

# CSULB S4 @ *THE BEACH*

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HOW TO USE S4 @ *THE BEACH* FOR STUDENTS

[HTTPS://APP.CALSTATES4.COM/CSULB](https://app.calstates4.com/csulb)

[HTTP://CSULB.EDU/CCE](http://csulb.edu/cce)

# *S4 @ THE BEACH: OVERVIEW*

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- 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](http://www.csulb.edu/cce)

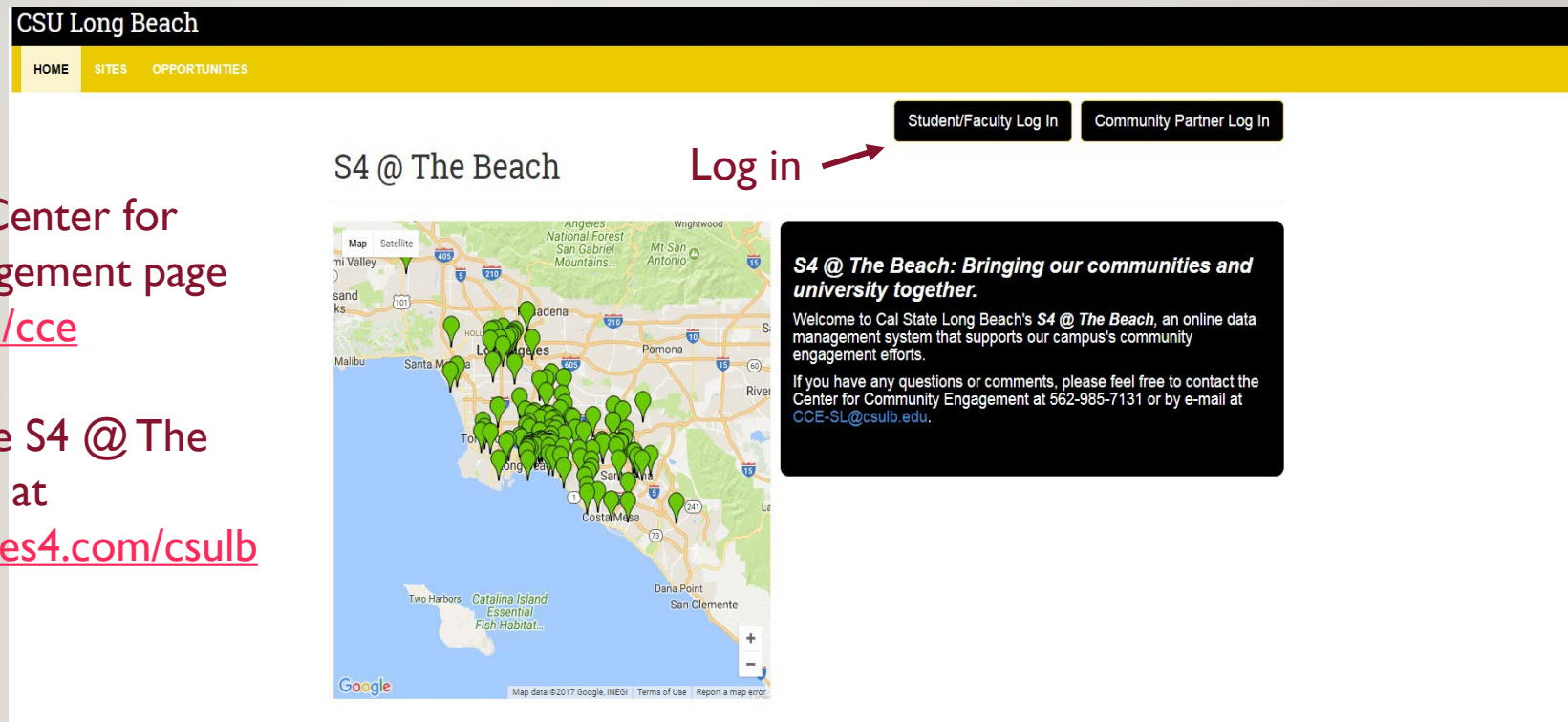
- Log in from the Center for Community Engagement page at [www.csulb.edu/cce](http://www.csulb.edu/cce)
- or
- Go directly to the S4 @ The Beach log-in page at <https://app.calstates4.com/csulb>

The screenshot shows the website for the Center for Community Engagement (CCE) at California State University Long Beach. The page has a dark header with the CCE logo and navigation links. Below the header, there is a main content area with a Facebook icon and a section titled 'Community Engagement Database Login'. This section contains a 'S4 @ the Beach Log In' button and a 'Video Help' link. A red circle highlights this login section. To the left of the main content area is a sidebar with various links, including 'Home', 'Personnel', 'CCE', and 'Center for Community Engagement'. Below the sidebar is a 'QUICK LINKS' section with links to 'Contact Us', 'Site Map', and 'Give to the CCE'. At the bottom of the page, there is a yellow box with the text 'INTRODUCING: S4 @ The Beach!' and a description of the system.

