# SJSU Internships for Academic Credit (IAC) Post Enrollment Processes in S4 Created by Dr. Tabitha Hart

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### **Overview of this Guide**

This guidebook describes post-enrollment processes for SJSU internships for academic credit (IAC).

All the information described in this guide applies whenever a student is receiving academic credit for an internship at SJSU, and they are currently enrolled in an SJSU internship course.

### **IACs Courses at SJSU**

At SJSU an internship is defined as

"a paid or unpaid, closely monitored, highly structured, strategic, well defined, project-related program that provides professional work experience outside of the classroom environment. An internship merges academic, personal development and career exploration in one."

At SJSU an *internship for academic credit* (IAC) is an internship for which a student receives course credit.

Accordingly, IAC courses are those for which students earn units for participating in an internship, whether as the primary focus of the course or as just one component of it (Figure 1).

#### Figure 1: Example of an IAC course

#### COMM 291

**Communication Studies Graduate Internship Program** 

#### Description

Practical application of communication theory and research methods to real world settings to provide applied capstone experiences. Students demonstrate proficiency in the critical application of core communication requirements to speech acts in engaged and applied settings outside the traditional classroom. Prerequisite: Graduate Standing, Permission of Director

#### Repeatable

Repeatable for credit

Grading Credit / No Credit Units

1-4

### **Enrolling students in IAC courses**

SJSU departments use different approaches — or a combination of approaches — towards placing students in IACs. In some departments, students are responsible for finding and

securing their own internships. Other departments have arrangements with specific organizations and place their students in preselected sites.

The IAC instructor — in cooperation with other departmental personnel, as determined by that department — determines what internships may count for course credit within their department's internship program.

Once a student has secured an internship that they wish to use for academic credit, then the relevant departmental personnel (IAC faculty, internship program director, etc.) determine whether or not the internship is acceptable and may count for course credit within that department.

If the department determines that the internship is eligible for course credit, then:

- 1. If the internship is with an SJSU department or auxiliary, the departmental IAC faculty and/or admins can proceed to the steps for securing a learning plan (LP) and participation guidelines (PG) from the student. The student can be enrolled in the IAC course directly. For more information on LPs and PGs, see the Fall 2018 guide, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.*
- 2. If the internship is *not* with an SJSU department or SJSU auxiliary; i.e. it is with a non-SJSU organization, then the student cannot yet be enrolled. Instead, the steps for securing a UOA must be taken. For more information on UOAs and the process of securing them, see the, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.*
- 3. **Only once a fully executed UOA is in place with the non-SJSU organization** can the student be enrolled in the internship course.

#### Controlling enrollment in IAC courses with add codes

To help ensure that students are only enrolled in IAC courses once the proper paperwork is in place, it is advised that all IAC courses require an add code, meaning that students can only enroll with the permission of the IAC instructor.

#### Handling Late Adds for IAC Students

IAC courses, like all other courses at SJSU, follow the university's deadlines for adding and dropping. As with any other class, late adds may be pursued at the instructor's discretion.

Since enrollment in IAC courses depends on the completion of particular processes, such as securing a UOA for any internship with a non-SJSU department or auxiliary, as well as CPT forms for international students, it may well be the case that some IAC students request late adds.

If and when an IAC instructor accepts a student's request for a late add, then the student should secure the necessary forms from the Registrar's Office. Depending on the date, this will either be a Late Enrollment Petition for All Pre-Census Requests (for pre-census late adds) or a Late Enrollment Petition for all Post-Census and Retroactive Requests (for

post-census late adds). These forms are available on the Registrar's website at <a href="http://www.sjsu.edu/registrar/forms/index.html">http://www.sjsu.edu/registrar/forms/index.html</a>

Petitioning for a waiver of late fees

Whenever a student pursues a late add, they may choose to petition for a waiver of the late fees. Instructors may support such petitions if they feel the petition is justified.

Since enrollment in IAC courses depends on securing a UOA for any internship with a non-SJSU department or auxiliary, and completion of CPT forms for all international students, IAC instructors may well feel that these petitions are justified.

