
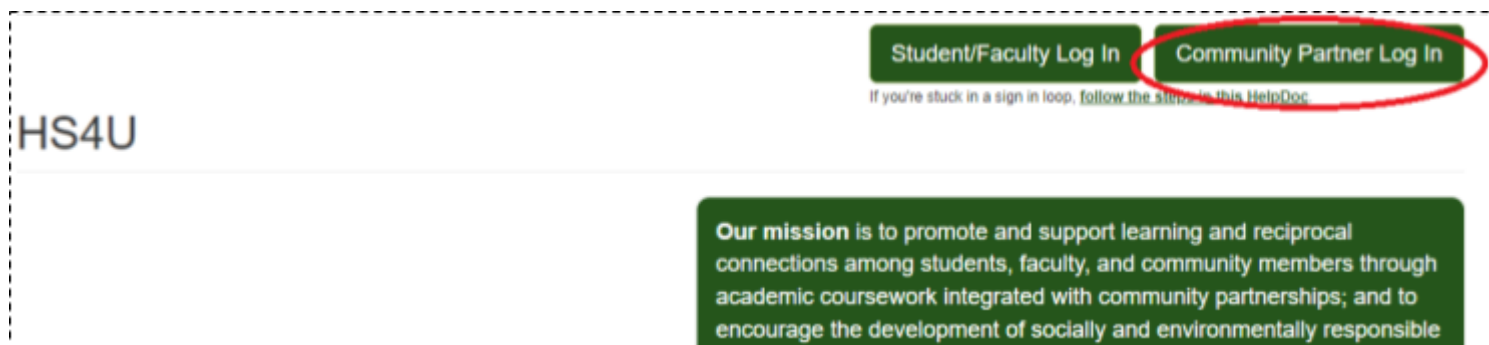


|   |  |  |
|---|--|--|
|  | <p>Cal Poly Humboldt Social Work<br/>Community Placement Program<br/>Phone: (707) 826-4452<br/>socialwork.humboldt.edu</p> | <p><b>CPH Social Work S4<br/>Community<br/>Instructor User Guide</b></p> |
|---|--|--|

**Follow the Directions below when initially accessing S4:**

**Logging in**

1. Go to <https://app.calstates4.com/humboldt>
2. Click the **Community Partner Login** button



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

Enter your CalState S4 username.


**Password** Required

Enter the password that accompanies your username.

### CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

☐ I'm not a robot

 reCAPTCHA

[Privacy](#) - [Terms](#)

[Log in](#)

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

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

Your affiliated sites

| Program(s)  | Site Name                                 |                       |                             |                  |
|-------------|---|-----------------------|-----------------------------|------------------|
| Social Work | Cal Poly Humboldt: Social Work Department | Edit Site Information | <b>View/Manage Students</b> | View Log Entries |

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

## Placements

For — Cal Poly Humboldt: Social Work Department

[View](#) [Edit](#) [Log Entries](#) [Opportunities](#) [Placements](#) [Related Courses](#)

Displaying 1 - 1 of 1

SUM 2023

| Placement     | First name | Last name | Program     | Course | Site Staff       | Opportunity | Estimated Hours | Reported Hours |
|---------------|------------|-----------|-------------|--------|------------------|-------------|-----------------|----------------|
| <b>169881</b> | Sally      | Humboldt  | Social Work | none   | Danielle Cenotti | none        | 480             | none           |

6. All forms under the “**Signup Forms**” header must be completed by the student. You will receive an email when the learning agreement upload is ready for your approval. The document uploaded should already have been approved by you during supervision. Follow the next steps to sign the learning agreement.