# LOGGING ON TO S4 @ THE BEACH

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

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CSU Long Beach

HOME SITES OPPORTUNITIES

Student/Faculty Log In Community Partner Log In

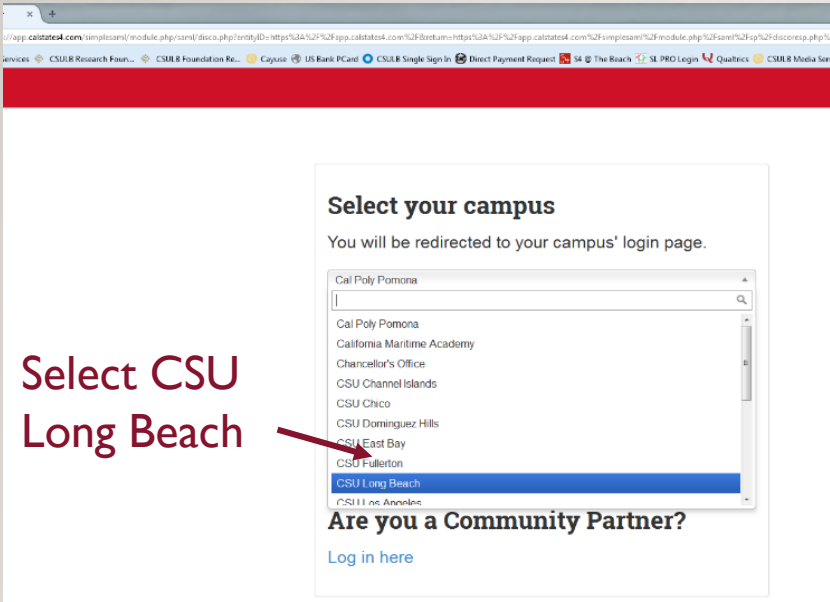
S4 @ The Beach Log in

**S4 @ The Beach: Bringing our communities and university together.**

Welcome to Cal State Long Beach's S4 @ The Beach, an online data management system that supports our campus's community engagement efforts.

If you have any questions or comments, please feel free to contact the Center for Community Engagement at 562-985-7131 or by e-mail at [CCE-SL@csulb.edu](mailto:CCE-SL@csulb.edu).

# LOGGING ON TO S4 @ THE BEACH



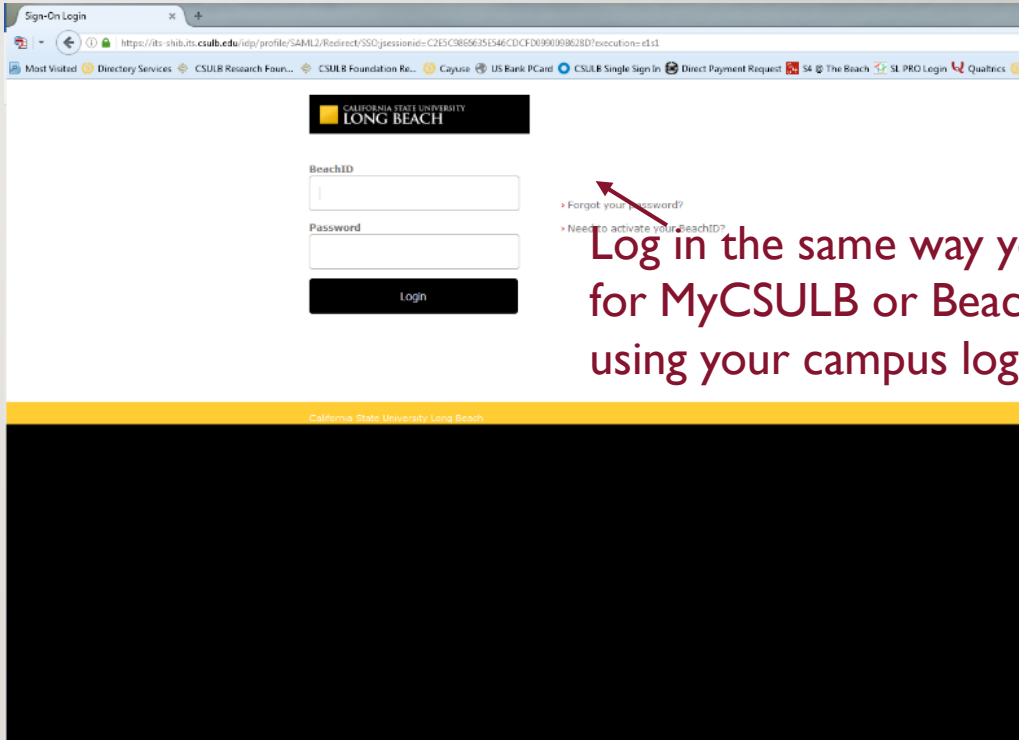
**Select your campus**  
You will be redirected to your campus' login page.

