Internship Computer Manual

Assignment: Each student is required to submit a eight- to ten-page computer manual on something learned during the internship. It is documentation that would assist users or others within the organization to perform these tasks. Examples might include: (1) how to protect a computer from outside attacks, (2) how to add users to the network using Active Directory, (3) how to set up a wireless network, (4) how to use a fourth generation programming language for manipulating data in a database, (5) how to do something unique with a website, or (6) how to put data collected (on the web site) from a web form into the database (on the back end). Other options include a computer program written for the company/organization. The content must be of an advanced level and not be just basic steps of something most IST students should already know.

First Due Date: Electronic version is due the end of the 10th week or the completion of 125 hours (whichever comes first).

Final Due Date: Electronic version with required revisions is due within two weeks of original due date. Also, a final printout, after required revisions, is due in the Portfolio.

Requirements:

1. It should be written in a step-by-step “how-to” approach. Each step should begin with a verb and list a process or function to be performed.
2. Screen shots should be provided to describe and display the messages on the computer screen (if applicable). Note: The steps should be checked after the manual is written to make sure all steps and parts of each step are included.
3. A cover page with title of computer function, student’s name, and date submitted should be included. See sample of title page for portfolio if more details or format instructions are desired.
4. It should be written in 2nd person focusing on “you” if pronouns are used. (For example, if a note needs to be written after some step for clarity, it might say: “Note: You should select the option that reads……”)
5. It should be about 5 to 10 pages in length.
6. It should be submitted in the drop box in WebCT (by the due date as announced in WebCT).
7. The document should be revised according to the instructor’s comments and the final copy submitted again in WebCT and a printout placed in the portfolio.