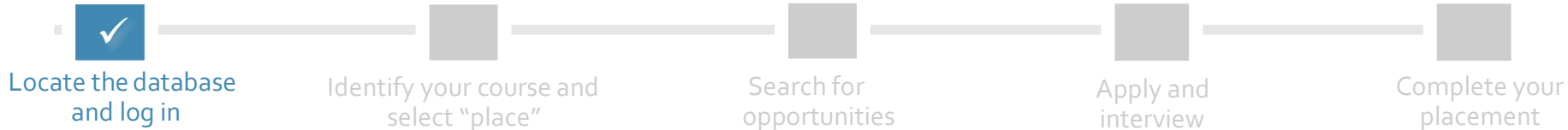


# CSUSM

## Department of Service Learning

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### S4 Database Placement Instructions



Database Address: <https://app.calstates4.com/csusm>

CSU San Marcos

HOME SITES OPPORTUNITIES

Student/Faculty Log In Community Partner Log In

### CSUSM Office of Internships & Service Learning

Welcome to the CSUSM Office of Internships & Service Learning database! Log in with your CSUSM credentials to access additional learning site details and all online placement forms.



CSUSM

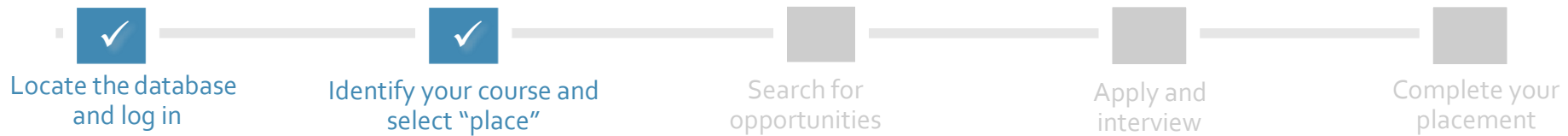
### Login to Cal State S4

Campus Username  
ie: stude001

Password

Login

[Forgot Your Password?]  
[Need help? Contact IITS]



CSU San Marcos NEED HELP?

HOME SITES OPPORTUNITIES LOGOUT

## Hello Sally! What would you like to do?

Welcome to the CSUSM Office of Internships & Service Learning Database!

**Instructions:**

For step by step instructions on using the database, see: [Internship Database Instructions](#).

This database contains both approved and unvetted learning sites. To apply, follow the site's application instructions. Once your internship or service learning details have been confirmed, identify your course and select "place" to complete the online forms.

**Don't see your internship site?**

See the following links to request your site as a community partner:

- Requesting an Internship Community Partner.

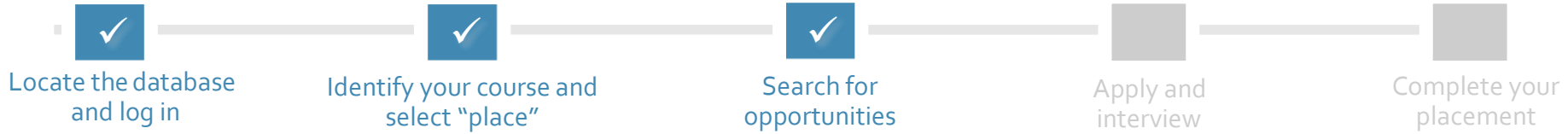
**For Non-credit Internships:**

- Please read the [Liability Waiver](#) prior to continuing on to the internship opportunities.
- Not all internships on the database are reviewed and evaluated. It is your responsibility to ensure the validity and safety of each internship of interest.
- By clicking start, you are agreeing to the terms of the [Liability Waiver](#).

Course

Spring 2019	THR 495 (1): INTERNSHIPS IN THEATER	<a href="#">Place</a>
Spring 2019	TEST 100 (1): Service Learning Test Site	<a href="#">Place</a>

Click "Place" not "Browse"  
Don't see your course?  
Allow 48 hours after enrolling  
for your course to appear.



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

**Placement Progress**

Program: Service Learning - Course: EDUC 123 (1): Service Learning Test Course - RJS

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](#)

**Opportunities:**  
Internship listings and current openings

**Search by:** site name, city, organization type, keyword



Locate the database and log in



Identify your course and select "place"



Search for opportunities



Apply and interview



Complete your placement

## Opportunities

[Enable the page guide](#)

Displaying 1 – 50 of 50+  
Search fields are exclusive. What's that?