Cal Poly Pomona  
|

- Cal Poly Pomona
- California Maritime Academy
- Chancellor's Office
- CSU Channel Islands
- CSU Chico
- CSU Dominguez Hills
- CSU East Bay
- CSU Fullerton
- CSU Long Beach**
- CSU Los Angeles

**Are you a Community Partner?**  
[Log in here](#)

Select CSU Long Beach



Sign-On Login

CALIFORNIA STATE UNIVERSITY  
LONG BEACH

BeachID

Password

Login

[Forgot your password?](#)  
[Need to activate your BeachID?](#)

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

# S4 @ THE BEACH STUDENT DASHBOARD

CSU Long Beach

NEED HELP? STUDENTL@EXAMPLE.ORG

HOME SITES OPPORTUNITIES LOGOUT

Welcome to Cal State Long Beach's S4 @ the Beach!  
Need help in using S4? Contact the Center for Community Engagement at 562-985-7131 or by e-mail at CCE-SL@csulb.edu.

Hello Sally! What would you like to do?

You are now masquerading as studentb.

Start over Continue

Program: Service Learning - Course: TST 100 (1): CSULB TEST Course - Site: Test SL Site

Click on the your "Course" or "View my Placements" below to manage your community-based learning activities.

Please complete all required forms, document your time, and follow all procedures for your particular program. Contact your program office for program-specific information:

**Service Learning - Center for Community Engagement, AS-127**

- Web: <https://www.csulb.edu/cce>
- Phone: 562-985-7131
- E-mail: CCE-SL@csulb.edu

**College of Education SERVE - Office of Clinical Practice, EED-66**

- Web: [www.csulb.edu/credencial-center/university-internships](http://www.csulb.edu/credencial-center/university-internships)
- Phone: 562-985-5499
- E-mail: CED-OCP@csulb.edu

Students: Register for the SERVE program and upload clearance forms here:  
[Registration](#)

**College of Education University Internship - Credential Center, EED-42**

- Web: <https://www.csulb.edu/ocp>
- Phone: 562-985-4109
- E-mail: CED-Credentials@csulb.edu

If you need general assistance using S4 @ The Beach, please contact the Center for Community Engagement at 562-985-7131 or e-mail us at CCE-SL@csulb.edu.

If you do not see the course in which you have recently enrolled, please note that it takes up to 48 hours after you have registered for the course for you to show up in the S4 @ The Beach system.

Program

Service Learning	Browse	Place	Placed
------------------	--------	-------	--------

Course

Spring 2019	TST 100 (1): CSULB TEST Course	Browse	Place	Placed
-------------	--------------------------------	--------	-------	--------

[View my placements](#)  
You have 1 current placement and 9 past placements.

## 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](#)

## Pending Tasks

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Program: Service Learning - Course: TST 100 (1): CSULB TEST Course - Site: Test SL Site

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Please complete all required forms, document your time, and follow all procedures for your particular program. Contact your program office for program-specific information:

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If you do not see the course in which you have recently enrolled, please note that it takes up to 48 hours after you have registered for the course for you to show up in the S4 @ The Beach system.

## Course

Spring 2019	TST 100 (1): CSULB TEST Course	Browse	Place	Placed
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## View my placements

You have 1 current placement and 9 past placements.

# SERVICE LEARNING PLACEMENTS

The screenshot shows the CSU Long Beach website for service learning placements. The header includes the university name and navigation links. A yellow banner welcomes the user. The main content area has a heading 'Hello Sally! What would you like to do?' and a 'Pending Tasks' box. Below, there is a 'Course' section with a table listing available courses.

CSU Long Beach

NEED HELP? STUDENTLB@EXAMPLE.ORG

HOME SITES OPPORTUNITIES LOGOUT

Welcome to Cal State Long Beach's S4 @ The Beach!

Hello Sally! What would you like to do?

