



Internship Report
As a
**‘Video Editor
and
Camera Operator’**
at DIU Media Lab

Submitted to:

Mr. Sakib Mohammad Shahadat Illius
Lecturer,
Department of Journalism, Media and Communication
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Daffodil International University

Submitted by:

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Date of submission:

30 June, 2024

Executive Summary

I am delighted to present this report summarizing my productive internship experience at Media Lab, Daffodil International University as a "Video Editor and Camera Operator". During the twelve-week internship, I have grown personally, overcame challenges, gained practical skills and learnt a lot.

This report includes details about the media lab's personnel, protocols, and setup. The report outlines the tactics, tools, procedures, and abilities that were employed.

It also touches a comparison of academic theories and real work experiences. Within the Media Lab, I conducted a SWOT analysis to identify potential opportunities and challenges.

Letter of Transmittal

30 June, 2024

Mr. Sakib Mohammad Shahadat Illius

Lecturer,

Department of Journalism, Media and Communication

Daffodil International University

Subject: Submission of Internship Report.

Sir,

With all due respect, I have the pleasure of submitting my internship report to the Journalism, Media, and Communication department in order to complete my B.S.S.(Hons). I have attempted to build my report on my overall experiences working as a "Video Editor and Camera Operator" at Daffodil International University's Media Lab during my internship.

I owe a debt of gratitude to the institution, my course advisor, and my industry supervisor for providing me with the chance to successfully finish the internship. I want to express my gratitude to everyone who has tolerated my work and helped to foster a positive work environment.

I have completed this report by including all necessary information. Without a doubt, I think that this report will fulfill the requirements of my internship. I appreciate all of your helpful suggestions and direction as I finished my internship report.

...*Abdul Kader*.....

MD Abdul Kader

ID: 182-24-665

Batch: 34th

Department of Journalism, Media & Communication

Faculty of Humanities and Social Science

Daffodil International University

Certificate of Approval

I am happy to confirm that the internship report of **MD Abdul Kader, ID 182-24-665** from the Department of Journalism, Media, and Communication has been authorized for viva-voce and presentation as required by his course.

MD Abdul Kader was a Video Editor and Camera Operator in Media Lab under my supervision. He completed the internship in the duration of **10 March to 01 June 2024**. I have every confidence that the facts, figures, and conclusions in the report are true and accurate.

To the best of my knowledge, MD Abdul Kader possesses a pleasant and gregarious demeanor, along with high moral integrity. I hope the best for him in his future endeavors.



.....
Mr. Sakib Mohammad Shahadat Illius

Lecturer

Department of Journalism, Media and Communication

Daffodil International University

Letter of Completion of Internship from Daffodil International University



Faculty of Humanities
and Social Science

Date: 08.06.2024

To
Head
Department of Journalism, Media and Communication
Daffodil International University

Subject: Internship Completion Certificate.

Dear Sir,

This is to attest that MD. Abdul Kader (182-24-665) successfully completed the internship program from **10 March -2024 to 01 June -2024** at our organization, Daffodil International University.

During the internship, he learned new skills with confidence. His performance is optimal as per our anticipation. We wish him continued success for his future life.

For and on behalf of Daffodil International University.

Mr. Shaik Md. Abdur Razzaque

Deputy Director (Media Lab)

Daffodil International University.

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Acknowledgement

First, I would like to thanks to my supervisor and esteemed teachers for all the help during my internship. I couldn't have done it without their supervision. I have had incredible opportunities for personal growth and skill development since I was exposed to a real office environment outside of the classroom.

I want to give a big thanks to my honorable academic supervisor, Mr. Sakib Mohammad Shahadat Illius sir, for always being there for me with guiding and supporting me every step of the way as I prepared of this report.

In addition, I express my gratitude to "Daffodil International University" administration for providing me with the chance to complete my internship at DIU Media Lab. The 12-weeks I spent there were super helpful to me, giving me hands-on experiences and skills that will help me in the future.

My gratitude extends to MR. SM Abdur Razzak sir, the Deputy Director of Media Lab, for supervising me closely and helping me to learn new things.

I also want to thank Mr. Aftab Hossain sir, Head of the Department of Journalism, Media and Communication for his support and guidance.