When supporting a student's petition for waiver of late fees, IAC instructors should write a short explanatory note in support of the student's petition.

Ideally, the explanatory note should explain the circumstances that prevented the student from adding the IAC course during the normal period. For example:

To whom it may concern,

I am writing this statement on behalf of my student, NAME, who missed the deadline to add into COURSE #, and is therefore requesting a late add.

I fully support NAME'S request to have the late fee waived. NAME did initiate the proper steps to complete the required internship paperwork and get enrolled before the deadline. However, the internal handling of the paperwork took longer than anticipated, which was beyond NAME'S control.

Please contact me if you have any questions about this.

Sincerely,

The instructor's note should be printed on SJSU letterhead and submitted by the student to the Registrar's office with the rest of their late add paperwork.

### **Tagging IAC Courses as "Internships" in the SJSU Catalog**

All IAC courses must be officially "tagged" as such in the SJSU Catalog. Only internship courses that are tagged as such will be pulled into the S4 database, enabling instructors to use the features described in this guidebook.

Further, only IAC courses that are tagged will be able to officially record active internship organizations and hours in S4, data which the S4 team will exclusively rely upon to pursue all UOA renewals.

#### How to ascertain whether a course is tagged as an internship or not

If you are uncertain as to whether or not a particular IAC course has been tagged or not, you can check it by following these steps:

- 1. Log into one.SJSU, then select and open the app called MySJSU *PeopleSoft-CS* (Figure 2).
- 2. When PeopleSoft-CS opens, "Faculty Center" may already be visible in the center of your screen. If it isn't, then select "Faculty Center" from the Menu (Figure 3).
- 3. Once inside "Faculty Center," click on the Search tab (Figure 4).
- 4. Select the term. (It is recommended that you run this search multiple times for different terms, just to be certain.)
- 5. Deselect "Show Open Classes Only," making sure that checkbox is unchecked (Figure 5).
- 6. Next, click on "Additional Search Criteria" (Figure 5).
- 7. Under Course Attribute, select "High Impact Practices." Under "Course Attribute Value," select "Internship." (Figure 6)
- 8. Click the Search button (Figure 7).
- 9. If you see the message "Your search will return over 50 classes, would you like to continue?" click OK.
- 10. You will now see a list of all the courses tagged as internships for the semester that you searched for. Click the inverted grey triangles next to the course names to hide or reveal the section information (Figure 8).



#### Figure 3: Faculty Center

Favorites -	Main Menu -		
<b>MySIS</b>	Search Menu:		
Campus Solut	(W)		
Faculty Info &	Alert-SJSU	* *	
	CSU SA Baseline		
Menu	Self Service	ulty Center	
Search:	SJSU Campus Solutions		
	Campus Community		
My Favorites	Set Up SACR	Faculty Center Advisor Center Search	
▶ Alert-SJSU	Reporting Tools	y Schedule   Class Roster   Grade Roster	
CSU SA Baselin	Grey Heller PeopleMobile	aculty Center	
SJSU Campus S	Advisor Center		
Campus Commu	Faculty Center	ly Schedule	
Set Up SACR	View Message Recipients		
Reporting Tools	Online Course Evaluations	2018 Change Term	
Grey Heller Peop	Send Messages	te	
Faculty Center	Student Evaluations	versity	
Vie Manage R	My Personalizations	elect display option	My Exam Schedule
Online Course E	valuations	Show All Classes Show Enrolled Classes Only	View Textbooks
Send Messages			
Student Evaluation	ons	Icon Legend 🏤 Class Roster 🛒 Grade Roster 🔜 Learning Management 🚜 Class Permise	aions
my Personalization	ons		



aculty Center		0 0 .
Tabitha Hart		
Faculty Center Advisor Center	Search	
My Schedule   Class Roster   Grad	ePoster	
Faculty Center		
My Schedule		
iviy Ochodulo		
Fall 2018	Change Term	
Fall 2018   San Jose	Change Term	
Fall 2018   San Jose State University	Change Term	
Fail 2018   San Jose State University Select display option	Change Term	Mv Exam Schedule