City  Location Type  Opportunity name  Contains  Site Name  Contains

Program  Tags  Keyword  Items per page

Service Learning  Choose some options  50

\* This Organization and/or opportunity has not been reviewed or evaluated. It is your responsibility to ensure the validity and safety of each internship of interest. You are fully liable and not under any university liability insurance coverage.

### Everyone a Reader Initiative

at North County Outreach Initiative at Maryland Elementary, Vista Unified in Vista

Everyone a Reader is a reading skills development initiative where volunteers help struggling readers in a safe, nurturing school environment. We welcome community service learning volunteers to engage in a mutually beneficial partnership in the following areas: In-school Reading Partners (Children make remarkable progress!)

Program: Service Learning
Location Type: Remote
Dates: Ongoing
Tags: No tags identified.

### Fitness Instructor Volunteer

at Boys & Girls Club of Vista in Vista

The Boys and Girls Club of Vista is seeking out Fitness volunteers who are well versed in Jazzercise. Due to most schools switching to distance learning because of COVID we have found that our club members are in need of getting rid of that pent-up energy. You would have a staff member and roughly 15 club members per session....

Program: Service Learning
Location Type: Remote
Dates: Ongoing
Tags: Remote

### Reading and Poetry Volunteer

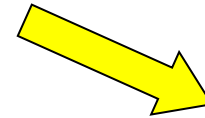
at Boys & Girls Club of Vista in Vista

The Boys and Girls Club of Vista is seeking reading/poetry volunteers who are patient, knowledgeable, friendly, and enjoy working with children. We host a wide range of ages here at the Boys and Girls Club, so based on your preference we will pair you accordingly. As a volunteer you will be expected to take time to focus on the...

Program: Service Learning
Location Type: On-site
Dates: Ongoing
Tags: No tags identified.

## How to Search for Opportunities:

- 1) Scroll through the opportunities available
- 2) You can narrow your search by typing a specific **City, Location Type, Keyword, or Site Name**
- 3) Identify which "Opportunity" you want to pursue.
- 4) Click the **"Select this Opportunity"** to receive Site Supervisor contact information.
- 5) Begin Placement Process by following the steps and clicking the green buttons.



## Everyone a Reader Initiative

[Enable the page guide](#)

At — North County Outreach Initiative at Maryland Elementary, Vista Unified

[Back to Opportunities list](#)

### Opportunity Summary

Everyone a Reader is a reading skills development initiative where volunteers help struggling readers in a safe, nurturing school environment.

We welcome community service learning volunteers to engage in a mutually beneficial partnership in the following areas:

- In-school Reading Partners (Children make remarkable progress!)
  - 1.5 hours+/week for younger children in Kindergarten-Grade 3
  - Tuesday-Friday Time periods:
    - 8:20-9:50 AM • 10:10-11:50AM • 12:30-2:15PM
- After School Service Learning Opportunities:
  - 3:30-5:00 PM (M-Th)
- Reading Partners (Grades 2-3 first priority)
  - We develop customized internships for high school and college students interested in leadership experience aligned with their education/career path.

Community Service Volunteers have received special honors, awards, and scholarships and were well prepared for employment through their community service learning experience/internships with us.

We provide brief orientation sessions and resources for new volunteers.

Contact: Susan H. Bentley, Community Advocate, 760.445.4049, sbentley639@gmail.com for more information.

WE WILL BE OFFERING ONLINE ENGAGEMENT WITH CHILDREN AND FAMILIES DURING THE FIRST SEMESTER.

Community Service Learning students may be helping children and families to use their technology platforms and will be addressing socio-emotional needs with research-based resources.

### Opportunity Learning Outcomes

Community Service Learning Students will: Develop expertise in helping struggling readers with basic reading using research-based resources Develop understanding expertise in engaging children in character formation activities that strengthen a child's socio-emotional skills.