Welcome to Cal State Long Beach's S4 @ The Beach, below you will see the service learning, internship, clinical, and/or fieldwork course(s) in which you are enrolled. Click on the appropriate course to manage your community-based learning activities. Please complete all required forms, document your time, and follow all procedures for your particular program. For more information on those procedures, refer to the appropriate program web site:

- Center for Community Engagement Service Learning program (web: csulb.edu/cce/students/)
- College of Education SERVE program (http://www.ced.csulb.edu/serve)
- College of Health & Human Services Social Work program (web: csulb.edu/social-work/field-education/)
- College of Liberal Arts Internship program (http://www.cla.csulb.edu/internships-cla/)

If you do not see the course in which you have recently enrolled, please note that it takes up to 48 hours after you have registered for the course for you to show up in the S4 @ The Beach system. If you continue to have issues viewing your course, contact the Center for Community Engagement (CCE) at 562-986-7131 or send us an email at cce-ol@csulb.edu.

Course

Summer 2017	TST 100 (1): CSULB TEST Course	Browse	Place
-------------	--------------------------------	--------	-------

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

CSU Long Beach

HOME LOGOUT

Start over

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



# S4 @ THE BEACH FACULTY DASHBOARD

What Your Professor Sees...

BIOL 459 (01): Conservation Biology Select/Delete program sites

View Student Forms **Did you complete required forms?**

**Have you logged in recently?** **Enrolled Students** **Did you finalize your SL placement?**

Operations its to the sites Update

Place student(s)

<input type="checkbox"/>	First name	Last name	Last login	Forms?	Current placements	Place
<input type="checkbox"/>	Bob	Apple	12/22/2016 - 16:48	Yes	• Bolsa Chica Conservancy	<span>Place</span>
<input type="checkbox"/>	Al	Dente	12/21/2016 - 23:58	Yes	• Catalina Island Conservancy/CSULB Collaborative	<span>Place</span>
<input type="checkbox"/>	Gail	Force	12/19/2016 - 13:32	Yes	• Bolsa Chica Conservancy	<span>Place</span>
<input type="checkbox"/>	Carrie	Oakey	12/13/2016 - 19:09	Yes	• California State University, Long Beach	<span>Place</span>

**Program Sites**

- Bolsa Chica Conservancy
- Cabrillo Marine Aquarium
- Tidal Influence
- Palos Verdes Peninsula Land Conservancy
- Aquarium of Pacific
- California State University, Long Beach

**Faculty**

- Whitcraft, Christine

# STUDENT FORMS

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## 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

CSULB Service Learning Plan

View Edit Edit form Revision operations Results

Start Preview Complete

### Learning Plan Agreement

#### I. Student Information

Student Name

Student Email:

#### II. Site Information

Learning Site:

Site Staff Contact Name:  **Required**

Modify or add the appropriate information about your site contact.

Site Staff Contact Email:  **Required**

Modify or add the appropriate information about your site contact. This email will be sent a copy of your Learning Plan

Site Staff Contact Phone:

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

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

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.

### III. Course Information

Course Details (Title, subject, number, and section)

Learning Objectives Relating to Your Service Learning Activities **Required**

Your instructor will ask you to either provide the learning objectives, as stated in your course syllabus, that relate to your Service Learning activities or your instructor will ask you to develop your own learning objectives. Please check with your instructor.

**These usually are Learning Objectives copied from your course syllabus.**

Service Objectives **Required**

Please list or describe your Service Learning responsibilities at this site and how they relate to/support your Learning Objectives for the course.

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

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 **Required**

Clear signature

Date **Required**

Jan 18 2019

Save Draft Preview

**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.**

# 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: [Empty]

Site staff: Carina Sassi

Start Date: 01-15-2019

End Date: 06-28-2019

Estimated Hours: 20

**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 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.

Signature of Participant

[Signature Box]

Clear signature

Confirmation of Age

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

I am under 18 years of age

Submit

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

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

**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](mailto: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

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

# S4 STUDENT TIME LOG

## Different ways to access your timelog to report service hours

Program: Service Learning - Course: TST 100 (1): CSULB TEST Course - Site: Test SL Site

Click on the your "Course" or "View my Placements" below to manage your community-based learning activities.

Please complete all required forms, document your time, and follow all procedures for your particular program. Contact your program office for program-specific information:

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Course

Spring 2019	TST 100 (1): CSULB TEST Course	<a href="#">Browse</a>	<a href="#">Place</a>	<a href="#">Placed</a>
-------------	--------------------------------	------------------------	-----------------------	------------------------

[View my placements](#)

You have 1 current placement and 9 past placements.