## Placement #227183

**Student:** Sally Humboldt  
**Placed by:** Yvonne Doble  
**Course:** SW 0 (0): SW Test  
**Program:** Social Work  
**Site:** Cal Poly Humboldt: Social Work Department  
**Site Staff:** Danielle Cenotti  
**Opportunity:** (empty)

### Signup Forms

|                                       |                 |
|---------------------------------------|-----------------|
| Confirmation of Campus COVID Policies | Complete form * |
| Learning Agreement Upload 23-24       | Complete form   |
| Release for Face-to-Face Placements   | Complete form   |

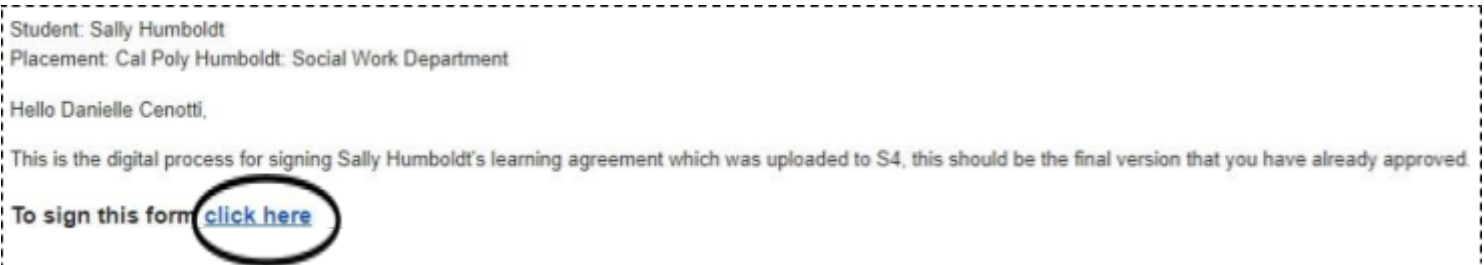
### End of Placement Forms

|  |               |
|--|---------------|
| BASW Field Placement Performance Evaluation - Mid Year | Complete form |
|--|---------------|

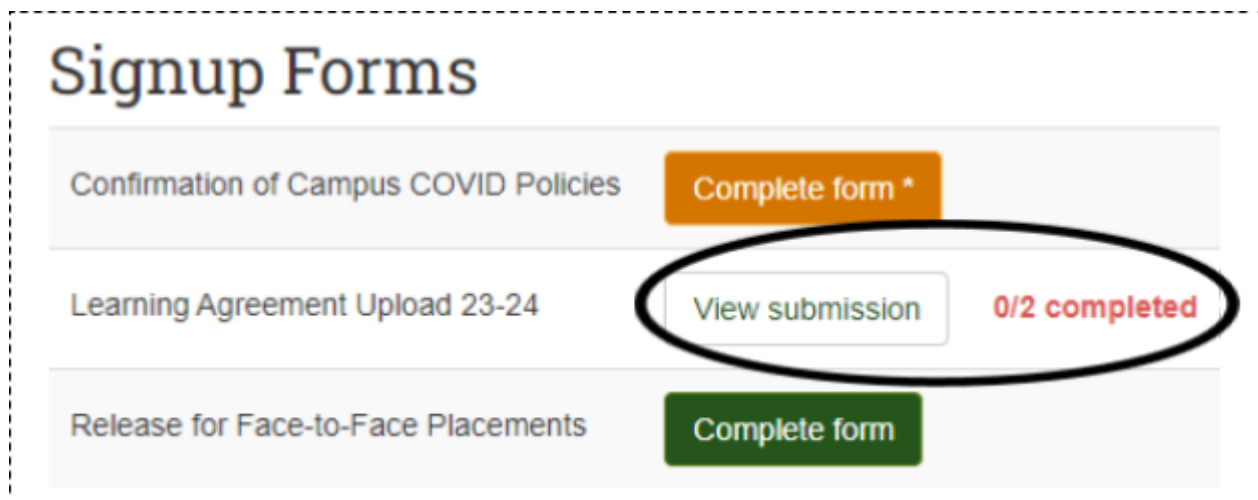
### Other Forms

|                                  |               |               |
|----------------------------------|---------------|---------------|
| Spring Learning Agreement Review | Complete form | 0/3 completed |
|----------------------------------|---------------|---------------|

- When a student submits a form, an automatic email will be sent by S4 notifications to the main site supervisor prompting them to click a link in order to review the form and submit their electronic signature. Click the link to sign the form.



- 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.



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).

