

iLab Report Information

The intent of these exercises is to expose you to the process of taking technical data and transforming it into a meaningful report that will be read by your clients. Your reports should be clear and concise, explaining your findings in a way that can be understood by networking professionals and senior managers, not a college professor. Your audience for the report is senior management team of the OHNO Data Protection Services company. You should know that some of these executives are paid hundreds of dollars per hour. They do not have time to try to figure out what you are talking about, or learn the basics of networking technology before reading your report. They are smart, but they probably won't know what a port is. Write with the understanding that the person reading it does not have a lot of spare time. They want all the information as clear as you can present it.

There will be a total of 4 separate reports which will be due at the following dates:

- Report 1 will include your finds from weeks 1 and 2 Due on April, 7th
- Report 2 will include your findings from week 3 and 4 Due on April 21st
- Report 3 will include your findings from weeks 5 and 6 Due on May 5th
- Final PowerPoint Presentation Due on May 5th

The report should be in APA format. There are several sources across the Internet that can help you format your paper correctly. I will be posting some resources associated to the APA format in the Webliography section of our class. Also, you will need to include at least two references. One of the references can be the text book.

iLab Report Format

Title Page

Introduction (page 2) 10 percent of your grade

In this section you will give the purpose of the paper and state the objectives of the lab in our own words. Do not list the objectives in bullet format. Report them in your introduction. Remember, the introduction should be used to "sell" your report to the teams members of the upper management group. Why should they read your report?

Lab Description and Results 50 percent of your grade (Approximately two pages per lab, not including screen shots)

In this section document the intent of the lab / penetration test and any tools that may be in the lab. You do not have to list every tool that is available in the lab; some labs have numerous tools that are available. Please pick two or three of the tools that you used during the lab that you thought were particularly useful and expand on those. Do not go in-depth about how the tools operate. Mention them and then give the reader a quick description of what they do, what they found and why your findings are important (basically the results of the lab). Please also provide one screen shot per lab. The screen shot should display the results of the tool, the results of the tool that is being used. Because of the way iLab works, I **strongly** recommend that you take the screen shot **before** you exit the lab, rather than go back later and re-login to the labs after you have completed them. That option should work, but I do know that some students have had some issues trying to get screenshots after the labs are completed.

Lessons Learned 10 percent of your grade (Approximately 1 page per lab)

In this section, document what you learned from the labs. Again, address this towards the upper management team. What I mean is you want to expand on what you learned about the company's network and provide an overview of the problems that you found..

Conclusion 10 percent of your grade

Summarize and conclude your paper. Again, focus on the upper management team. Why was the information reported in your work important to them?

References (final, separate page) 5 percent of your grade

Overall formatting of your paper 5 percent of your grade

Grading Rubric for iLab Reports				
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Introduction	Clearly states purpose of the paper; identifies all the objectives for the labs and it is written in a clear and concise manner. Addressed all the elements for this section.	Section is understandable and it addressed most of the elements of this section.	Introduction is missing required elements but still conveys the message. Summary of objectives incomplete	Does not use own words to describe objectives. Introduction is weak or poorly written. Significant elements of the section are missing
	Superior (50 Points)	Good (49-40 points)	Acceptable (31-39Points)	Unacceptable (30-0 points)
Lab Description and Results	Section is clear and easy to understand. Information is presented in a logical order and connections between ideas are apparent.	Paper contains a logical sequence of ideas. Most topic sentences are substantiated with supportive evidence. Frequent use of transitions is evident.	Section contains some minor problems with cohesion, but they generally do not interfere with the overall thesis. Minor stylistic issues may exist, but overall, paragraph structure and the relationships between sentences are clear.	Section is difficult to understand. Topic sentences are absent and paragraphs contain tangential ideas. Transitional material is lacking throughout. Reader may feel frustrated after reading this paper and may feel the need to reread it for understanding.
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Lessons Learned	Student included lessons learned in a clear concise manner	N/A	Student included lessons learned, but information was not written clearly	Student did not include lessons learned in this section
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Conclusion	Student summarized paper in a clear and concise manner. Included all pertinent information	N/A	Conclusion was adequate, missing some key elements of the paper	Student did not include conclusion or conclusion was poorly written and did not provide a summary of information presented in the paper.
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Document Formatting & APA (elements considered): - Running head - Page number header - Title page - Margins - Indentation of new paragraphs - Proper headings - Proper spacing (after punctuation and line spacing) - Citations - References	Exemplary attention and effort are given to spelling and grammar. Tense is consistent; complex sentence structure is maximized and appropriate. Paper is in full APA compliance.	Evident attention and effort are given for spelling and grammar. Tense is consistent and complex sentence structure is appropriate. One or two APA elements are missing.	Occasional errors can be found regarding colloquial phrasing, jargon, and redundancies. Three to four APA elements are missing	Grammatical errors can be found on almost every paragraph. Numerous spelling and grammar errors present. 5 or more APA elements from list are missing.