#### Figure 5: Search criteria



Figure 6: Course attribute & course attribute value





Figure 7: Search button

▶ Additional Search Criteria	Clear Search

#### *Figure 8: Tagged internship courses*

n Jose State University   Fall 2018		
he following classes match your sea igh Impact Practices, Course Attr	arch criteria Show Open Classes O ibute Value: <b>Internship</b>	nly: No, Course Attribute:
Zero Cost Open	Closed 📐 Wa	it List
	New Search	Modify Search
c section(s) found		
COMM 190 - Activity Projects	in Speech	
COMM 198 - Applied Activity in	n Communication	
COMM 291 - Communication	Studies Graduate Internship Pro	gram
ECON 185 - Applied Economic	cs Internship	
ECON 285 - Applied Economic	cs Internship	
ENVS 193 - Supervised Project	cts and Research	
ENVS 194 - Environmental Int	ernship	
HSPM 191A - Internship Level	1	
HSPM 191B - Internship Level	2	
JS 181 - Internship: Justice St	udies	
JS 281 - Justice Practicum		
NUFS 25 - Internship in Foods	ervice Management	
NUFS 192 - Field Experience i	in Nutrition and Food Science a	nd Packaging Technology
RECL 169 - Practicum in Recr	eation Therapy	
RECL 170B - Internship in Red	creation	
RECL 170C - Internship in Red	creation Therapy	

#### How to get an IAC course tagged as an "internship" course in the catalog

If an IAC course has not yet been tagged as an internship course, departmental personnel (internship instructor, curriculum committee, etc.) can tag the course by completing a minor course change proposal via the Curriculog curriculum management system by following the steps below.

- 1. Sign into Curriculog at <u>sjsu.curriculog.com</u>.
  - a. If you find that you do not have access, please email your College Associate Dean with your Name, ID and email address so that they can request access for you from GUP.
- 2. Once signed into Curriculog, you will submit a minor course change proposal form.
- 3. A minor course change is required for each internship course.
- 4. There is required information to input for each course, even if that information is not changing.
- 5. To tag the course as an internship, the key change that you will make will be to check the box indicating that the course is an internship course. This checkbox is towards the end of the form.
- 6. A current syllabus is needed for each course.
- 7. It's recommended that an explanatory note be added in the "comments" section so that the associate dean understands the intent behind the minor course change proposal.

For greater detail on completing a minor course change proposal, see Appendix A, SJSU Curriculog Creating A Minor Course Proposal.

To learn more about Curriculog, visit <u>http://www.sjsu.edu/gup/ugs/faculty/curriculum/curriculog/index.html</u>

### Confirming site listings (i.e. internship organization listings) in S4

**Listings for non-SJSU internship organizations vs. SJSU departments or auxiliaries** If the internship organization is a **non**-SJSU department or auxiliary, then the student can only enroll once a fully executed UOA is in place with that non-SJSU organization.

Presumably then, once an IAC student is enrolled, their non-SJSU department or auxiliary will already be listed in S4. (For more information on UOAs and the process of securing them, see the Fall 2018 guide, *SJSU Internships for Academic Credit (IAC): UOAs, LPs, & PGs.*)

If, however, the internship is with an SJSU department or auxiliary, then the IAC instructor should ascertain whether or not there is already a listing for that SJSU department or auxiliary in S4.

#### Searching for an SJSU department or auxiliary in S4

- 1. Visit the S4 database at <u>https://app.calstates4.com/sjsu/</u>
- 2. From the S4 home page (Figure 9), click the "Sites" tab (top left of Figure 9).
- 3. From the Sites landing page (Figure 10), do a search for the SJSU department or auxiliary in question.
- 4. Figure 11 shows a successful search a listing for the SJSU department or auxiliary in question (SJSU Wellness Center) already exists.
- 5. Figure 12 shows an unsuccessful search there is no listing yet for Spartan Athletics.