Additionally, special thanks to all the alumni of the department for their valuable advice and support throughout my internship.

MD. Abdul Kader

ID: 182-24-665

Batch: 34th Batch

Dept. of Journalism, Media and Communication

Faculty of Humanities and Social Science

Daffodil International University

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Chapter One

Introduction

1.1 About DIU Media Lab

We have a modern and professional Media Lab run by the Department of Journalism, Media and Communication at Daffodil International University. The lab's main goal is to give students the tools and skills they need for studying and practical experience. Moreover, here is the best part that the lab offers the opportunity to create a whole TV show. This media lab is seriously like a dream come true for producers who are struggling to find out top-notch facilities nowadays.

The following aspects of this lab will be very helpful in creating TV shows and improving students' skills:

The lab is twelve feet high. All the lights that are required is suspended from the studio ceiling. The lab is completely echo and sound proof. An additional power source is available to ensure uninterrupted, smooth operation of the task. For TV shows and events, the lab got talented photographer, videographer and video editor always ready to go.

The video editing unit's characteristics:

- The lab has a fully air-conditioned system.
- The lab uses the latest technical equipment to work with.
- Super modern format Real-time Matrox RT.X2.
- The Media Lab's Digital Editing Work Station.
- Customized HP workstation.
- With Matrox, non-stop video editing facilities.
- SONYLMD 1420, professional video monitor for previewing to ensure quality.

1.2 Internship: An Introduction

Internship is a short time opportunity for learning experience during a honors degree. It is essentially a volunteer work that can be either full or part-time. The internship's objectives are to acquire new abilities and real-world experience. Students join a company, do real task so that students can gain practical experience with a professional manner and figure out what they really want to do in the future.

An internship gives a student the ability to enhance their skills, create a pipeline for full-time employment, and infuse new ideas and energy into the workplace. Students that perform well throughout their trial term may even be hired by the same employer following their internship. The requirements for interns vary throughout companies. You can try applying for internships if you're a student or recent graduate. Certain companies also demand experience.

Advantages of completing an internship:

- Ability to adapt with regular working hours of company.
- Gain insight into the daily working environment.
- Learn different soft skills on the job.
- Completing an internship increases opportunity to get a job.
- To gain real work experience
- Having a mentor who provides guidance and feedback
- Developing professional contacts

So, internships can open up exciting opportunities!

1.3 Background of My Internship

The Department of Journalism, Media, and Communication mandates an internship or a project at any reputed institution in order for students to get a BSS (Bachelors of Social Science). Since the 12th semester counts as an internship where students can apply academic knowledge in real-world settings, the 11th semester must be successfully completed before the final or 12th semester begins.

The media industry is part of my theme. My goal is to become a content developer. That's why I am concentrated on becoming a video editor and cinematographer. So, I decided to complete my internship at the Media Lab at Daffodil International University.

The media lab played a significant role in enhancing my practical skills and abilities. The Media Lab handle all the programs and media stuff for the Daffodil Group. The experienced video editors were so helpful to me in improving my abilities. Consequently, I completed my internship at this fantastic media lab.

1.4 My Internship Supervisor

My internship supervisor was Mr. Shaikh Md Abdur Razzaque sir during my internship. He is assigned as the Deputy Director of DIU media lab. He co-operated me so friendly and wholeheartedly supported me. During my internship, he shared with me about his career experiences and challenges he faced in his career that really taught me what real working life is like.

Additionally, he also guided me comprehensively and provided details on how to complete the programs including learning video stuff to finishing the Media Lab tasks. With his direction and help, I learned so much about using cameras, photo lab, and video editing skills

1.5 Duration of My Internship

During the internship of mine at DIU Media Lab, I spent a total of 12 weeks operating a camera and editing videos. **March 10** was the start of my assignment, and it ended on **June 01, 2024**.

Chapter Two

Internship Activities

2.1 Weekly Activities

First Week (10th March to 16th March)

- Deputy Director of Media Lab, Mr SM Abdur Razzaque sir introduce me to everyone in the office.
- He provided a comprehensive overview of the media lab overall.
- Described the daily essentials that must be completed.
- He talked about all gadgets and tools used in the media lab.
- I started my editing journey via taking a seat close to the video editors.
- Discovered how adding video to a project file.
- Learned how editing videos and adding insightful footages.

