

## Guidelines for MSIA Internship Written Reports

Please read and understand these requirements before you start your internship.

The Internship Paper is required for every student taking an IA Internship for credit.

### **I Written Report Contents:**

Use the following section numbers and titles in bold in the paper.

#### **1: Brief discussion of the firm or organization sponsoring the internship.**

- 1.1 **General Information:** Name, location, type of industry, total number of employees, historical information of the organization, vision, mission, and significant achievements of the organization
- 1.2 **Organizational Structure:** include an organizational chart and describe the organizational structure.

#### **2: Information Security infrastructure (use public information)**

Provide a detailed description of information security infrastructure employed by the organization. Include information on platforms, technology vendors, whether the technology is in-house/purchased/outsourced etc.

#### **3: Detailed description of your work**

3.1 **Schedule:** Describe your week-by-week work in a table with gridlines. Include orientation, training sessions, meetings, tasks, accomplishments, etc.

#### **3.2 Description of the projects:**

3.2.1 Type and length of each project, and your role in each project

3.2.2. Scope, task, problem statement, cause and effects, constraints, deliverables

#### **4: Course(s) that helped in the internship.**

Provide the following information for each course you have taken in the program

- course number and name
- How it was useful
- How it might be improved to be more useful.

If you are using the Internship as Plan C's culminating experience, skip 5 and go to 6.

#### **5: Overall impression of the internship experience.**

**Be very specific in your description.**

**5.1 Internship contribution to the organization**

**5.2 Internship contribution to self-improvement**

**6. Discuss how you achieved the list of learning outcomes you submitted as part of your Internship Proposal.**

## **II Written Report Formatting:**

1. Your work should be very professional, neatly typed (not handwritten!) on 8 ½" by 11" white paper.
2. Cover page should have the name of the organization, your name, the semester you interned, course number and the dates of your internship.
3. Double-spaced, 12pt, Times New Roman
4. Page numbered in the bottom right hand corner of the page.
5. Duplex or two-sided printing
6. Separate paragraph appropriately, use tables and figures as necessary
7. Proofread before submission. Avoid any grammatical errors. Use Write Place if necessary.

## **III Additional Requirements:**

NOTE: If your internship is used as a culminating experience in Plan C, you must arrange a class presentation in one of the IS or IA classes. You must inform your faculty committee members about your presentation time and date and invite them to be at your presentation. A final defense report form must be signed and submitted to the School of Graduate Studies at SCSU after your presentation.