#### Figure 9: S4 landing page with Sites tab at upper left

U	1 8 7		,	,
se State U	Iniversity			
ITES OPPORT	TUNITIES			
	Citaa			
	Siles			Displaying 1 – 50 of 1113
				Search fields are exclusive. What's that
	Site name Contains * City	(	Program	Organization type
			Choose some opports	Choose some options
	Site Tags	Keyword	Items per page	
			Ap	pply
	1798 Consultants Inc			(855) 777-1798
	888 Prospect Street, Suite 105, La Jolla, 92	2037		Program(s): Internship
	1798 Consultants is a boutique consultanc	y to the life science industry I	focused on the areas of market access,	Type: Business
	rembilisement, and commercialization suz	поду.		Issue: No issues selected.
	18 Reasons			(415) 468-2710
	2674 18th Street, San Francisco, 94110			Program(s): Service Learning
	Due to the schedule of our public classes a weeknights and Sunday evenings for 4-6 h	ind events, we prioritize traini our shifts.	ing volunteers who are available on	Type: Nonprofit - Other
	18th St Crew members set up the classroo Volunteering has many perks, including free	m and kitchen, serve guests,	assist chefs and instructors, and clean up	b. Issue: No issues selected.

Figure 10: S4 Sites page, with various fields that can be used for the search

Figure 11: A successful search showing UOA for SJSU Wellness Center

			Displaying 1 – 1 of 1 Search fields are exclusive. What's that
Site name Contains *	City	Program	Organization type
sjsu- wellness		Choose some options	Choose some options
Site Tags	Keyword	Items per page	Apply
SJSU- Wellness Cent	er		rachel.vimont@sjsu.edu
Approved Contract: See Notes for Expirati	on Date VIEW SITE NOTES		Program(s): Internship, Service Learning
One Washington Square, San Jose, 9	5112		Type: Education
Health center to students of SJSU. The	his site must contact via the Pre-F	hysical Therapy club or Kinesiology Fac	aculty. Issue: No issues selected.

Figure 12: An unsuccessful search - no listing yet for Spartan Athletics

0'	×	
51	tο	С
UL UL	LC	0

San

Site name Contains *	City	Program	Organization type
spartan athletics		Choose some options	Choose some options
Site Tags	Keyword	Items per page	
		50 -	Apply

#### Having an SJSU Department or Auxiliary Added to S4

If S4 does not yet show a listing for the SJSU department or auxiliary in question, then the IAC instructor or departmental admin can request that one be created by the S4 team.

The IAC instructor or departmental admin should send an email to <u>community.learning@sjsu.edu</u> with the subject line, "Request for a new SJSU site in S4: SJSU [department or auxiliary NAME]."

The email should contain all of the following information:

- a) Complete Name of SJSU department or auxiliary (ex: SJSU ACCESS Center)
- b) Brief summary of their work (ex: provides advising for undergraduates majoring in any department in the College of Social Sciences)
- c) Contact person from that department or auxiliary
- d) Contact person's phone number
- e) Contact person's email

The S4 team will create the new listing and publish it in S4.

### Confirming IAC student "placements" (i.e. internships) in S4

All IAC courses that are properly tagged as internship courses will be automatically pulled into S4 each semester.

When IAC courses are pulled into S4, IAC course instructors and/or students can confirm which organizations IAC students are currently interning at and input students' intended number of internship hours. Having this information (internship organization & intended number of hours) recorded in S4 is very important because **the S4 team requires it in order to renew expiring UOAs**.

This information can be entered into S4 in either of two ways:

- 1) IAC students can confirm their placements & intended number of hours.
- 2) IAC instructors can confirm students' placements & intended number of hours.

#### IAC students confirm their own "placements" (internships) in S4

Ideally, the confirmation of which organizations IAC students are interning at as well as their anticipated number of hours should be inputted at the **beginning** of each semester.

To learn how to confirm their internship placements in S4 themselves, IAC students should be directed to the following guide, created by SJSU's S4 team, which provides detailed instructions:

http://www.sjsu.edu/ccll/sjs4/Student%20Placement%20Guide%20SJS4.pdf

Alternatively, students can be directed to the CSU guide for students at: <u>https://docs.google.com/presentation/d/1tXhR3cLUp2H7g2aNuYkVDfrgkdymOeLSsZ5Ui</u> <u>4w2cng/pub?start=false&loop=false&delayms=3000&slide=id.p</u>

The CSU guide can also be navigated to the help pages within S4 by following these steps:

1) Go to the S4 database at <u>https://app.calstates4.com/sjsu/</u>

- 2) Click the "Student/Faculty Log In" button and sign in using SJSU credentials.
- 3) Once signed in, click on the "Need Help" link that appears at the top right of the S4 screen (Figure 13).
- 4) On the Support Main Page, click "Support for Students" (Figure 14).
- 5) On the "Support for Students" page, click on the tutorial "How to make a placement" (Figure 15).