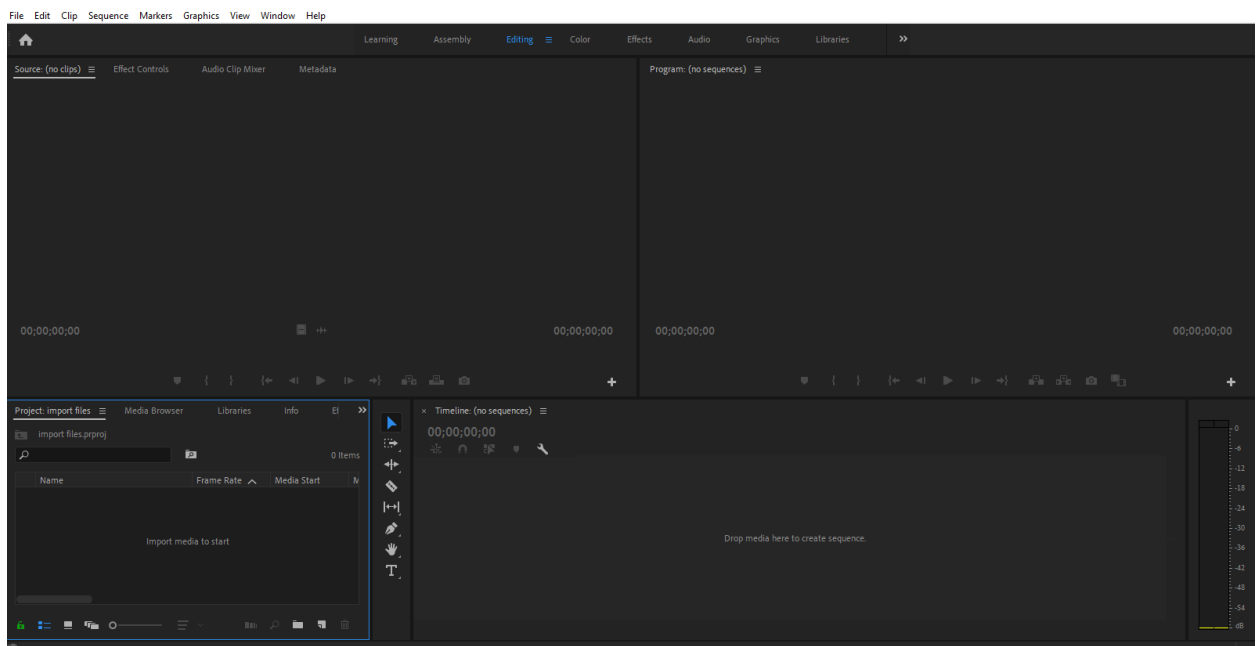


Photo: Adobe Premiere Pro 2020 Interface

Second Week (17th March to 23rd March)

- Assisted JMC students for shooting in the Lab.
- Assisted my senior colleagues to make their tasks done.
- Gained knowledge about “datavideo”
- Interviewed DIU students who have received DCL laptops!



Photo: Assisting my seniors from the production control room

Third Week (24th March to 30th March)

- Learnt how to use professional camera for videography
- Understood some basics of using camera: picking location, reducing noise, focusing, zooming, angles and balancing on tripod.
- Took consultancy from senior colleagues
- Learnt managing spreadsheets for all productions by Media Lab
- Learnt how to assemble camera, microphone and tripods



Photo: Learning to use tool for video and sound

Fourth Week (31st March to 06th April)

- After knowing the interface, I was assigned to edit a video.
- I edited a video of the program "Cyber Security, Inauguration Ceremony of the M. Sc. in Cyber Security".
- Assisted to make a poster for “Pahela Baishakh”



Photo: Editing video of the program “Cyber Security, Inauguration Ceremony of the M. Sc. in Cyber Security”.