### Compensation Details

Type	Frequency	Amount	Explanation	Show to students?
Hourly Pay	weekly			Yes

Program

Service Learning

Location Type

Remote

Expected Hours

Hours

Duration

1

hours per week

Students required to have a personal vehicle

No

Fees students may incur with this opportunity

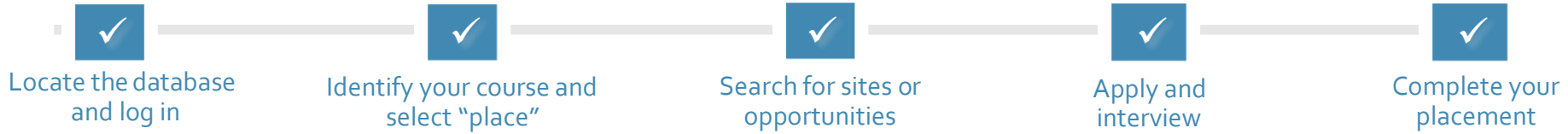
No Fees will be incurred by students

This opportunity provides some form of compensation

No

Opportunity Availability

Ongoing



## Pending Approval from Department of Service Learning

At — Office of Undergraduate Studies - Service Learning

[Enable the page guide](#)

Select this opportunity

[Back to Opportunities list](#)

### Opportunity Summary

**TEMPORARY Placement.** Only select this opportunity if you are in the process of adding your Community Partner Site to the S4 Service Learning database.

Email the Department of Service Learning the Community Partner organization name and contact information of site partner to initiate partnership IMMEDIATELY. [Email servicelearning@csusm.edu](mailto:servicelearning@csusm.edu)

If you need help finding a Community Partner to complete your service learning placement hours at or adding the Community Partner to the database, [email us at servicelearning@csusm.edu](mailto:email us at servicelearning@csusm.edu).

If you do not place at your site by October 1, the Department of Service Learning will delete your placement and you will start the placement process all over.

#### Program

Service Learning

#### Location Type

Hybrid (combination of on-site and remote)

#### Location

United States

#### Expected Hours

Hours	Duration
5	hours per week

#### Students required to have a personal vehicle

No

#### Fees students may incur with this opportunity

Other

#### This opportunity provides some form of compensation

No

#### Opportunity Availability

Ongoing

Place only if you have met with the site and have been offered a service learning placement.

**Pending Site?** Only select the Pending approval from Department of Service Learning if your site is NOT in the database AND your professor has submitted a request for partnership with your site

For additional placement information:

See the next slides



# Additional Information: Placement Forms

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HOME SITES OPPORTUNITIES LOGOUT

## Dates of Placement

Start over

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: Pending Approval from Office of Internships - Risk: Accepted

Term **Required** Spring 2019 ✕

Please estimate the minimum number of hours you will serve at this site  
*Pending Approval from Office of Internships has no minimum hours requirement. **Required***

100

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

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HOME SITES OPPORTUNITIES LOGOUT

## Placement Forms

After you have finished completing all required forms, you must click Finish Placement to complete the process. ✕

Start over

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: Pending Approval from Office of Internships - Risk: Accepted

Finish placement

### Signup Forms

After securing your internship, please complete the internship placement forms.

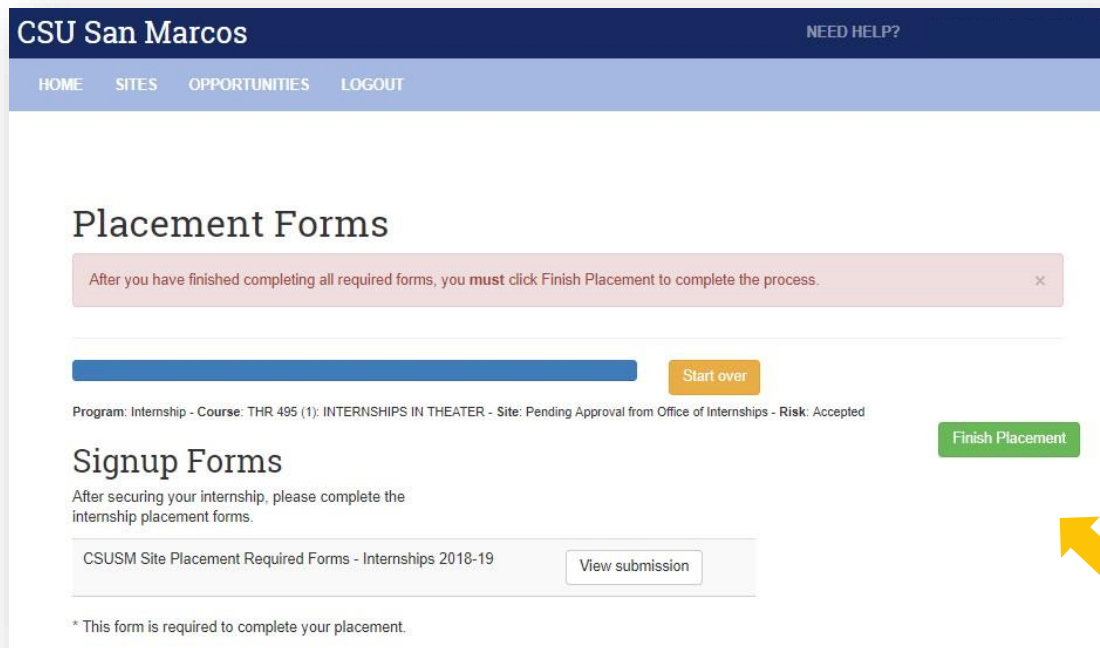
CSUSM Site Placement Required Forms - Internships 2018-19 **Complete form \***