When a student has successfully confirmed their internship organization and anticipated number of hours in S4, this information will appear under the "Placements" section of that student's profile in S4 (Figure 16).

				Figur	re 13: No	eed Help link at	t top right			
San J	ose St	tate Univer	sity							NEED HELP?
HOME	SITES	OPPORTUNITIES	LOGOUT							
				Figu	ure 14: .	S4 support for s	students			
			0							
			San .	Jose State Uni	iversity					
			HOME	SITES OPPORTUNI	ITIES LOGO	UT				
					~					
					Supp	ort Main Pag	je			
					Footi	ured				
					Short	Torm Agroomont Br	220005			
					Briann	a's Search Tips	100655			
					S4 Rer	porting & Campus (	Quick Facts (vide	90)		
								-,		
					Help	Docs by Role				
					Suppo	ort for Students				
					Suppo	ort for Faculty				
					Suppo	ort for Program Staf	ff			
					Suppo	ort for Technical Sta	uff			
					Suppo	ort for Community P	Partners			

#### Figure 15: S4 student tutorial on how to make a placement

San J	ose St	tate University	NEED HELP?
HOME			
		Support for Students	

If you are having difficulty finding your cou	urse, a site, or your placement, please e-mail community.learning@sjsu.edu.
← Return to Main Support Page	How to make a placement (program in new window) — This quick seven-slide tutorial gives general instructions for students to make a placement on CalStar of software. How to create/subdate a Times software.
	Troubleshooting for Students: FAQs



### Joseph's Courses

Course	Program	Faculty
COMM 198 (04): Comm Applied Activity	Internship	Hart, Tabitha

### Joseph's Placements

			Fall 20	)18			
	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #66731	Internship	COMM 198 (04): Comm Applied Activity	Athletics Department, Track and Field	Jeff Petersmeyer	none	100	100

Total estimated hours: 100 | Total reported hours: 100

### Joseph's Submissions

Form	Submitted	
Student Final Service Hours Completed Form, Internships	12/07/2018 - 2:01pm	View Your Submission
Release of Liability, Internship	08/31/2018 - 11:08am	View Your Submission

### IAC instructors confirm student "placements" (internships) in S4

For information on how to confirm students' placements, IAC instructors should refer to the CSU tutorials for faculty at: <u>https://app.calstates4.com/sjsu/support/faculty</u>, particularly the <u>Faculty Tutorial</u> and the <u>Faculty User Guide CalState S4</u>.

These materials can also be navigated to from within S4 by following these steps:

1) Go to the S4 database at <u>https://app.calstates4.com/sjsu/</u>

- 2) Click the "Student/Faculty Log In" button and sign in using SJSU credentials.
- 3) Once signed in, click on the "Need Help" link that appears at the top right of the S4 screen (Figure 13).
- 4) On the Support Main Page, click "Support for Faculty" (Figure 17).
- 5) On the "Support for Faculty" page, click on the tutorials "Faculty Tutorial" and/or "Faculty User guide CalState S4" (Figure 18).

When a faculty member has successfully confirmed their student's internship organization and anticipated number of hours in S4, this information will appear under the "Placements" section of that student's profile in S4 (Figure 16).



Figure 18: Faculty tutorials in S4



### "Release of Liability, Internship" form in S4

When confirming their internship organizations and anticipated number of hours, IAC students will also be prompted to complete the *Release of Liability, Internship* form in S4 (Figure 19). Although this form somewhat duplicates the Participation Guidelines, please have your students complete it as it serves as another layer of risk management.