Fifth Week (07th April to 13th April)

- I have obtained keyboard shortcuts on Adobe Premiere Pro to edit videos quickly.
- Learnt how to apply Aston on videos a bit.
- Learnt about sequencing videos in editing panel.
- Learnt some tactics in Adobe Premiere Pro.
- Edited a program named “Importance of Ramadan”



Photo: Edited scene of the program “Importance of Ramadan”

Sixth Week (14th April to 20th April)

- Watched some previous edited videos by Media Lab to enhance my potentiality.
- Learning professional way to edit a video.
- Sat next to one of my senior colleagues, Shah Noman Khan, while he edited an entire show.
- Got some tips for improving audio in a video production.
- Learnt how to update Media Lab's spreadsheet for programs and tasks.
- Edited a program named “FSIT, AI for Industry - Retail Industry FOCUS (Day 1)”



Photo: Editing video of the program of “FSIT, AI for Industry - Retail Industry FOCUS”

Seventh Week (21st April to 27th April)

- Ismail Chowdhury, the Cameraperson for Media Lab, gave me some tips on filming videos.
- Helped out the teacher during lab class.
- Picked up skills in lighting setup.
- Learnt about Chroma settings.
- Practiced using video editing tools.
- Helped as a camera operator during the program “International Summit on Textile Innovation and Sustainability” on 27th April at DIU International Conference Room.



Photo: Using camera in chroma settings

Eighth Week (28th April to 04th May)

- Practiced using video editing tools.
- Attended the monthly meeting in Media Lab.
- Kept updating the spreadsheet.
- Learnt some basics of Adobe After Effects.
- Acquired knowledge about Pro-Show Slider.
- Edited the event program “International, Prof. Dr. S.R Subramanya, San Diego University, USA visit at DIU”.

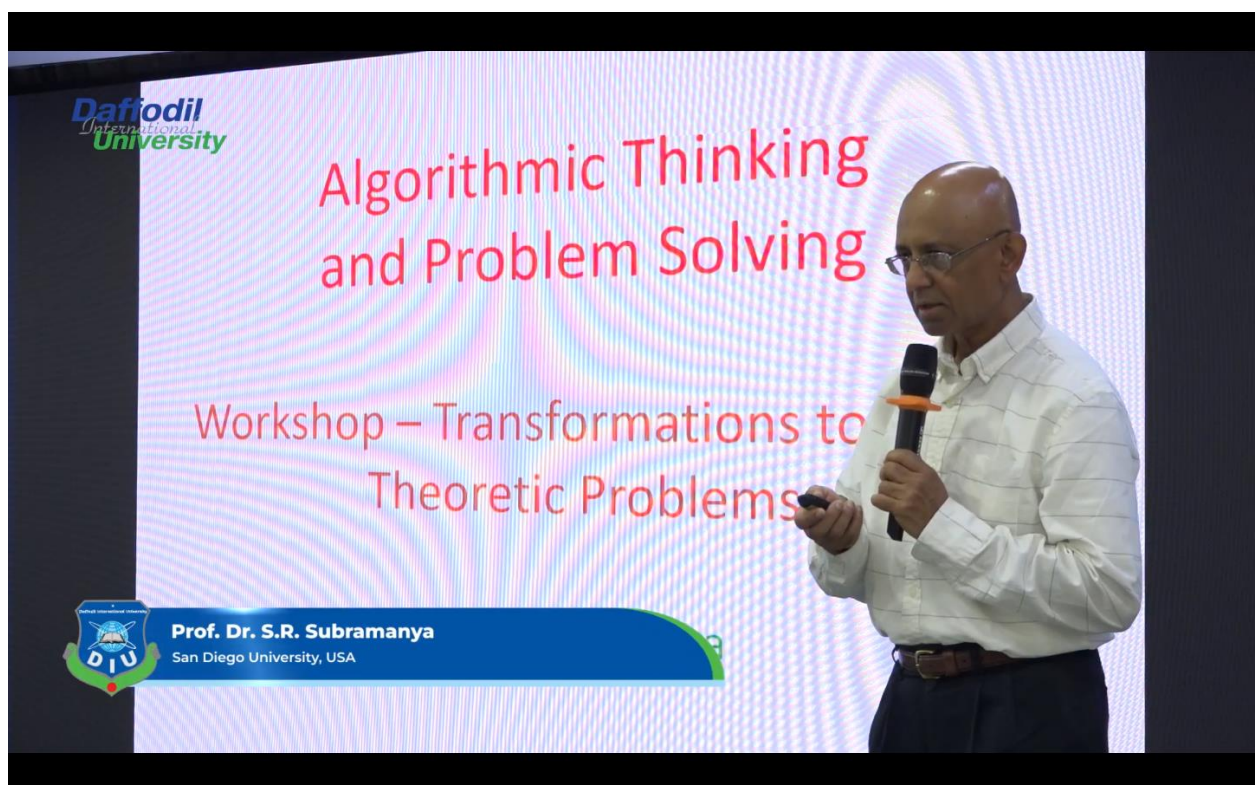


Photo: Edited Scene of the program “International, Prof. Dr. S.R Subramanya, San Diego University, USA visit at DIU”.

