

DEPARTMENT OF MATHAMATICS & COMPUTER SCIENCE
UNIVERSITY OF NORTH CAROLINA AT PEMBROKE

Criteria for Receiving Academic Credit through Industrial Internships (Undergraduate)

Undergraduate cybersecurity majors can obtain university credit for off-campus jobs in business, commerce or industry related to their major. To obtain academic credit for an off-campus internship, a student must enroll in:

CYB 4970 INTERNSHIP IN CYBERSECURITY

This is a 3-credit hour, pass/ fail, limited enrollment (permit required) course. The course may be repeated once, but only three hours will apply toward the twelve hours needed for the cybersecurity area of emphasis. To enroll in CYB 4970 a student must be a declared cybersecurity major, has successfully completed CYB 3020 (Introduction to Cybersecurity), and in senior standing (with at least a 2.5 GPA). To obtain permission to register for CYB 4970 a student who meets the course requirements must complete the following five steps:

1. Line up an off-campus cybersecurity related position in business, government, commerce, or industry. Obtaining such a position is the responsibility of the student.
2. Obtain a letter from the employer, addressed to the Coordinator of Cybersecurity Internships, which states:
 - a. That the student has been offered an internship,
 - b. The nature of the internship assignment(s) and its relation to cybersecurity
 - c. The dates of internship, and the number of hours per week that will be spent in the firm on the job.

Note: To receive permission to register for CYB 4970 the letter must state that the student will be employed a minimum of 160 contact hours.

3. Submit the letter from the employer and a completed CYB 4970 permit request form to the Coordinator of Cybersecurity Internships. The form is attached to this document.
4. A student whose request is approved by the Coordinator of Cybersecurity Internships will be allowed to register for CYB 4970.
5. Register for CYB 4970 and pay the appropriate tuition.

During the internship, the student must submit weekly status reports to the supervising faculty member. Toward the end of the internship semester, each student must prepare a report which outlines his/her cybersecurity related activities with the firm and describes in detail at least one project that s/he worked on for the firm. This report must be of professional quality, typed, and at least 5 **single spaced** pages in length. To receive a passing grade for CYB 4970, a student must:

1. Have the report read by his/her employer,
2. Obtain a letter from his/her employer, addressed to the Coordinator of Cybersecurity Internships, which states that:

- a. The student's performance and conduct on the job has been satisfactory,
- b. That the employer has read the student's report, and that the report.
 - i. Accurately reflects the student's activity with the firm, and
 - ii. Contains no proprietary information or breach of confidentiality concerning the firm's products, procedures, etc.
3. Submit the report and the letter from the employer to the faculty supervisor at the beginning of the last week of the semester. The letter should be bound as the second page of the report, and the report must be bound in a report folder.
4. Present a fifty-minute talk to faculty and students in the semester immediately following the internship describing the internship activities.

The report will not be accepted if it is not accompanied by the letter from the employer. Each report will be read by the faculty supervisor for both style and content. A report that does not meet professional standards will be returned to the student to be rewritten. After the report has been read, a letter will be sent to the employer acknowledging receipt of the student's report and the employer's letter.

All correspondence should be addressed as follows:

**The Coordinator of Cybersecurity Internships
Department of Mathematics & Computer Science
P.O. Box 1510
Pembroke, NC 28372-1510**

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UNIVERSITY OF NORTH CAROLINA at PEMBROKE

PERMIT REQUEST FOR CYB 4970
(Undergraduate Internship)

NAME _____ Banner ID# _____

(Last Name, First Name)

Address and telephone number during internship:

ADDRESS _____ TELEPHONE _____

Name, address, telephone number and signature of your supervisor during internship:

NAME _____ COMPANYNAME _____

ADDRESS _____

TELEPHONE _____

SIGNATURE _____

Instructions: Complete this form, attach the required letter from the employing firm, and return to the Mathematics & Computer Science Department office (Oxendine 1233).

Office Use Only

Approved by: _____ Date: _____