When a student has completed the *Release of Liability, Internship* form in S4, it will appear under the "Submissions" section of that student's profile in S4 (Figure 20). The completed form, which will be time-stamped, can be downloaded as a PDF if so desired.

#### Figure 19: "Release of Liability, Internship" form in S4

## 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, San Jose State University 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.

Name of Participant Joseph Kay

Signature of Participant

Way

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

Figure 20: Confirmation that student has completed the Release of Liability form

### Joseph's Courses

	Fall 2018	
Course	Program	Faculty
COMM 198 (04): Comm Applied Activity	Internship	Hart, Tabitha

### Joseph's Placements

			Fall 20	818			
	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reported Hours
Placement #66731	Internship	COMM 198 (04): Comm Applied Activity	Athletics Department, Track and Field	Jeff Petersmeyer	none	100	100
oseph	's Sub	missio	Total estim	ated hours:	100   Tote	reported h	iours: 100
Form				Submitted			
Student Fin	al Service Ho	ours Completed	Form, Internships	12/07/2018	- 2:01pm	View Your Su	bmission
Release of I	Liability, Inter	nship		08/31/2018	- 11:08am	View Your Su	bmission

### Making S4 registration an IAC student assignment

IAC instructors can make the confirmation of internship sites, the inputting of anticipated number of IAC hours, and the signing of IAC release forms in S4 into an assignment for IAC students to complete at the beginning of the semester.

Here is a sample placement assignment:



- 4. Enter the term and your anticipated number of hours. (Your number of hours corresponds to the number of internship units you are doing, and equals #units x 50.)
- 5. Next, sign the *Release of Liability, Internship* form.
- 6. Once you are finished, take a screenshot of your "Placement #" on the final screen. Take a second screenshot of your *Release of Liability, Internship* form.
- 7. Submit the screenshots to receive your credit.

### **Confirming completed IAC hours in S4**

At the end of each semester, the actual number of hours that IAC students completed at their internship organizations should be confirmed in S4. This information is important because **the S4 team requires it in order to renew expiring UOAs**.

This action can only be completed by IAC students.

- 1. At the end of the semester, when students log in to SJS4 they will see a Pending Task to Report Hours. They should click on the Report Hours link (Figure 21).
- 1. Students will be taken to a screen titled Edit Placement. On this screen they should enter their "completed number of hours" and then click save (Figure 22).

When a student has entered their final number of hours, the *Student Final Service Hours Completed, Internship* form will show as "submitted" under the "Submissions" section of that student's profile in S4 (Figure 23). The completed form, which will be time-stamped, can be downloaded as a PDF if so desired.

*Figure 21: Students confirm their final hours, step 1* 

IOME SITES	OPPORTUNITIES	LOGOUT		
Hello			! Wha	it would you like to do?
If you are not ass up to 48 hours aff system. If probler community learning	igned to a course and s ier registration for you to n continues contact you	hould be, please note be enrolled in the S r program administra	e it takes 4 ator at	Pending Tasks
Course	. <u></u>			• Report Hours for CCCAC Community Garden [# ]
Fall NUFS 2018 Enviro	139 (15): Hunger & n Nutr	Browse	aced	

Created by Tabitha Hart, last updated 9/2019

### Edit Placement #'

Student	Expected number of hours
	12
Program Service Learning	Completed number of hours
Course NUFS 139 (15): Hunger & Environ Nutr (236093)	0
	Enter your total completed hours here
CCCAC Community Garden	Select dates of service by
Opportunity - None -	<ul> <li>Dates</li> </ul>
Site staff - None -	<ul> <li>Term</li> </ul>

Figure 23: Confirmation that student has completed the Final Hours form

			Fall 20	18			
	Program	Course	Site	Site staff	Opportunity	Estimated Hours	Reporte Hours
Placement #66731	Internship	COMM 198 (04): Comm Applied Activity	Athletics Department, Track and Field	Jeff Petersmeyer	none	100	100
	's Sub	missio	Total estim	ated hours:	100   Tota	reported h	iours: 1
oseph							

### Making S4 closeout an IAC student assignment

IAC instructors can make the confirmation of IAC hours (i.e. the completion of the "Student Final Service Hours Completed Form, Internships") an assignment for IAC students to complete at the end of the semester.