Ninth Week (05th May to 11th May)

- I served the program “Corporate Communication Etiquette” as a camera operator on 09th May, 2024 at International Conference Room, Daffodil Smart City.
- I interviewed the chief guest of the program “Corporate Communication Etiquette”, Md, Ishfaqur Rahman, Senior Manager, Human Resource, Banglalink Digital Communication Ltd.
- I edited Shibli Shahariar Sir’s Speech (Interview) for MBA Promotional.

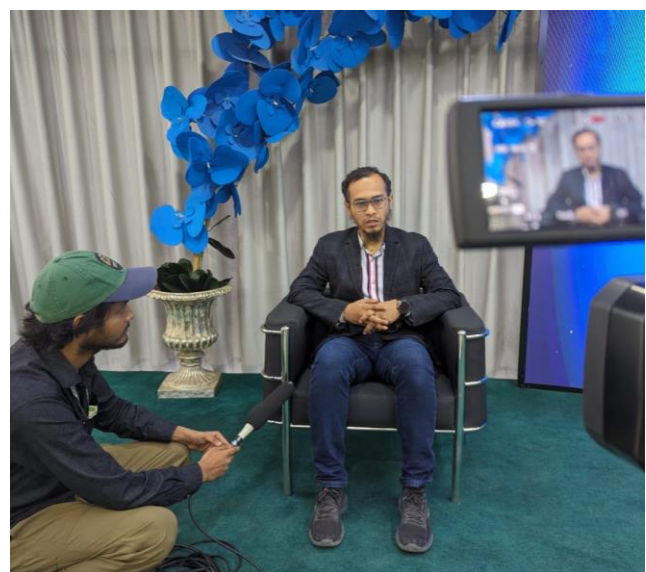


Photo: During the program of “Corporate Communication Etiquette”

Tenth Week (12th May to 18th May)

- Took necessary advice from my seniors.
- Learnt how to manage heavy project.
- Learned basics on Adobe Photoshop.
- Acquired in-depth knowledge about sound engineering.
- Also updated the spreadsheet.
- Edited the speech of content creator-Sadman Sadik in “JMC Media Buzz”



Photo: Editing videos for different programs

Eleventh Week (19th May to 25th May)



- Learned how to edit a whole program.
- Learnt color correction and color grading.
- Regularly attended the monthly meeting
- Mr. Nadeem Chowdhury, a Senior Officer of DIU Media Lab, generously shared his valuable insights and photographic suggestions to enhance the understanding of the visual medium.
- Sound mixing
- Got some helpful advice and correction from Md. Alif Hasan (Lab Instructor) about capturing videos.
- Shoot videos in chroma settings.
- Learnt how to edit chroma footage including removing background and adding new realistic background.



Photo: Shooting video in the Chroma setting.

Twelfth Week (26th June to 1st June)

- Assisting the Camera person of Media Lab, Ismail Chowdhury for covering a program.
- Helped JMC students for shooting in the Lab.
- Helped my senior colleagues to make them tasks done.
- Editing of the program “Inauguration Ceremony on National Data Science & AI Start-up Bootcamp 2024”.
- Took farewell greetings from DIU Media Lab



Photo: First photo is taken while I was assigned for covering a program in BoT Conference Room and second photo is the interface with timeline of Adobe Premiere Pro while I was editing the program “Inauguration Ceremony on National Data Science & AI Start-up Bootcamp 2024”.

Chapter Three

Learning Experience

3.1 What I have learned from here

I worked as an intern at Daffodil International University's Media Lab. There, I served as a camera operator and video editor. I was prepared to start my internship by reading my book in its entirety. I learned via films, interviews, and news reporting. Making a video chat between professionals and members was one important lesson learned. In order to produce the finished result, I learnt how to effectively arrange and edit material. It's clear to me from working here that respect is essential in any workplace.