## Learning Agreement Upload 23-24

[Download PDF](#)

**Supplemental Forms**  
X Faculty Learning Agreement Signature  
X Primary Supervisor Learning Agreement Signature

### Placement #227183 Information

**Student:** Sally Humboldt  
**Program:** Social Work

**Term:** FALL 2023  
**Estimated Hours:** 60

10. In addition to the student's signature, student forms require 2 signatures
- Signature 1** - Faculty Field Liaison
  - Signature 2** - Community Field Instructor (You)
- You will click on "Primary Supervisor Learning Agreement Signature" to sign the document. Once signed, your signature field will appear in green.

## Learning Agreement Upload 23-24

[Download PDF](#)

**Supplemental Forms**  
X Faculty Learning Agreement Signature  
✓ Primary Supervisor Learning Agreement Signature

### Placement #227183 Information

**Student:** Sally Humboldt  
**Program:** Social Work

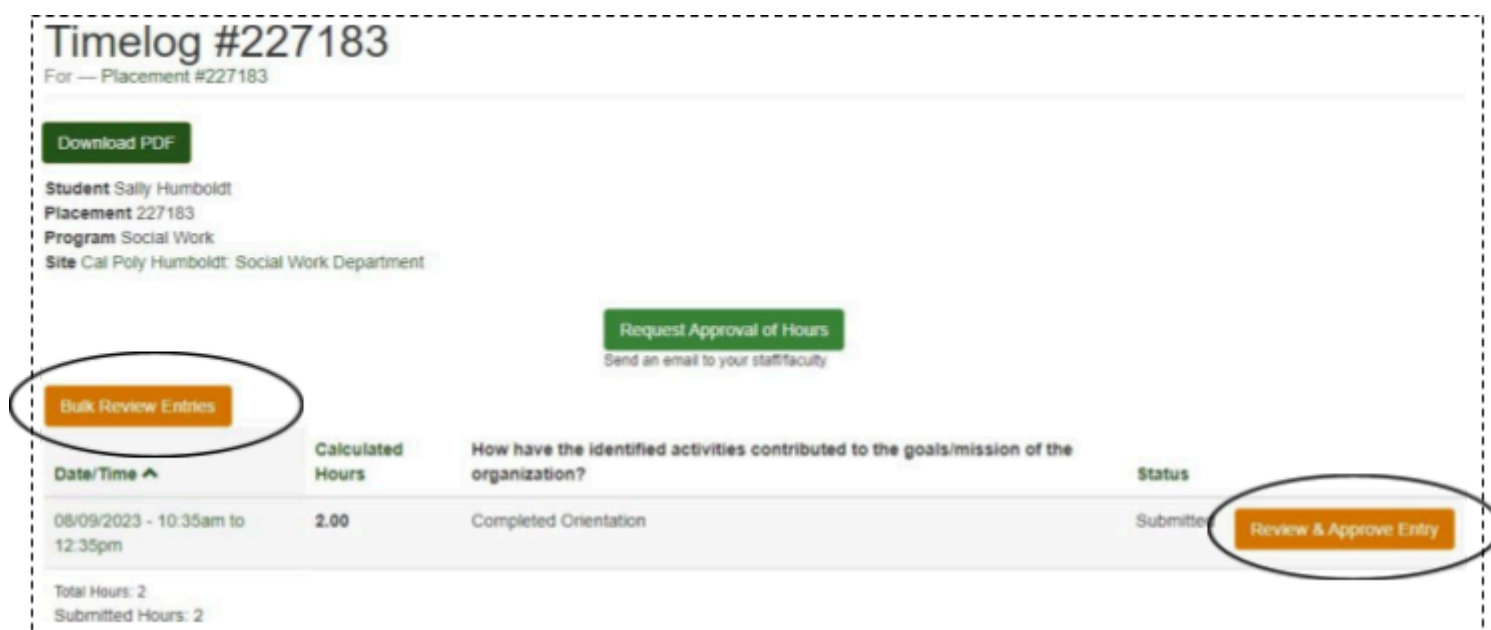
**Term:** FALL 2023  
**Estimated Hours:** 60

### Reviewing student's timelog:

11. You will receive an email request to review the timelog for your student. Click the link to approve the student's timelog.