Here is a sample S4 closeout assignment:

### S4 Closeout (10 points)

Earlier this semester you registered in S4 via the S4 registration assignment. Now you will close out your S4 registration. To complete this assignment, do the following:

- 1. Log in to SJS4 at <u>https://app.calstates4.com/sjsu</u>
- 2. You will see a Pending Task to Report Hours. Click on the Report Hours link.
- 3. You will be taken to a screen titled Edit Placement. On this screen enter your "completed number of hours" and then click save.
- 4. Take a screenshot.
- 5. Submit your screenshot to receive credit for this assignment.

### Linking to S4 from an IAC course Canvas shell

#### Figure 24: Link to S4 from a Canvas shell

ıll 2018	COMM Internship Program UG/G Fall 2018
me	
llabus	
inouncements	Welcome to the Communication Studies Internship Program (CSIP).
signments	CSIP allows students to earn COMM credit by interning in an approved organization.
uizzes	Each 1 unit of internship credit requires 50 hours of approved internship work.
rades	Upon successful completion of CSIP, you will be able to identify connections between communication concepts & theories (which you have learned in your COMM classes) and practice:
iles	(which you experience on your internship). You will also be able to work and communicate more
IS4	effectively in an organizational setting. Equally importantly, you will also gain practical experience to help you advance in your career.
ollaborations	You can download the CSIP syllabus here: accessible syllabus 190-198-291 ALL 2018 fall.pdf 🗟.
iges	The CSIP Director is Dr. Tabitha Hart. You can contact her via the Canvas messaging system, ema
ople	her at tabitha.hart@sjsu.edu or come to office hours in HGH 216 (no appointment needed). This
onferences	semester, Dr. Hart's office hours will be held on Mondays from 4:30-5:30 PM except on Academic Senate meeting days (9/17, 10/1, 10/15, 11/5, 12/10) when they will be 5:10-5:30 PM.
odules	For details on all COMM faculty office hours,
utcomes	see: http://www.sjsu.edu/comm/people/directory/index.html @
liscussions	To learn more about the CSIP program read the FAQs at

### RESOURCES

#### Faculty in Residence (FIR) for Internships

The SJSU FIR for Internships is currently vacant. An application for Spring 2020 will be coming out to all faculty soon. Dr. Stacy Gleixner is filling in this role for Fall 2019. For questions regarding IACs, email <u>Stacy.Gleixner@sjsu.edu</u>

#### **S4**

The S4 team manages the S4 database, which houses active UOAs and is used to track student IAC placements and hours.

Learn more about S4 at <u>http://www.sjsu.edu/ccll/sjs4/index.html</u>

For help with S4, email the S4 team at <u>community.learning@sjsu.edu</u>

#### Canvas

Canvas is the learning management system (LMS) in use at SJSU. It is supported by SJSU's eCampus team.

Learn more about Canvas at <a href="http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html">http://www.sjsu.edu/ecampus/teaching-tools/canvas/index.html</a>

For help with Canvas, email the eCampus team at <a href="mailto:ecampus@sjsu.edu">ecampus@sjsu.edu</a>

### **Appendix A: SJSU Curriculog Creating A Minor Course Proposal**



#### SJSU Curriculog Creating A MINOR Course Proposal

 Once you select a proposal, you will see the form on the left (you can confirm the right form is being used under the bold "New Proposal" header). The approval workflow for this specific form will be on the right.

- a. Icons on the top left corner of form, allow for import of data for minor course change forms, a save icon, and a launch button (looks like a play button). On the right side of the form, you have a "Help" button that highlights the sections with helpful information, as well as a print button and a toggle button to adjust the form size.
- b. Please read the instructions at the top of the form. NOTE: The form questions are still the same as the old SJSU Curricular forms. If you want to prepare your content prior to filling out the online request, there are planning forms available on the GUP form website.
- 7. To start a Minor Course Proposal
  - Click on the import button to import current CMS data for a particular course.
  - A tan "Import Data" screen appears and you want to select "peoplesoftsjsu" for the curriculum data.
  - c. You will now search for your course. Click on the filter to select "Subject" as the field to search on, then enter the subject you want to search for and click "search available curriculum"