Collaborating with professionals taught me a lot valuable lessons in teamwork, work methods and exchanging idea. The guidance I received in the media lab provided insights into my future career path. My future professional career will surely benefit from the experience of this internship. My supervisor's guidance and support covered various aspects of media work.

3.2 Tools and Technologies used

Throughout my tenure at the media lab, I utilized a variety of tools and technologies for work-related tasks. I edited videos on a high-end PC and took crisp footage using a 4K camera.

Additionally, the toolset I used in my work was:

- 4K Camera (Sony)



- Boom Microphone (Panasonic EM-2800A)



- Professional Video Monitor (SONYLMD 1420)



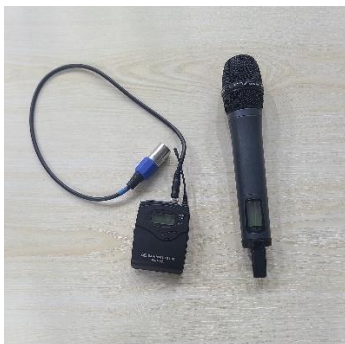
- Adobe Premier Pro



- Adobe After Effects



- Wireless microphone



- Different Tripods



Chapter Four

Learning Evaluation

4.1 Theoretical and Practical Learning

I was able to put all of the academic skills I had acquired throughout my eleventh semester in the Department of Journalism, Media and Communication to use during my internship at the Media Lab. I finally had a taste of working in the real world. Academic knowledge what I learned in college and practical knowledge what I learned from working as a professional differ greatly. There is little doubt that applying classroom teachings to real-world work is not the same experience.

Internships serve as a bridge between the classroom and real-world employment. I mostly studied video production, TV journalism, radio journalism, and related subjects while working as an intern at Media Lab. That's why I felt comfortable and choose DIU Media Lab for doing my internship.

4.2 Skills that I have developed during my internship

Throughout my internship, I have enhanced a bunch of skills that include:

1. Organizing time
2. Video editing
3. Networking
4. Content making
5. Improved confidence
6. Lighting sense for photography and videography
7. Typing speed
8. Sound designing
9. Videography
10. Communication skills
11. Team work skills
12. Improved editing and production sense

These abilities, in my opinion, will be highly significant in determining my future professional route.

4.3 Expectations and Experiences

After completing my academic education, I decided to pursue an internship to apply the knowledge in real life. I then began working at the DIU media lab as a video editor. Considering that this is the era of content production, I would want to engage in the media lab activities and produce material on my own.

Office regulations required me to operate behind the camera even though I was employed as a video editor and camera operator. This will be really helpful for me because knowing both video editing and shooting is very important in this world of content.

This twelve-week internship experience boosted up my confidence. I've learned how to correctly use a camera and edit videos while working on a television program's post-production. In addition, I've learned how to submit work on time by adhering to regulations and maintaining discipline. All things considered, I think that this internship will be helpful to me.

4.4 Possibilities in Future Career

These fields like Video Editor, Camera Operator and Content Creation are not only rising in Bangladesh but also all over the world. The era we are living in 2024, is the golden era of content creation or film making. We are consuming a lot of contents via social media. So, the media and entertainment industry are growing highly and it's creating lots of job opportunities. As technologies advances, there will be more opportunities for professionals in these areas.

Camera operators will get plethora of opportunities to capture various kinds of exciting videos for the internet, social media and television shows. People really want top notch and catchy video contents nowadays. So, it's a great time for talented video editors who can tell engaging stories using catchy visuals. With digital marketing and streaming services becoming more popular, those who have expertise in video editing and camera operation can make an impact in the visual methods used to tell stories.

As there are huge possibilities in Bangladesh and all over the world, now is the time to jump in. There is a bright future ahead for those who have passion in this sector. By upgrading new skills, one can have a successful career in the exciting world of media and entertainment.