\* This form is required to complete your placement.

Your placement is not complete until you have filled out all required webforms

All placement forms will become available once a site is selected. **Your placement is not complete until the forms have been completed.**

# Additional Information: Placement Forms



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HOME SITES OPPORTUNITIES LOGOUT

## Placement Forms

After you have finished completing all required forms, you **must** click Finish Placement to complete the process.

Start over

Program: Internship - Course: THR 495 (1): INTERNSHIPS IN THEATER - Site: Pending Approval from Office of Internships - Risk: Accepted

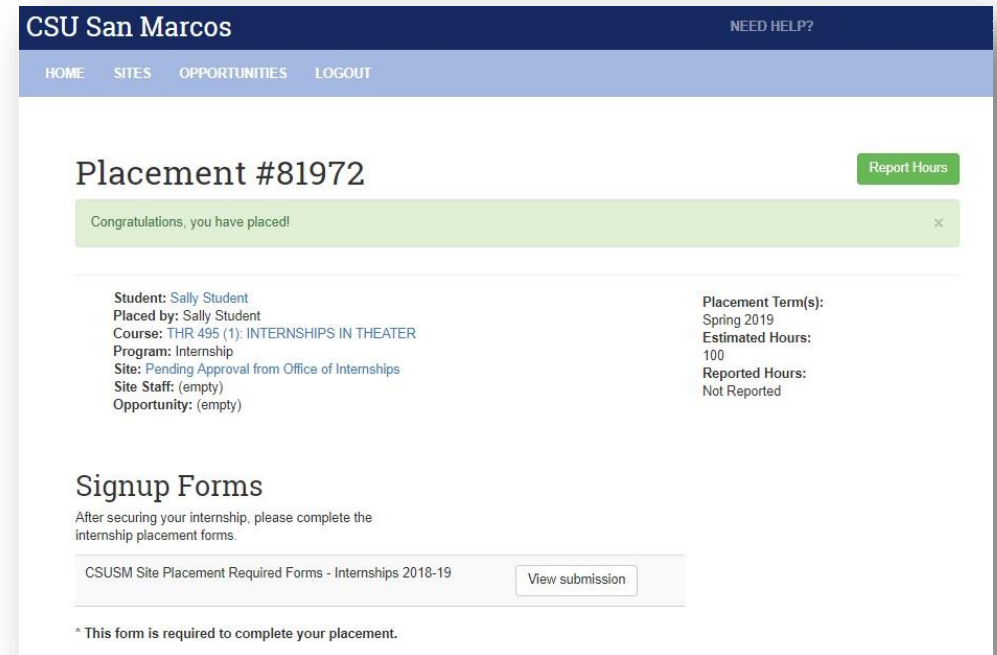
Finish Placement

## Signup Forms

After securing your internship, please complete the internship placement forms.

CSUSM Site Placement Required Forms - Internships 2018-19 View submission

\* This form is required to complete your placement.



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HOME SITES OPPORTUNITIES LOGOUT

## Placement #81972

Report Hours

Congratulations, you have placed!

Student: Sally Student  
Placed by: Sally Student  
Course: THR 495 (1): INTERNSHIPS IN THEATER  
Program: Internship  
Site: Pending Approval from Office of Internships  
Site Staff: (empty)  
Opportunity: (empty)

Placement Term(s): Spring 2019  
Estimated Hours: 100  
Reported Hours: Not Reported

## Signup Forms

After securing your internship, please complete the internship placement forms.

CSUSM Site Placement Required Forms - Internships 2018-19 View submission

\* This form is required to complete your placement.

Select "Finish Placement". This completes your internship placement.



For more information about Service Learning visit: [www.csusm.edu/servicelearning](http://www.csusm.edu/servicelearning)