

How to report your community placement in S4

Step 1

If you are not familiar with S4, start by reviewing the [What is S4 and how to find it](#) guide.

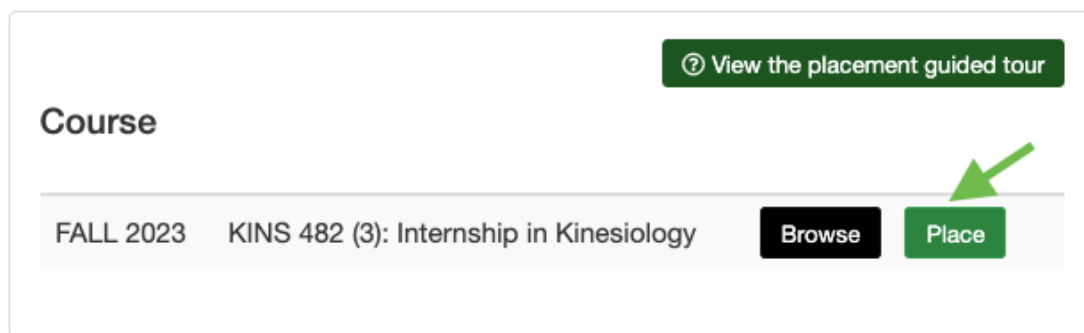
Reporting community placement in S4

Once you register for the appropriate class in your Student Center, navigate to S4 (learn how to find S4 by following the link above). On your **Home** tab of S4, you will see the class(es) for which you need to report your placement.

Note that it may take up to 48 hours for your class registration in your Student Center to be reflected in S4.

Note that you may also click on the **View the placement guided tour** button and see on-screen step-by-step instructions for how to proceed.

Select the **Place** button to begin the process of reporting your placement.



Note that you may access assistance with how to navigate each page of S4 at any time by selecting the **Enable the page guide** button.

Select the **Search by site** option and select the corresponding button.

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

Next, you will arrive on the **Program Sites** search page. Enter the full or partial name of your placement site in the **Keyword** field. For example, enter “recreation” or “athletics”. Next, select the **Apply Filter** button and scroll down the list of search results until you see your desired placement site. If you don’t see the site you are looking for, try to search for another word. If all searches fail, contact your class instructor.

Program Sites

Enable the page guide

Displaying 1 - 14 of 14

Search fields are exclusive. What's that?

Program Academic Internship x	Site name Contains	City	Organization Type Start typing...
Focus Population Start typing...	Focus Area(s) Start typing...	Additional Focus Area(s) Start typing...	Keyword recreation
			Site Tags [] [refresh]
Apply Filter [Reset]			

Once you find the site with which you are placing, select its name.

Cal Poly Humboldt: Center Activities (including Outdoor Program; Student Recreation Center; Humboldt Bay Aquatic Center)

1 Harpst St., Arcata, 95521

The Cal Poly Humboldt: Center Activities encompasses the following programs:

- The Outdoor Program
- Student Recreation Center (and events such as Skate Nights etc.)
- Humboldt Bay Aquatic Center

Program(s): Academic Internship, Kinesiology
Clinical Programs, Service Learning

Type: Education - College or University
(Government)

Focus Population: Adults, Children/Youth,
Guardians/Parents, People Experiencing
Homelessness, People Experiencing Material
Poverty, People Impacted by Crime

Focus Area: Advocacy and Human Rights, Arts,
Culture, and Humanities, Civic Engagement,
Diversity, Equity, Inclusion & Social Justice,
Education, Emergency Services & Public Safety,
Food & Housing Security, Health & Medicine,
Migration & Naturalization Services, Natural
Resources, the Environment, and Ecosystems,
Restorative Justice

Review the site details, then select the **Select this site** button.

Cal Poly Humboldt: Center Activities (including Outdoor Program; Student Recreation Center; Humboldt Bay Aquatic Center)

[Enable the page guide](#)

Select this site

[Back to Sites list](#)

Note that you may monitor the progress of your placement at the top of the page in the **Placement Progress** section. You may also abandon the current placement and start a new one by selecting the **Start over** button.

Placement Progress

Start over

Program: Academic Internship - **Course:** KINS 482 (3): Internship in Kinesiology - **Site:** Cal Poly Humboldt: Center Activities (including Outdoor Program; Student Recreation Center; Humboldt Bay Aquatic Center)

Once you select the site, you will be asked to report the term (populated automatically based on your registration and not to be altered) and number of hours you will serve. Once you enter the number of hours, select the **Next** button.

Dates of Placement

[Enable the page guide](#)

Term **Required**

FALL 2023 x

Please estimate the minimum number of hours you will serve at this site

Cal Poly Humboldt: Center Activities (including Outdoor Program; Student Recreation Center; Humboldt Bay Aquatic Center) 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.

120

Next

Now you will see all the forms associated with your placement. Select the **Complete form** button next to each of the forms and follow the instructions on the screen.

Note that your placement is not going to be complete until you fill out all the required placement forms. Learn more about [How to fill out forms in S4](#).

Placement Forms 🔗 Enable the page guide

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

Signup Forms

Confirmation of Campus COVID Policies	Complete form *
Release of Liability	Complete form *
Student Learning Plan, Participation Guidelines, & AV Release, Internships	Complete form *

* This form is required to complete your placement.

Finish Placement

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

Note that if for some reason, you abandon the placement reporting process at this time, you will be able to get right back to this step from your S4 Dashboard by selecting the **Continue** button next to the corresponding course.

🔗 View the placement guided tour

Course

FALL 2023	KINS 482 (3): Internship in Kinesiology	Browse	Continue
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Once you complete all the forms, select the **Finish Placement** button.

Placement Forms 🔗 Enable the page guide

Signup Forms

Confirmation of Campus COVID Policies	View submission
Release of Liability	View submission
Student Learning Plan, Participation Guidelines, & AV Release, Internships	View submission

Finish Placement

Next Steps

Select one of the links below to learn:

[How to fill out forms in S4](#)

[How to create a time log and report your time in S4](#)