



School of Social Work
Practicum Education Program
Chico, CA 95929-0550
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CalState S4 Practicum Instructor User Guide

Getting Started

Logging in

1. Go to <https://app.calstates4.com/csuchico>
2. Click the **Community Partner Log In** button

Student/Faculty Log In

Community Partner Log In

If you're stuck in a sign in loop, [follow the steps in this link](#).

Welcome to CalStateS4 for CSU Chico

Welcome to S4 at California State University, Chico!

S4 is the gateway to field placements for Social Work students.

Please login with your portal ID

Questions? Contact Nicole Davis nmdavis@csuchico.edu

3. Provide your log in information. Click the “**Request new password**” link if you have forgotten your password or if you did not receive the initial set up email from S4 Notifications

Community Partner Login

Log in

[Request new password](#)

Username **Required**

Password **Required**

 Log in

4. Click **“View/Manage Students”** to see all current and previous interns

Hello Nicole! What would you like to do?

Your affiliated sites		
Program(s)	Site Name	
Social Work	6th Street Center for Youth	View/Manage Students

5. Click the placement number hyperlink to access an individual student’s placement page

Placements

For — 6th Street Center for Youth

[View](#) [Opportunities](#) [Placements](#)

Fall 2020

Placement	First name	Last name	Program	Course	Site Staff	Opportunity	Estimated Hours	Reported Hours
136823		Student	Social Work	SWRK 489A (1): Social Work Practicum I	Nicole Davis	none	480	none

6. Form names start with the person assigned to complete them. Practicum Instructors are responsible for completing the **PI – Agreement to follow the Student Support Process** at the beginning of fall semester as well as the **PI – Practicum Student Evaluations** at the end of fall and spring semesters. All other forms will be completed by the student.

Signup Forms

PI - Agreement to follow the Student Support Process

Complete form

Student Ethical Guidelines and Consent

Complete form

Student Learning Contract

Complete form

Student Safety Orientation Checklist

Complete form

Student Waiver of Liability, Promise Not to Sue, Agreement of Risk and Agreement to Pay Claims

Complete form

End of Placement Forms

AFI - Fall Field Practicum Student Evaluation

Complete form

Student - Fall Field Practicum Self-Evaluation

Complete form

AFI - Spring Field Practicum Student Evaluation

Complete form

Student - Spring Field Practicum Self-Evaluation

Complete form

7. When a student submits a form, an automatic email will be sent by S4 notifications to the main site staff and the secondary signer (if applicable) prompting them to click a link in order to review the form and submit their electronic signature.

Hello Nicole Davis,
SWRK Student has completed their Student Learning Contract. It is now ready for you to review and sign.

To sign this form [click here](#)

8. In addition to the email link, you can access student form submissions directly from their placement page by clicking the “**View Submission**” button to the right of the form name.

Signup Forms

Student Learning Contract	Complete draft	0/3 signatures
Student Safety Orientation Checklist	Complete form	
Student Ethical Guidelines and Consent	View submission	1/3 signatures
Student Release of Liability, Promise Not to Sue, Assumption of Risk and Agreement to Pay Claims	Complete form	

9. When you are viewing a form, you can look in the upper right of the page to see which signatures have been submitted (in green) and which signatures are still needed (in red).

Student Ethical Guidelines and Consent

Download PDF

Additional Signature Forms
✖ Field Liaison Signature
✔ Signature 1
✖ Signature 2

Placement #135352 Information

Student: Social Work Student
Program: Social Work
Course: SWRK 489A (1): Social Work Practicum I
Program site: Basic Needs

Term: Fall 2020
Estimated Hours: 0
Reported Hours: 0
Student ID: swrkchico

10. In addition to the student's signature, student forms require 2-3 signatures
- Signature 1** - Main site staff (could be on-site practicum instructor or task supervisor)
 - Signature 2** - Secondary signature (could be task supervisor or off-site practicum instructor) **please note that some students may not have a secondary signer*
 - Faculty Liaison
11. The main site staff will click Signature 1 in the upper right and then scroll to the bottom of the page to electronically sign and submit the form. The secondary signer will click Signature 2 in the upper right and then scroll to the bottom of the page to electronically sign and submit the form.

If you have any problems navigating S4, please don't hesitate to contact Nicole Davis nmdavis@csuchico.edu