

CYB 4970: INTERNSHIP IN CYBERSECURITY

LATER: Check the syllabus in CANVAS for the full requirements.

You must submit initial plan, weekly progress reports (3-4), final reports, final presentation slides. Finally, you also need to do a presentation (detail below).

Assignment Item	Points
Initial Plan	10 Points
Weekly Progress Reports	40 Points
Final Report	40 Points
Presentation	10 Points

Initial Plan:

Include at least:

- Introduction of the organization.
- Description of your assignment/project
- Outline the scope of your assignment.
- Highlights of cybersecurity related skills/knowledge you expected to use/gain.
- Milestones
- Weekly plan (tentative- you will update every week)
 - What are the major activities you are planning to do each week?
- Any other issues

Weekly Progress Reports:

[Date]

[Your Name]

[Organization Name]

[Remote Supervisor's Name]

[UNCP Supervisor's Name]

[Project Title]

Weekly Progress Report [Number]

Past—A reflection on the past week of work:

- A brief description of major points **addressed** in the last week:
- What did you **accomplish** in the last week:

Present—Where the project is today:

- A summary of the project status:

- Schedule Issues (how far you are meeting the schedule?- explain)
 - What will it take to solve these problems (if any)?
- Technical Issues(if any):
 - What will it take to solve these problems (if any)?
- Other Issues(if any):
 - What will it take to solve these problems (if any)?
- Project Progress (quality & quantity)

Future—What do you still have to accomplish?

- What are the major activities you are planning to do next week?
- What are you planning to accomplish next week?
- What will it take to accomplish this / these goal(s)?
- Will there be any risks? If so, what are the mitigations?

Other Issues

- Will there be any changes in planned activities? If so, explain.
- Give new schedule (if necessary)

Final Presentation

On the final report (DOC or PDF only), you also need to include a tentative date for your presentation (date and time should be finalized later with Coordinator of Cybersecurity and UNCP supervisor). You only need to present for 15 minutes (not 55 minutes). Final presentation slides should be sent to the supervisor and coordinator two days before your presentation. [see the marking scheme at the end]

Final Report

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**

Marking Scheme: Presentation : (15 minutes: 7 +/- 2 slides)

(Use the following scales: 1- very bad; 2- bad; 3- good, 4- very good)

If you are asked to mark a presentation, give a Scale for each of the following categories (no fence sitting please). Give zero, if any item is not applicable.

NAME:	
	POINTS
Visual Aids	
1 Slides – appearance (colour, easy to read- in point form, etc)	
2 Slides - contents (logical order, supports talk, etc)	
Organisation and Content	
3 Introduction (introducing the topic (and group), etc.)	
4 Material Presentation (in logical order, relating to visual aids, etc.)	
5 Conclusion (giving the overall picture effectively)	
6 Timing (15 minutes plus or minus 0)	
Prototype Demonstration	
7 Creativity / Originality	
8 Smooth demonstration, clear explanation, etc.	
Interaction	
9 Lively and enthusiastic speaking style	
10 Natural gestures/Eye contact with audience	
11 Variation in voice - use of emphasis, pauses	
12 Poise, Speed/Clarity of voice	
13 Handling of questions	
TOTAL	

Average	Meaning
3.8 – 4	Outstanding and indistinguishable from the best professional presentations. Worthy of presentation at an international conference or professional gathering.
3.3-3.7	Very well organized. Well thought out structure to the presentation. Clear table of contents explained slowly and clearly at the beginning of the presentation. Sections of equal size. Clear mapping between the items in the table of contents and the titles of the slides. Every slide has a clear title. Each slide is well organized.
2.8 – 3.2	Well organized. Fairly good structure to the presentation. Table of contents explained reasonably well. Sections of approximately equal size. Fairly clear mapping between the table of contents and the titles of the slides. Most slides have a clear title. Most slides are well organized.
1.8-2.7	Poor organization. No table of contents slide. No clear organization to the presentation. The individual slides are not well organized.
0-1.7	An attempt has been made to do the assignment, but it is of very poor quality. Typically, no table of contents, no real introduction, and no obvious structure.