12. You will be taken to the website where you can "Review and Approve Entry" next to each entry. You can also Review multiple entries at once by clicking "Bulk Review Entries" at the top of the timelog.



13. When approving the time entry, you will be able to leave notes for your student about each entry. Be sure to include notes if you do not approve the entry, and select “Needs changes”. Otherwise, select “approve”.

## Review & Approve Time Entry

**Student:** Sally Humboldt

**Site:** Cal Poly Humboldt: Social Work Department

**Date/Time:** 08-09-2023 10:35am to 08-09-2023 12:35pm

**Hours:** 2.00

### Activity Notes

Completed Orientation

**Approver Instructions:** You can either approve the hours or send them back to the student if changes are needed. It is recommended that you provide a note if requiring changes before approval.

### Leave Notes for Sally Humboldt

Approve

Needs changes

✕ Return to Timelog without saving



14. Once approved, you will be taken back to the timelog page where you will be able to see the updated status of each timelog entry.

| Student Sally Humboldt                         |                  |  |          |
|--|------------------|--|----------|
| Placement 227183                               |                  |  |          |
| Program Social Work                            |                  |  |          |
| Site Cal Poly Humboldt: Social Work Department |                  |  |          |
| Date/Time ^                                    | Calculated Hours | How have the identified activities contributed to the goals/mission of the organization? | Status   |
| 08/09/2023 - 10:35am to 12:35pm                | 2.00             | Completed Orientation  | Approved |
| Total Hours: 2                                 |                  |  |          |
| Submitted Hours: 2                             |                  |  |          |

15. You will also have access to approve timelog entries from the student placement page containing the “Signup Forms”. From here, you can follow steps 12 - 14.

View/Edit Timelog

## Placement #227183

**Student:** Sally Humboldt

**Placed by:** Yvonne Doble

**Course:** (empty)

**Program:** Social Work

**Site:** Cal Poly Humboldt: Social Work Department

**Site Staff:** Danielle Cenotti

**Opportunity:** (empty)

**Placement Term(s):**  
FALL 2023

**Estimated Hours:**  
60

**Reported Hours:**  
2

### Signup Forms

|                                       |                               |
|---------------------------------------|-------------------------------|
| Confirmation of Campus COVID Policies | Complete form *               |
| Learning Agreement Upload 23-24       | View submission 1/2 completed |
| Release for Face-to-Face Placements   | Complete form                 |

If you have any problems navigating S4, please don't hesitate to contact us at the Social Work Placement Office at [swplacement@humboldt.edu](mailto:swplacement@humboldt.edu).

## **Evaluations:**

**At the end of each term, you will fill out an evaluation form for each of your students by following the directions below.**

1. Complete steps 1 through 5 at the beginning of this document to login and navigate to the placement pages for each of your students.
- 2.

### Placement #227183

**Student:** Sally Humboldt  
**Placed by:** Yvonne Doble  
**Course:** SW 0 (0): SW Test  
**Program:** Social Work  
**Site:** Cal Poly Humboldt: Social Work Department  
**Site Staff:** Danielle Cenotti  
**Opportunity:** (empty)

### Signup Forms

|                                       |                               |
|---------------------------------------|-------------------------------|
| Confirmation of Campus COVID Policies | Complete form *               |
| Learning Agreement Upload 23-24       | View submission 1/2 completed |
| Placement Release of Liability        | Complete form                 |

### End of Placement Forms

|  |               |
|--|---------------|
| BASW Performance Evaluation - Mid Year 23-24 | Complete form |
|--|---------------|

### Other Forms

|                                  |                             |
|----------------------------------|-----------------------------|
| Spring Learning Agreement Review | Complete form 0/3 completed |
|----------------------------------|-----------------------------|

### 3. Complete the evaluation for each student. Remember to leave comments!

#### BASW Performance Evaluation - Mid Year 23-24

Cal Poly Humboldt  
Department of Social Work  
BASW Performance Evaluation

##### Instructions for Evaluating Students Demonstrating Social Work Competencies:

The student is to be evaluated as a new beginning-level social worker. The competencies were established by our accrediting organization, the Council on Social Work Education. Under each competency statement are several behaviors that we ask that you assess according to the following criteria:

In choosing which score to select, students and community instructors should consider two factors: the percentage of time and/or the degree of competence demonstrated. There is no expectation that a student will get all scores in the "Great Extent" area – especially in the first semester of field.