iLab Presentation Format - Due on May 5th

After a penetration testing contract is completed, you will most likely have to conduct a briefing to report on your discoveries, both the good and the bad. For this presentation, you will pick two labs that you completed during the class that you think you are most likely to encounter on a real-life penetration contract. In other words, pick the two labs that demonstrate the weaknesses that you think most organizations are susceptible to / the ones that you think are most common. Your presentation should include the: objectives, the penetration testing tools used, what the tools actually do and the results of the lab. (See the rubric below for more details)

Next you will choose two labs that you thought were unique, uncommon and, although possible, are least likely to be encountered on a real-life penetration contract

You are required to show that you have prepared for the actual presentation of your slides to the upper management team. I will give you a choice of two options on how you can demonstrate that you're ready to present your findings to the upper management team. Please remember, this will be presented to the upper management team, not a college professor / nerd.

The first option is to use the "speaker notes" function in PowerPoint (or whatever presentation tool you decide to use). The notes listed should be complete enough that they would be all you would need to use during the face-to-face presentation. They do not need to be a word-for-word script, but they should be complete enough for you to accurately relay your information.

The second option is to use a microphone and actually record your voice as an embedded sound file in the presentation itself. If you choose this option, know that I will only be grading on content, not how proficient you are as a professional speaker. For instance, I will not take points off for background noises like phones ringing or kids calling for you (I'm the father of two :-)) I may make a comment of how many times you say "ah" or "um", but that will be strictly for your information.

Grading Rubric for Presentation				
	Superior (5 Points)	Good (4 points)	Acceptable (3-2 Points)	Unacceptable (1-0 points)
Introduction	Clearly states purpose of the presentation; identifies all the objectives for the labs and it is written in a clear and concise manner. Addressed all the elements for this section.	Section is understandable and it addressed most of the elements of this section.	Introduction is missing required elements but still conveys the message. Summary of objectives incomplete	Introduction is weak or poorly written. Significant elements of the section are missing
	Superior (50 Points)	Good (31-49 points)	Acceptable (11-30 Points)	Unacceptable (0-10 points)
Lab Description and Results	Section is clear and easy to understand. Information is presented in a logical order and connections between ideas are apparent.	Presentation contains a logical sequence of ideas. Most topic sentences are substantiated with supportive evidence. Frequent use of transitions is evident.	Section contains some minor problems with cohesion, but they generally do not interfere with the overall thesis. Minor stylistic issues may exist, but overall, presentation structure and the relationships between slides are clear.	Section is difficult to understand. Topic sentences are absent and slides contain tangential ideas. Transitional material is lacking throughout. Reader may feel frustrated after reading this presentation and may feel the need to reread it for understanding.
	Superior (20 Points)	Good (19-10 points)	Acceptable (9-1 Points)	Unacceptable (0 points)
Lessons Learned	Student included lessons learned in a clear concise manner. Has at least 8 lessons learned	Student included lessons learned in a clear concise manner. Has at least 6 lessons learned	Student included at least 4 lessons learned, but information was not written clearly	Student did not include lessons learned in this section
	Superior (5-4 Points)	Good	Acceptable (3-2 Points)	Unacceptable (1-0 points)
Conclusion	Student summarized presentation in a clear and concise manner. Included all pertinent information	N/A	Conclusion was adequate, missing some key elements.	Student did not include conclusion or conclusion was poorly written and did not provide a summary of information presented.
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Presentation Preparation	Student notes or audio contents were complete and well suited for presenting the information to the upper management team. All slides had notes or audio content.	Student notes or audio contents covered the majority of the information found in the presentation. The upper management team would not have a difficult time understanding the information being presented.	Student notes or audio contents covered some of the information found in the presentation. The upper management team would have a difficult time understanding the information being presented.	Student did not include notes or audio content, or significant sections were missing.
	Superior (10 Points)	Good (9-8 points)	Acceptable (7-5 Points)	Unacceptable (4-0 points)
Document Formatting	Exemplary attention and effort are given to spelling and grammar. Tense is consistent; complex sentence structure is maximized and appropriate.	Evident attention and effort are given for spelling and grammar. Tense is consistent and complex sentence structure is appropriate.	Occasional errors can be found regarding colloquial phrasing, jargon, and redundancies.	Grammatical errors can be found on almost every slide. Numerous spelling and grammar errors present.