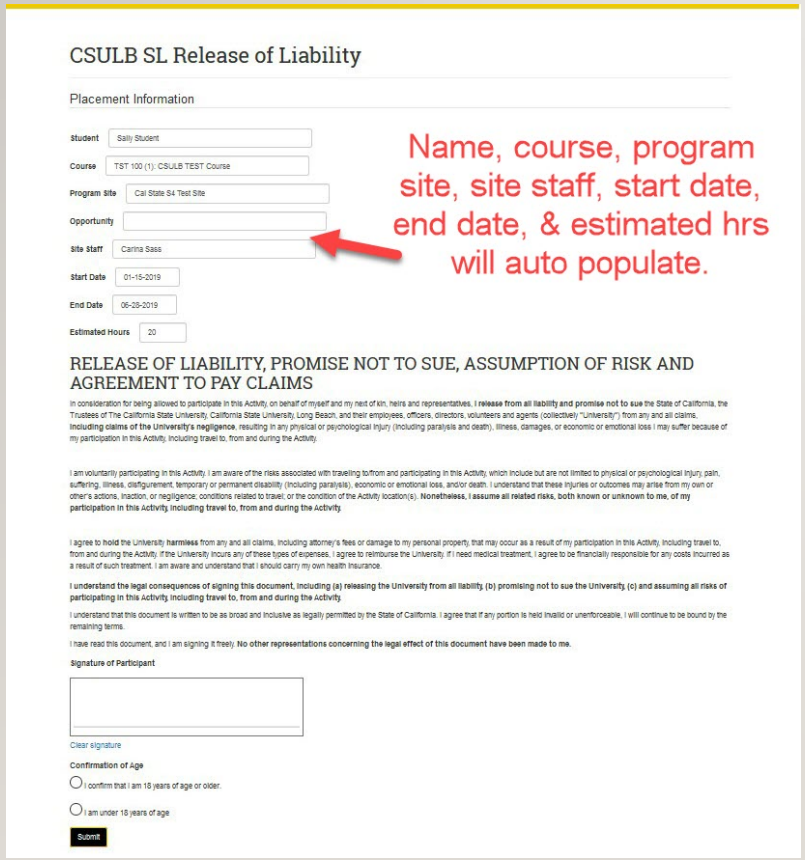
Clear signature

Today's Date Required

Submit

STUDENT FORMS

CSULB SL Release of Liability



CSULB SL Release of Liability

Placement Information

Student: Sally Student
Course: TST 100 (1): CSULB TEST Course
Program Site: Cal State S4 Test Site
Opportunity:
Site Staff: Carina Sass
Start Date: 01-15-2019
End Date: 06-28-2019
Estimated Hours: 20

Name, course, program site, site staff, start date, end date, & estimated hrs will auto populate.

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, Long Beach, 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 travelling 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.**

Signature of Participant

Clear signature

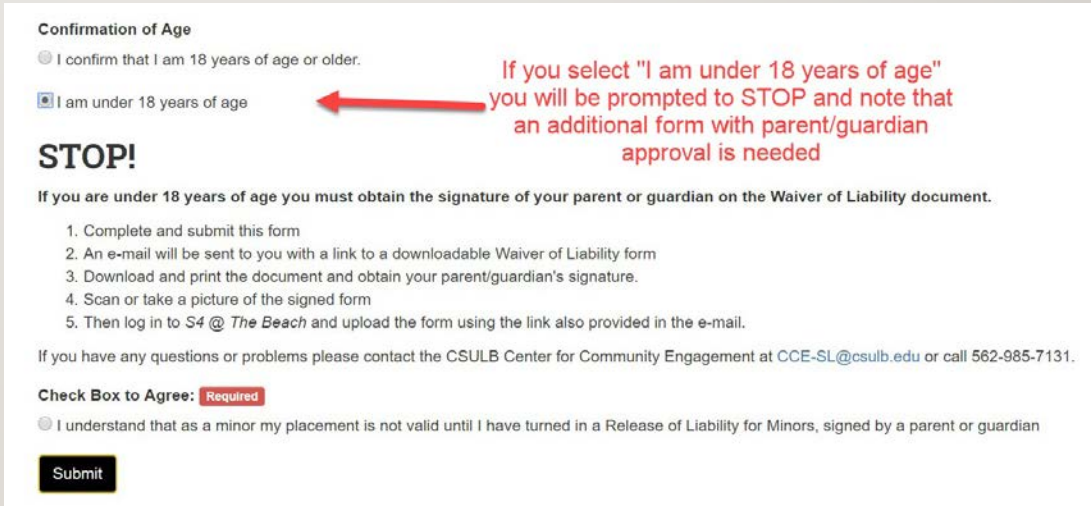
Confirmation of Age

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

I am under 18 years of age

Submit

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



Confirmation of Age

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

I am under 18 years of age

If you select "I am under 18 years of age" you will be prompted to STOP and note that an additional form with parent/guardian approval is needed

STOP!