- After clicking "Search Available Curriculum", a list of active courses in that subject will appear below.
  - a. Select the course you want to change.
  - b. The data to import will appear, scroll to bottom and click "Import this item"
  - c. Your form will not populate with available information.
- 9. Scroll through form to select items that are required, but not populated. <u>DO NOT ADJUST YOUR</u> COURSE CONTENT YET.
- 10. Once all areas have been answered Save the form

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SUBJECT	EDSC	×	
Add apothe	filter Tilter by field	•	
Start Date:	End Diaber	Sort Results By:	
		GUBIECT H CODE H NAME H	
🗹 Exclude p	reviously imported items		
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 Import Data Into Your Proposal

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• Instructions: CS Number	<ul> <li>No matches were found</li> <li>the following option could not be imported:</li> </ul>	
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<ul> <li>unstructions: Course L0</li> </ul>	012812	141
e Fredrik Index Gaucze Fweel	No antribus were found     No antribus were found     Including option could not be imported:     CLEV	

11. Add your syllabus and another other support materials by clicking Proposal Toolbox the document with plus sign on the Proposal toolbox on right hand pane and save again. ≡(₽)≭ 12. Next launch the proposal (play looking button at top) so you can ) 🖬 🗎 go and edit the data for your new request. Approval Steps Originator ad before you begin\*\* Step De Regen 20095 Work: Porticipant You are should to launch this proposal. Once you have launched this proposal, it will begin the approved process. The proposal will appear in your task late under the "Ny theopeoal" tab and you may easily view its progress at any time. However, you may not will be proposal alter launch under you are included in a particular step of the approval process. on the ing on t Step De Res marked fields. Loons Work: Launch Proposal Cancel sing 🕨 in the top left corner. Once you kranch the proposal you BOGS Notification 13. After launching your proposal, you will now be able to adjust the 1 Nicola Mandoza • 0 Q Curriculog<sup>10</sup> Excerci Aprice Appice Reserve Recontent to what you want changed. Only adjust the items you want updated. Make sure the proposal is how you want it to before you move it forward. \*\*Read before you begin\*\* out before starting this proposal by dicking 🔍 in the t 1 TURS 14. As the originator of the proposal, 2 IVPORT survivalues data from the Galaise in ploting 3 in the log left carries 3 SME all changes by clicking on the battor at bottom of page. you begin the approval workflow by 4 Fill, IN all fields required marked with an \*. You will not be able to jourch the properties without the properties without the properties of the properti approving your proposal to move S LAUNCH preparality dialog I in the to can will view hands change function forward. Instructions a. Your edits will be seen like in Use this form to submit when changes for undergraduate cours <u>Approved Process</u>. Requests should be received in the GUP Officient before and matt include all receiving approvels and altochment track change form at like in Fall November 1 (of previous year)
 Spring May 20 (of previous year) Microsoft Word, When you are Kyos have questions, or need wore information ready to finalize your proposal Note: All Undergraduate Course Union Changes must be ac accessible syllature or they will be returned to the department you will make a decision. b. Click on the decision button to approve your proposal to move forward. The decision button is Proposal Toolbox the check mark icon in the Status: 000000 proposal toolbox. 🗢 🗏 🔹 🖪 📀 i 😑 🗯



### Appendix B: SJS4 in Canvas - adding the redirect tool



### Canvas: Adding the Redirect Tool

1. To begin, click on "Settings" on the course navigation menu and then select the "Apps" Tab.

2. Next, click on the redirect tool ic on on the apps page. You can type in *redirect* to locate it quickly.

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3. Then, click on the "Add App" button.

4. Next, complete the information in the "Add App" window by adding a name and desired URL. Also, check the box for "Force open in new tab (For External Links Only)" and "Show in Course Navigation.." For example, the Name is SJS4 and the URL Redirect is: https://app.calstates4.com/sjsu.

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5. Finally, to confirm your setup, go back to the home page and select "SJS4" from the course navigation tab. Click on "Open in New Tab" and the URL will open up in a new browser tab.

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