

Instructions for the FMST Internship Database

The Family Studies Internship Database can only be accessed in the computer lab in Marie Mount Hall. The computer lab is actually the College of Agriculture Computer Lab, Room #1314. You have to have a WAM account to login to the computer.

To access the FMST Database:

1. Click on the “My Computer” icon located on the desktop
2. Click on the Y drive, which is labeled “apps.”
3. Click on the “Class” folder.
4. Click on the “FMST” folder.
5. Click on the database.
6. Wait for the database to load. It may take a few minutes.
7. Follow instructions on the attached sheet to navigate the database.

DIRECTIONS TO ENTER THE FMST INTERNSHIP DATABASE (Rev. 3/97)

1. Move arrow to the FMST database icon and double-click. Wait until you see “Family Studies Internship Database” on the gray screen.
2. Directions are located in red in the bottom left corner.
3. At the center-bottom segment of screen you will see six gray empty information boxes labeled Placement, Status, Population, Area, City, and State. Fill in the first box marked Placement by clicking on the little square next to it – you will see options appear below it describing types of possible internships (for example, “Administrative,” “Service,” etc.). Choose one of these by clicking on it. The more filters you use, the more the database will be reduced. Try using only one or two filters at a time at first.
4. Next, click on “Apply Filter” to scan the database for internships with that particular placement. The upper gray half of the screen will display the first internship the computer has found fitting the particular placement. For example, if you chose “Service” for the placement option, the computer will pull up service-oriented internships. At the bottom left of the screen you will see numbers such as “1 of 231.” This means that the internship description you are currently looking at is number one of 231 internships that the computer has found by matching the placement you indicated (which in this example was “Service”).
5. To narrow down your options further, choose from the list of possibilities under the “Status” information box by clicking on the little square next to it. You will again see a box appear below, this time with various status possibilities, such as paid, unpaid, or paid/unpaid. Choose one by clicking on it.
6. Click on “Apply Filter” to scan the database for internships that have the status you’re looking for (let’s say “unpaid”) PLUS the placement you already chose in step “4

("Service"). This will further narrow down your options; you can see this happening by once again checking the numbers at the bottom of the screen. The second number should be decreased (for example, it should now read something like "1 of 28"). This means you are number one of 28 possible internships that are both service-oriented and are of unpaid status.

7. You can repeat this step for the other information boxes (Population, Area, City, State), but you will probably run out of options before choosing all six information boxes (the computer screen will read "No Records Found"). Therefore, be sure to only plug in two or three requirements at a time (for example, "Placement" and "Status" or "Population" and "State," etc.) to look for the possible internships you want
8. When you are looking at the gray screen describing a particular internship, you can click on "Next record" to see other internships the computer has chosen for you, and "Previous record" to go back.
9. If you don't see anything you are interested in, you can always go back to the original two or three information boxes you have chosen options for, change your options, and re-click "Apply Filter" to look for different internships.
10. You can make notes to yourself about the internships you are interested in on a separate piece of paper.
11. To exit, simply click on the open-door "exit" icon.
12. You'll know you're finished when the gray screen disappears and all the regular desktop icons reappear.