If you are under 18 years of age you must obtain the signature of your parent or guardian on the Waiver of Liability document.

1. Complete and submit this form
2. An e-mail will be sent to you with a link to a downloadable Waiver of Liability form
3. Download and print the document and obtain your parent/guardian's signature.
4. Scan or take a picture of the signed form
5. Then log in to *S4 @ The Beach* and upload the form using the link also provided in the e-mail.

If you have any questions or problems please contact the CSULB Center for Community Engagement at CCE-SL@csulb.edu or call 562-985-7131.

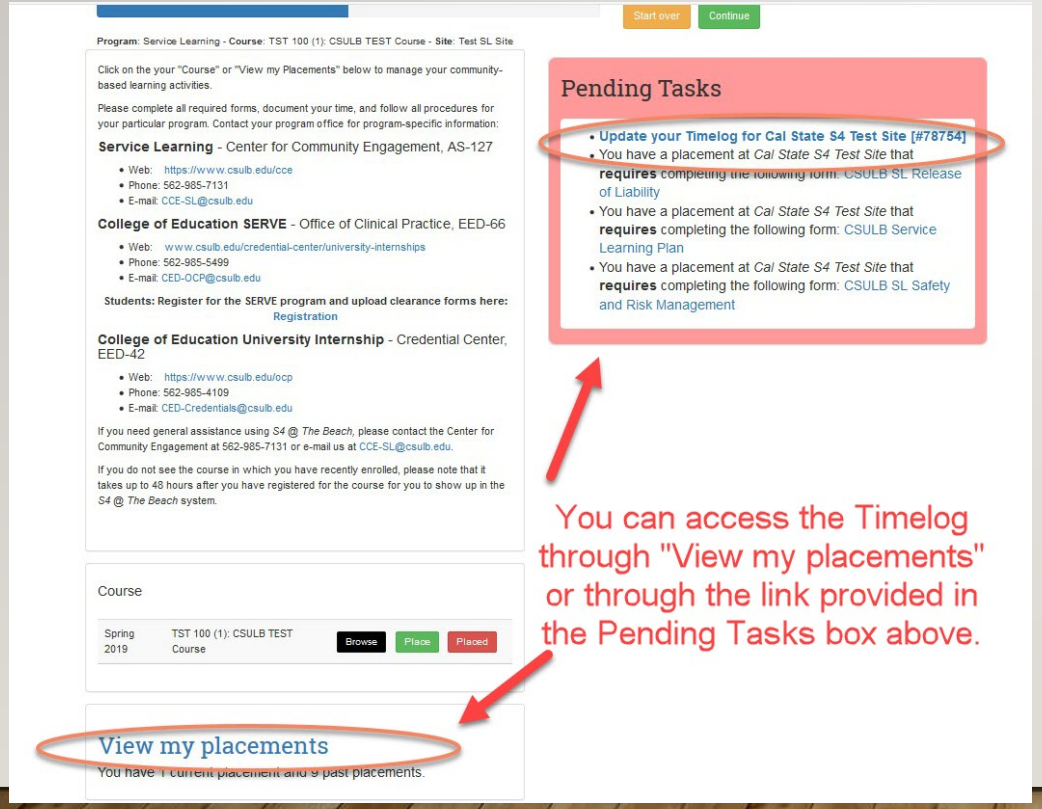
Check Box to Agree: Required

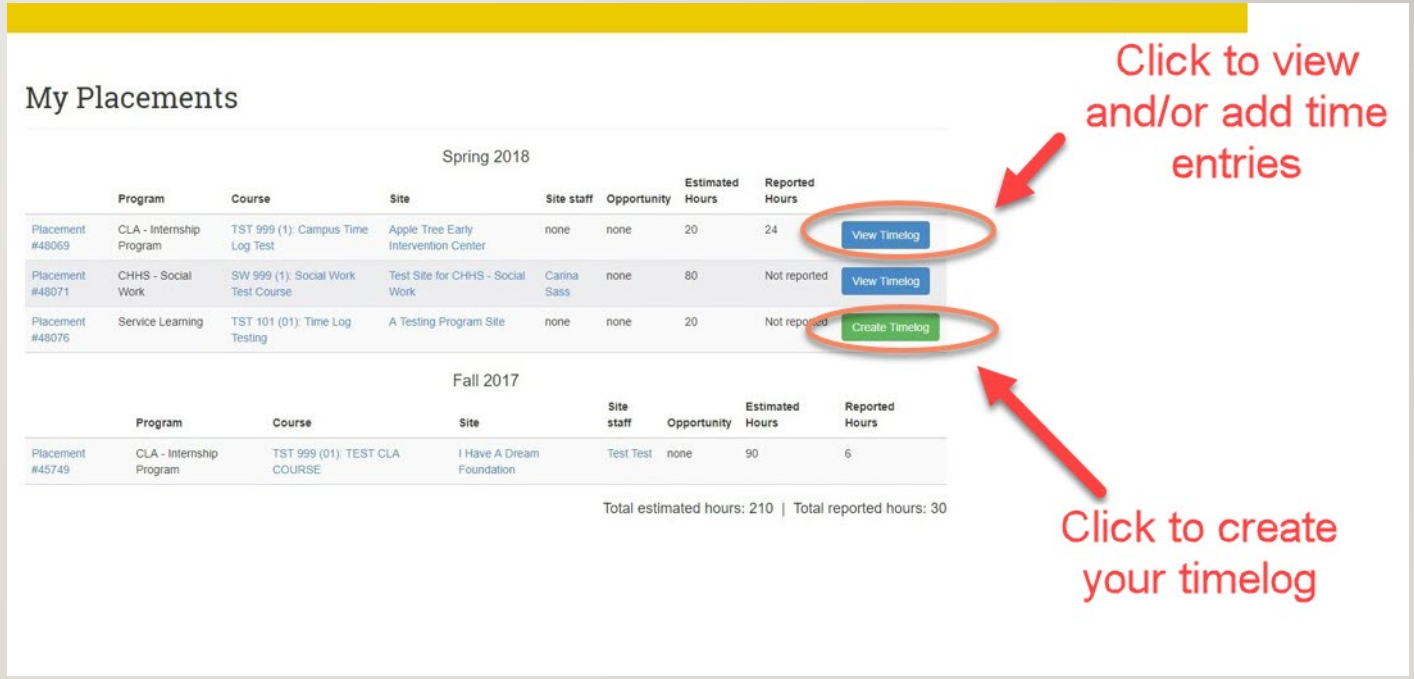
I understand that as a minor my placement is not valid until I have turned in a Release of Liability for Minors, signed by a parent or guardian

