

Description of Papers on Company

Format - Refer to page 83 of the *Laboratory Manual*

Papers are team papers unless noted. This means that all members of the team must participate. If a member or members don't take part, leave their name(s) off of the paper.

You should use 3/4" margins and eleven point font with 1.5 line spacing. Papers of less than 80% of the stated page limit show a lack of interest and will be graded accordingly. While I will mark the paper for editing, I don't count off for this unless you write so poorly that it shows.

Content - The paper is in two parts. **Part 1** is descriptive in that it should describe (a) the company and its products; (b) its information systems resources, and (c) its telecommunications resources, including a *netViz* drawing of the network. The MIS portion should give the reader an idea of what machines are available. Don't spend too much time on this and don't describe the machines in great detail. The telecommunications portion should talk about media, topology, protocol, and should include clients and servers. All this should be done within three pages of content-rich narrative plus the diagram; the diagram and references may be beyond the page limit

List the name of the company one time and show an abbreviation for it; then use the abbreviation for the rest of the paper.

Part 2 will be done several weeks later and describes (a) risk assessment, (b) disaster planning, (c) testing for disasters, and (d) acting as a consultant, giving advice on how to improve the MIS and Telecommunications environment by changing by changing the equipment they use or by getting new resources

If you find that the company has so little technology that you have little to write about, interview another company or risk a failing grade.

Process - You should write this (and all papers) at least 36 hours ahead of time; let it rest over night (as you sleep on it), and then rewrite the paper. If you are not proficient in writing or in the English language, ask a friend to read your paper to see if it makes sense. You are not asking him/her to write the paper, just to give you some feedback. If you are really weak in English or in writing, go to *The Writing Center* in the English Department for help.

References - You must list any references or works used. List them in alphabetical order and number them. To show credit, place a [x] at the end of the appropriate text, where 'x' is the number of the reference. Failure to give credit is a violation of honor and of copyright law