Scores in the "little to no extent" range are of concern and should be discussed with the Faculty Liaison as soon as possible. You may note in comments if this score is due to lack of access to the activity planned in the learning agreement and a plan to address this in second semester. Honestly and accuracy in self-assessment and evaluation are critical for meaningful professional development. We encourage both the student and community instructor to use these ratings to accurately capture where the student is in their development.

##### Student Name

Sally Humboldt

##### Stipend Program: **Housed**

Is the student receiving IV-E Child Welfare or Pathway stipend funding for this placement?

☐ Yes

☒ No

##### Competency 1: Demonstrate Ethical and Professional Behavior, particularly with respect to work with Indigenous and rural Communities.

Social workers understand the value base of the profession and its ethical standards, as well as relevant laws and regulations that may impact practice at the micro, mezzo, and macro levels. Social workers understand frameworks of ethical decision-making and how to apply principles of critical thinking to those frameworks in practice, research, and policy arenas. Social workers recognize personal values and the distinction between personal and professional values. They also understand how their personal experiences and affective reactions influence their professional judgment and behavior. Social workers understand the profession's history, its mission, and the roles and responsibilities of the profession. Social Workers also understand the role of other professions when engaged in inter-professional teams. Social workers recognize the importance of life-long learning and are committed to continually updating their skills to ensure they are relevant and effective. Social workers also understand emerging forms of technology and the ethical use of technology in social work practice.

|  | Little to No Extent   | Some Extent           | Considerable Extent   | Great Extent                     |
|--|-----------------------|-----------------------|-----------------------|----------------------------------|
| 1.1. Make ethical decisions by applying the standards of the NASW Code of Ethics, IFSW/IRASSW ethical principles, and/or other social work ethical codes, relevant laws and regulations, models for ethical decision-making, and ethical conduct of research | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 1.2. Use critical reflection and mindfulness to manage personal values and maintain professionalism in practice situations   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 1.3. Demonstrate professional roles, relationships, responsibilities, and boundaries in behavior and appearance, including oral, written, and electronic communication   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 1.4. Use technology ethically and appropriately to facilitate practice outcomes  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| 1.5. Use supervision and consultation to guide professional judgment and behavior  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |

##### Comments:

A great example of when Sally demonstrated ethical behavior was...

4. Finish “Mid Year Evaluation” question, type name, signature, and then click the “submit” button. You may also “Save Draft” if you have more to complete in the evaluation.

Click Submit if this form is complete and you have met with the student for your evaluation discussion. Notice will then be sent to the student and faculty liaison for their signatures.

Click **Save Draft** if you may still have changes to make on the form or need to discuss this further with the student or co-supervisors.

Mid Year Evaluation

**Evaluation of student:** Required

☒ This student is excelling in this placement by performing above expectations for a first semester placement.

☐ This student is meeting the expectations of a new beginning-level first semester placement.


☐ This student is functioning somewhat below the expectations of first semester. There is a question whether they will be ready for beginning level social work practice by the end of placement. A meeting with the Faculty Liaison should be scheduled.

☐ This student is functioning below the expectations of a first semester placement. There is considerable concern that they will not be ready for beginning level social work practice by the end of the placement. A meeting with the Faculty Liaison should be scheduled immediately. This student should not receive credit.

**Primary Supervisor Name**

Danielle Cenotti

**Primary Supervisor Signature** Required



Clear signature

5. Once you “submit”, you will be taken back to the student’s placement page, where you can view your submission. If you have more students to submit an evaluation form for, click the “Home” button to navigate to the next student.

**End of Placement Forms**

BASW Performance Evaluation - Mid Year 23-24  1/2 completed