

## ACCESSING THE INTERNSHIP SITE DATABASE

The Internship Site Database is an Excel sheet that can be used by students when searching for practicum or internship sites. It contains information for the current sites available for placing students. These are the sites for which we have affiliation agreements.

### To find an item in the database:

1. From the Clinic website, <http://www.cdclinic.appstate.edu/>, click on **Clinician Resources**.
2. Select **Internship Site Database**. You can download either the 2007 version of Excel or the 2003 version of Excel.
3. Using the Find and Select function in Excel, you may search for a particular facility or search by other categories including the city in which a site is located. You must be careful about the spelling of the name.
4. You also may search for a particular **state**, by using the postal abbreviation..