

**Internship Reflection Paper: Second 50 Hours**

Samantha Riggs

CYSE 368

Spring 2026

Professor Teresa Duvall

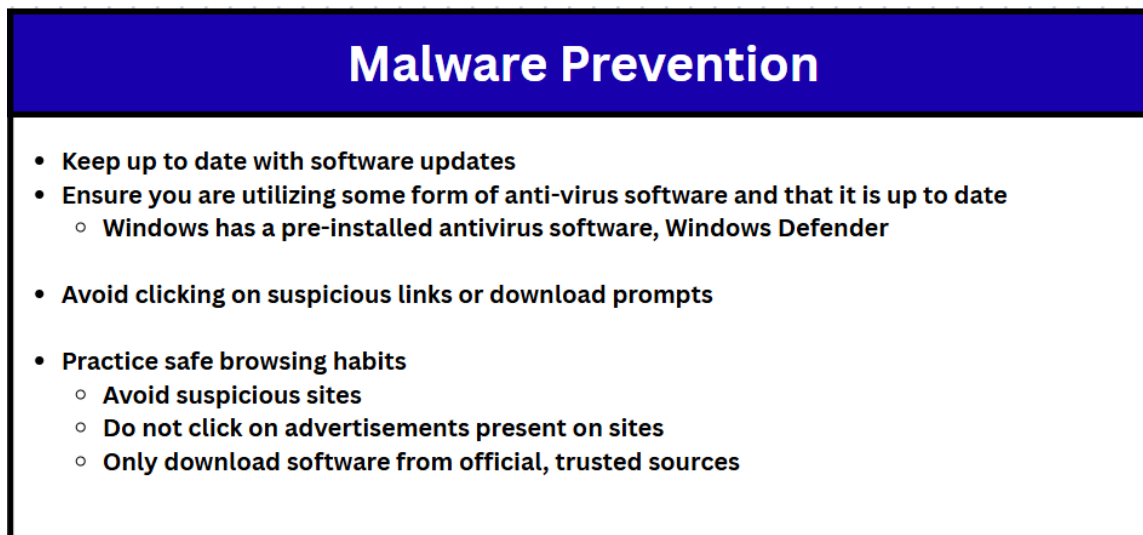
TA Joshua Russell

Monarch Internship & Co-Op Office

Reflection #3

The second half of my internship was compromised of creating a cybersecurity best practices manual, creating a presentation to be given at the end of my internship, and then giving that presentation. I had started considering what I would put in my manual and how I would format it in the previous half, but this second half was where the majority of the work and research took place. I created the manual by taking the information I had obtained from my prior higher education institution cybersecurity landscape research and my assessment of the Monarch Internship & Co-Op Office's workflows and combining it with my knowledge I have gained over my past courses at Old Dominion University. Of course, I also had to utilize my research skills in order to ensure I was giving correct statistical information and examples. By doing all of these things, I was able to create a cohesive best practices manual that was specialized for the Monarch Internship and Co-Op Office's specific needs and concerns.

There were many times when writing the manual that I felt a graphic would work better for what I was trying to explain or would be easier for the reader to conceptualize. It was during those times that I was able to use my creativity to create my own professional graphics and charts to include. The following are two examples:



**Malware Prevention**

- **Keep up to date with software updates**
- **Ensure you are utilizing some form of anti-virus software and that it is up to date**
  - **Windows has a pre-installed antivirus software, Windows Defender**
- **Avoid clicking on suspicious links or download prompts**
- **Practice safe browsing habits**
  - **Avoid suspicious sites**
  - **Do not click on advertisements present on sites**
  - **Only download software from official, trusted sources**

Fig 1. A graphic detailing best practices for malware prevention

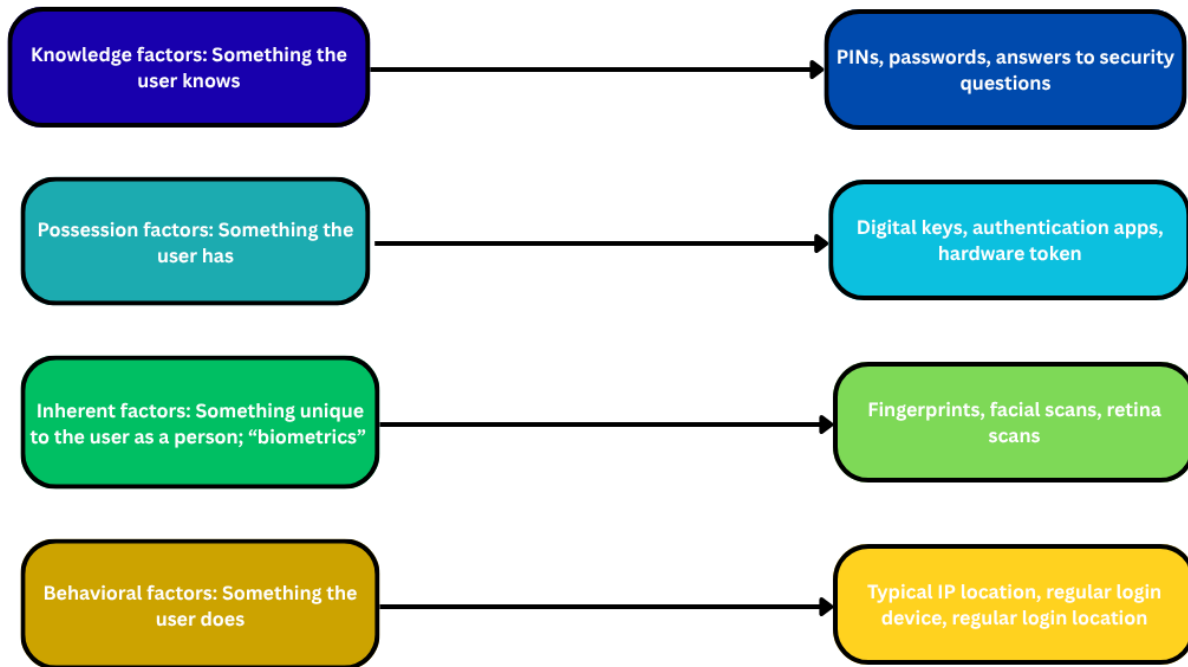


Fig 2: A graphic discussing the type of factors with Multi-Factor Authentication with examples for each of them.

While I was creating the manual, I was also creating a presentation alongside it. This presentation was meant to detail the best practices I discussed within the manual and was to be given to the office's staff at the end of my internship. I had to consider how long I needed the presentation to be, what order I wanted to discuss the topics, and how I wanted the information to come across to my audience. The presentation ended up being roughly thirty minutes long and discussed the following sections: Why Cybersecurity is So Important, Phishing, Malware, Password Security, Multi-Factor Authentication, Network Security, Device Security, Information

Security, and Incident Reporting. After I gave my presentation, I was able to take questions and comments concerning the content I had discussed.

Overall, I enjoyed the process of the interning with the Monarch Internship & Co-Op Office. I am very pleased with how much the tasks I was asked to do and the deliverables I was asked to produce reflected the kinds of tasks I would be expected to perform once I enter the field full time. I feel as though it provided me with invaluable experience and familiarity to the field than taking courses alone.