### 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
- You have a placement at Cal State S4 Test Site that requires completing the following form: CSULB SL Safety and Risk Management

### My Placements

Spring 2018

Placement	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours	
#48069	CLA - Internship Program	TST 999 (1): Campus Time Log Test	Apple Tree Early Intervention Center	none	none	20	24	<a href="#">View Timelog</a>
#48071	CHHS - Social Work	SW 999 (1): Social Work Test Course	Test Site for CHHS - Social Work	Carina Sass	none	80	Not reported	<a href="#">View Timelog</a>
#48076	Service Learning	TST 101 (01): Time Log Testing	A Testing Program Site	none	none	20	Not reported	<a href="#">Create Timelog</a>

Fall 2017

Placement	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
#45749	CLA - Internship Program	TST 999 (01): TEST CLA COURSE	I Have A Dream Foundation	Test Test	none	90	6

Total estimated hours: 210 | Total reported hours: 30

Click to view and/or add time entries

Click to create your timelog

# S4 STUDENT TIME LOG

## Add Time Entry for Placement #78754 Return to Timelog

Date/Time **Required**

<b>Time In</b>	<b>Time Out</b>
Month: Jan, Day: 22, Year: 2019	Month: Jan, Day: 22, Year: 2019
Hour: 2, Minute: 10, pm	Hour: 4, Minute: 10, pm

**Self-Reflections & Observations**  
The reflections section provides you with an opportunity 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.

**Additional Information**

**Hours** **Required**  
The final hours will be rounded to the nearest hour.  
2.00

**What did you do during these hours?** **Required**  
Please provide additional details about the activities you conducted during this time.

Brief description of service activities

Admin

Different options when reporting time

Save Entry for later Save and add another Entry Save and submit for approval Return to Timelog without saving

# STUDENT VIEW OF HOURS REPORTED

## Timelog #78754

For - Placement #78754

The changes have been saved.

Student: Sally Student  
Program: Service Learning  
Course: TST 100 (1): CSULB TEST Course  
Placement Site: Cal State S4 Test Site

**Request Approval of Hours**  
Send an email to your staff/faculty

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

Date/Time	Hours	What did you do during these hours?	Status	Status Note	
01/16/2019 - 11:25am to 1:25pm	2.00	Additional testing	Approved		Delete Copy
01/18/2019 - 11:24am to 2:45pm	3.35	Testing More Testing	Submitted	Revisions needed	Delete Copy
01/22/2019 - 3:47pm to 5:47pm	2.00	Test	Submitted		Delete Copy
01/22/2019 - 3:47pm to 5:47pm	2.00	Test submission	Unsubmitted		Submit Edit Delete Copy

Total Hours: 9  
Submitted Hours: 7

**Add Time Entry**

Upload File(s)

Add a new file  
Browse... No file selected.  
Files must be less than 5 MB.  
Allowed file types: txt pdf jpg jpeg png xls xlsx csv tsv.

Upload File

**Time approver can write notes on time entries when approving.**

## Send Email to Approve Hours

For - Timelog #78754

You are limited to only sending one email per week. If you need approvals completed now, please give your approver the "Direct Timelog link" below. You will be able to resend the approval email on 01-25-2019.

**Instructions:** Please verify that the correct name and e-mail of the person who will approve your hours are entered below. If you choose, you can send a copy of this e-mail to your course faculty or to an alternate approver using the CC Email box. If you need to share additional information with your approver, use the "Additional Message" section. Please note that you may only send this e-mail once a week (this is to avoid overwhelming approvers' e-mail boxes with multiple requests). We recommend e-mailing this request for approval no more than once every 3-4 weeks, unless you are instructed otherwise. If your approver is not able to receive these e-mails through S4 (this occurs occasionally due to filters set by some organizations), you can copy and paste the "Direct Timelog Link" located to the right of these instructions into your own e-mail to your approver.

**Direct Timelog link to send to your approver:**  
<https://app.calstates4.com/csulb/timelog/256783?token=29f64bb4>

**Approver's name** Required  
Carina Sass

The name of the person approving your hours.

**Approver's email** Required  
carina.sass@csulb.edu

The email address of the person approving your hours.

**CC Email**

If you'd like to send the email to a second person, include their email here.

**Additional Message**

Please include any additional message you would like to provide in the email.

Send me a copy

Check this box if you want to receive a copy of this email to studentlb@example.org as confirmation.

**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:

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

# FREQUENTLY ASKED QUESTIONS

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**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

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## **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

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## **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!

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CCE Service Learning Contact Information:

Email: [CCE-SL@csulb.edu](mailto:CCE-SL@csulb.edu)

Phone: 562-985-7131