Submit

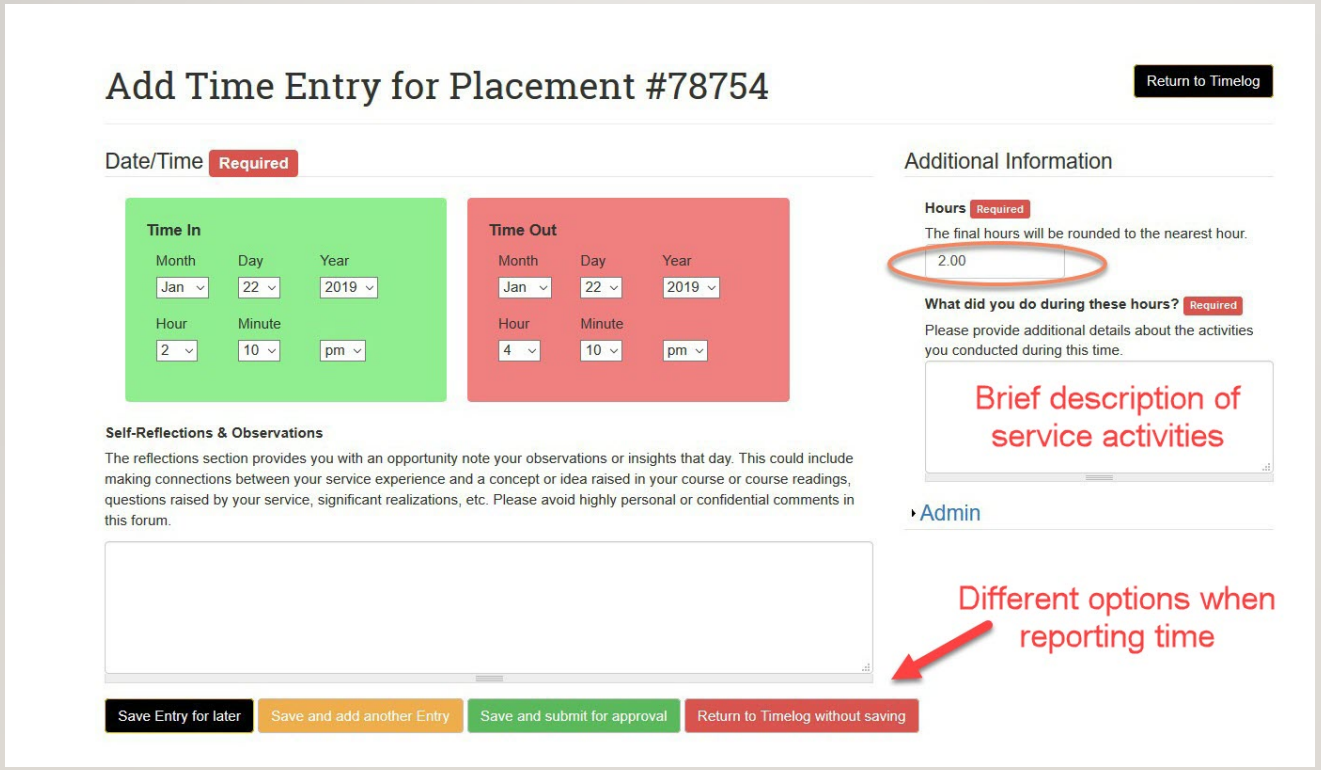
S4 STUDENT TIME LOG

Different ways to access your timelog to report service hours

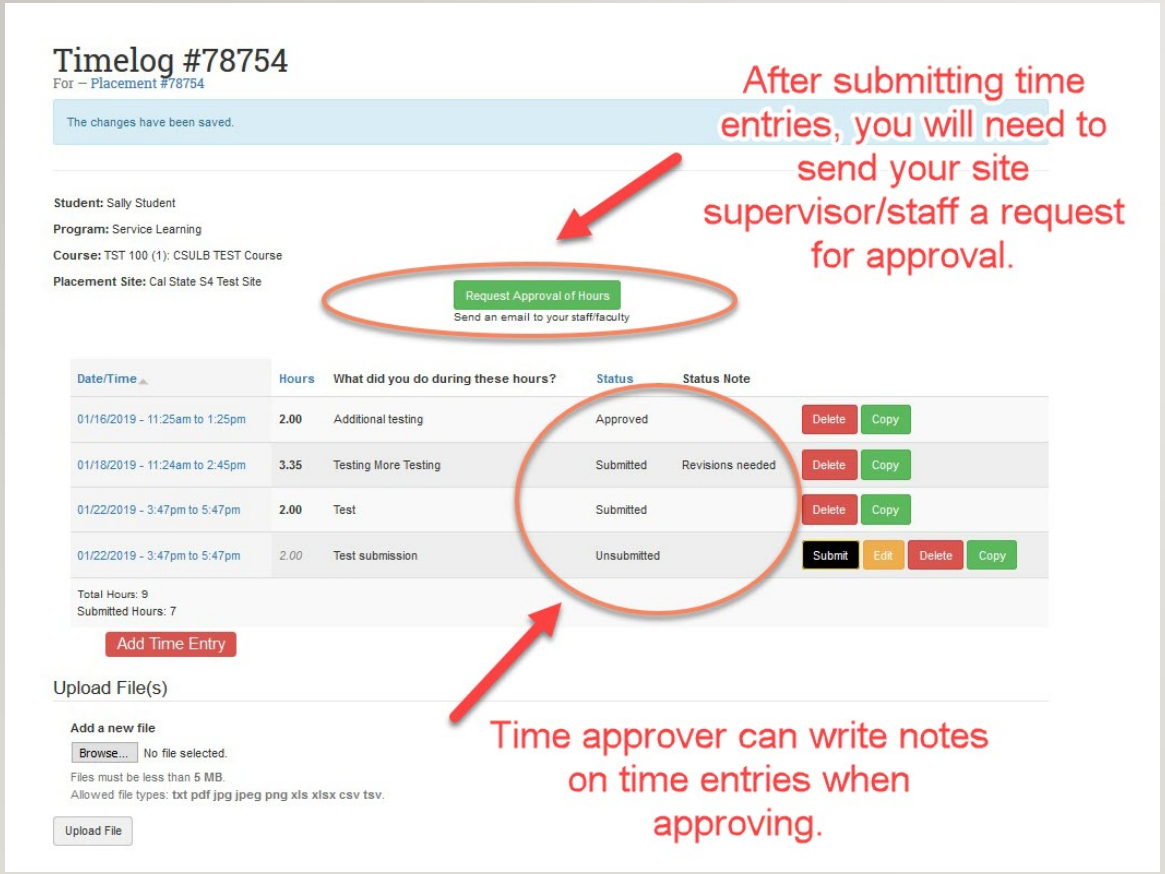


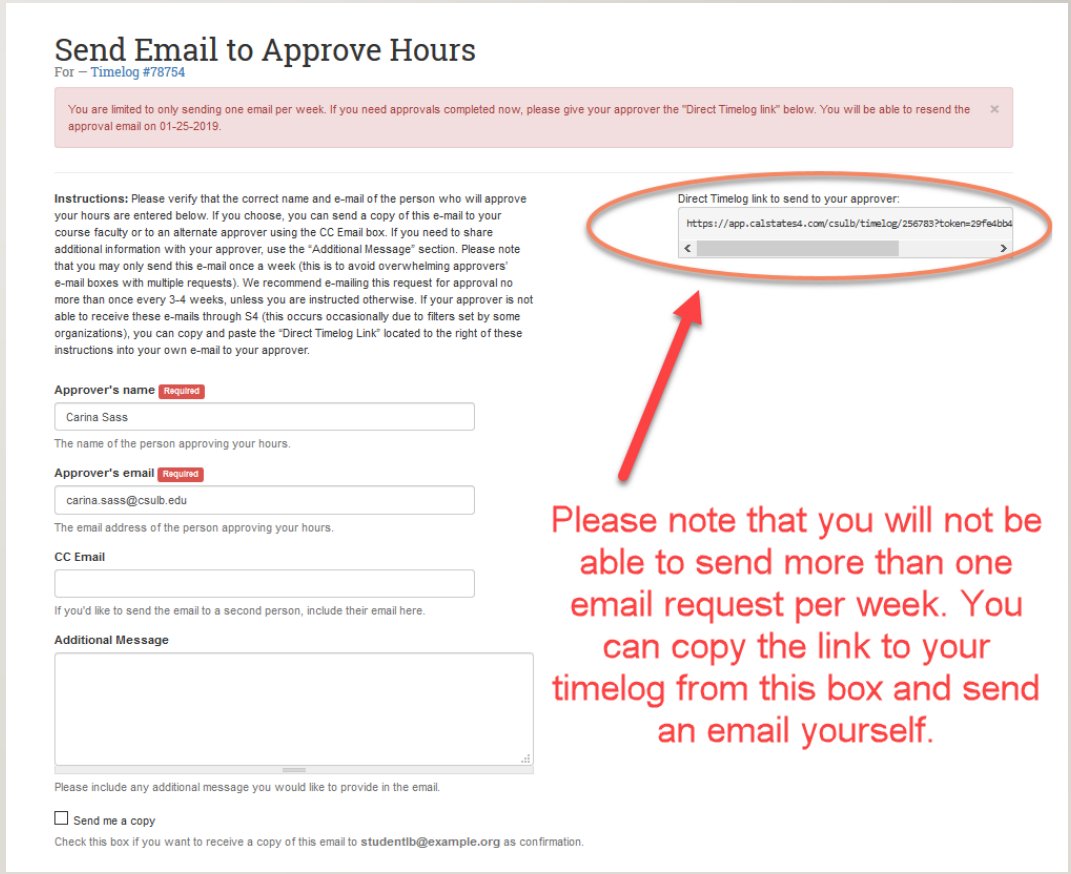


S4 STUDENT TIME LOG



STUDENT VIEW OF HOURS REPORTED





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 <u>just</u> 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