Chapter Five

Conclusion

5.1 SWOT Analysis of DIU Media Lab

Strengths, Weaknesses, Opportunities, and Threats are referred to as SWOT. A method for assessing these four facets of an individual or an organization is SWOT analysis. The Strengths, Weakness, Opportunities and Threats of DIU Media Lab is listed below-

- **Strengths:**

- Friendly and welcoming working environment.
- A team of experienced and expert.
- Utilization of modern technology.
- All rooms are sound proof.
- Separate room for radio, television and chroma (Green Screen)

- **Weaknesses:**

- Load shedding.
- Lack of manpower.
- Storage problem.
- Poor internet connectivity.

- **Opportunities:**

- Creating contents for promotional.
- Cover all types of TV shows.
- Open for new internship position.
- Get chance to join as paid employee in the DIU Media Lab.

- **Threats:**

- Rivalry with another media agency, such as DIU Media Lab, is intense.
- Lack of budget and manpower can decrease its output.

5.2 Recommendation

1. The internship role ought to be compensated.
2. As quickly as possible, a network attached storage system must be put into place.
3. Consistently inspect and fix all the equipment and supplies.

5.3 Conclusion

I thank my university, professors and my supervisor for all their guidance and assistance. I have obtained a ton of experience and skills throughout my internship that will be helpful in my near future. I owe a debt of gratitude to my supervisor, Mr Sakib Mohammad Shahadat Illius, sir, for his invaluable assistance and direction in helping me finish my internship. Without him, I could not have done it that easily.

My internship took place at the DIU Media Lab where from I have picked up some valuable experience. I have also picked up some real work stuff like video editing, cinematography, sound designing, color correction, all sort of creative projects and even production management. I have gained some ideas about how digital media companies work. Everyone at the DIU Media Lab is professional and friendly. They made it a fully professional and comfortable work ambience for anyone. I have learnt how to act professionally in a work environment. I hope, all these experiences are going to be helpful in my near future career.

Appendix

Appendix- A

References:

1. <https://daffodilvarsity.edu.bd/>
2. <https://www.wikipedia.org/>
3. <https://www.facebook.com/daffodilvarsity.edu.bd/>
4. <https://www.youtube.com/@webmasterdiu/featured>
5. <https://careers.umbc.edu/employers/internships/what-is-an-internship/>
6. <https://www.mindtools.com/amtbj63/swot-analysis>

Appendix- B

My Works:

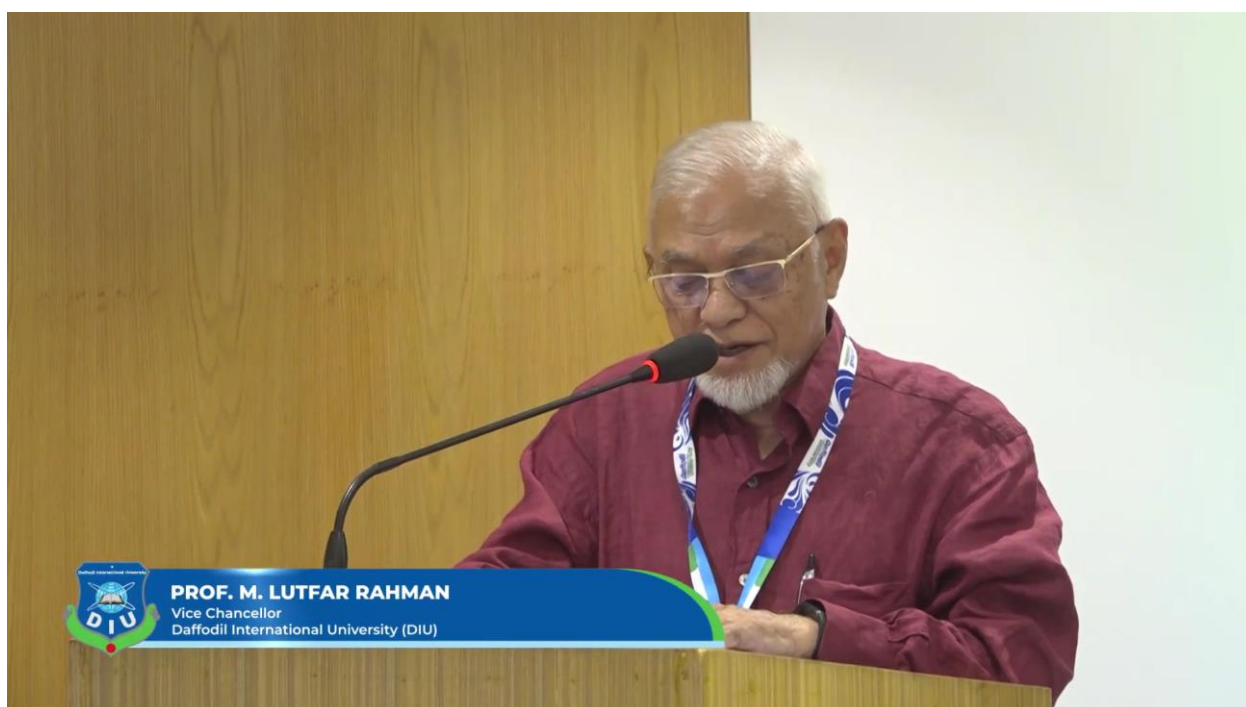
1. Cyber Security, Inauguration Ceremony of the M. Sc. in Cyber Security:



2. Pohela Boishakh Poster:



3. FSIT, Ai for Industry - Retail Industry FOCUS (Day 1)



4. Students of the Department of Architecture successfully defended their final projects before a jury of experts from both practice and academia, the last step to becoming an architect.



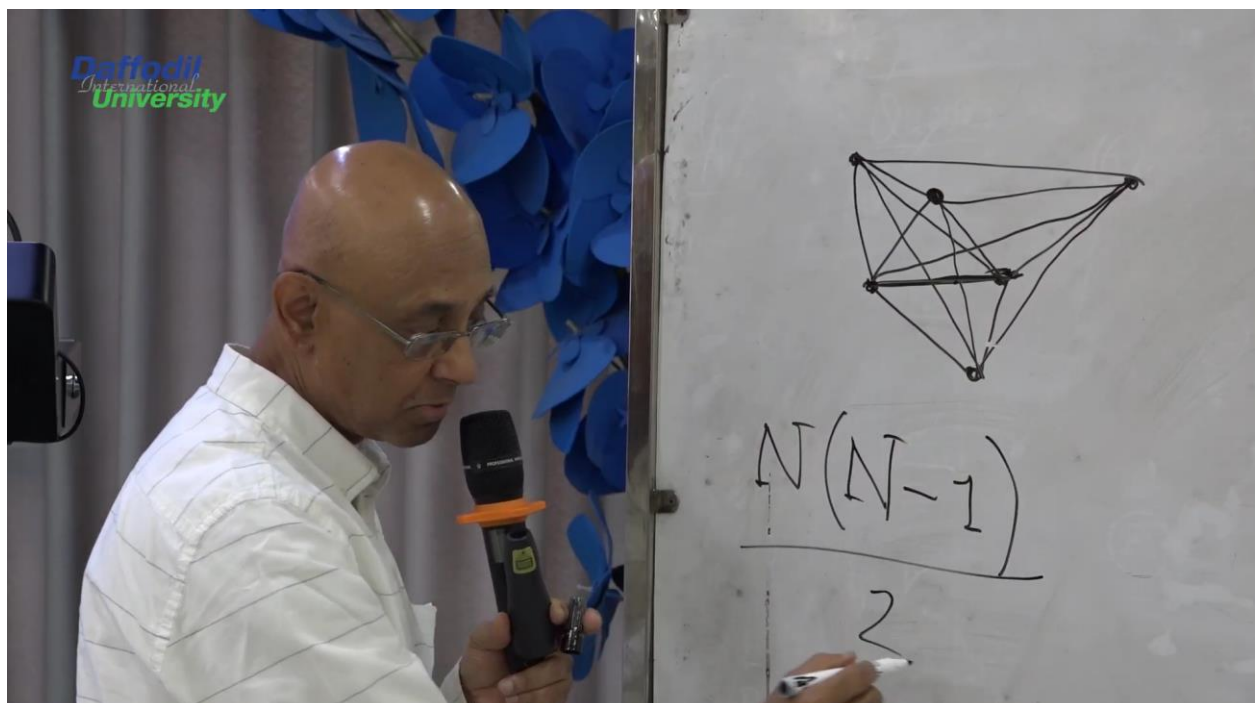
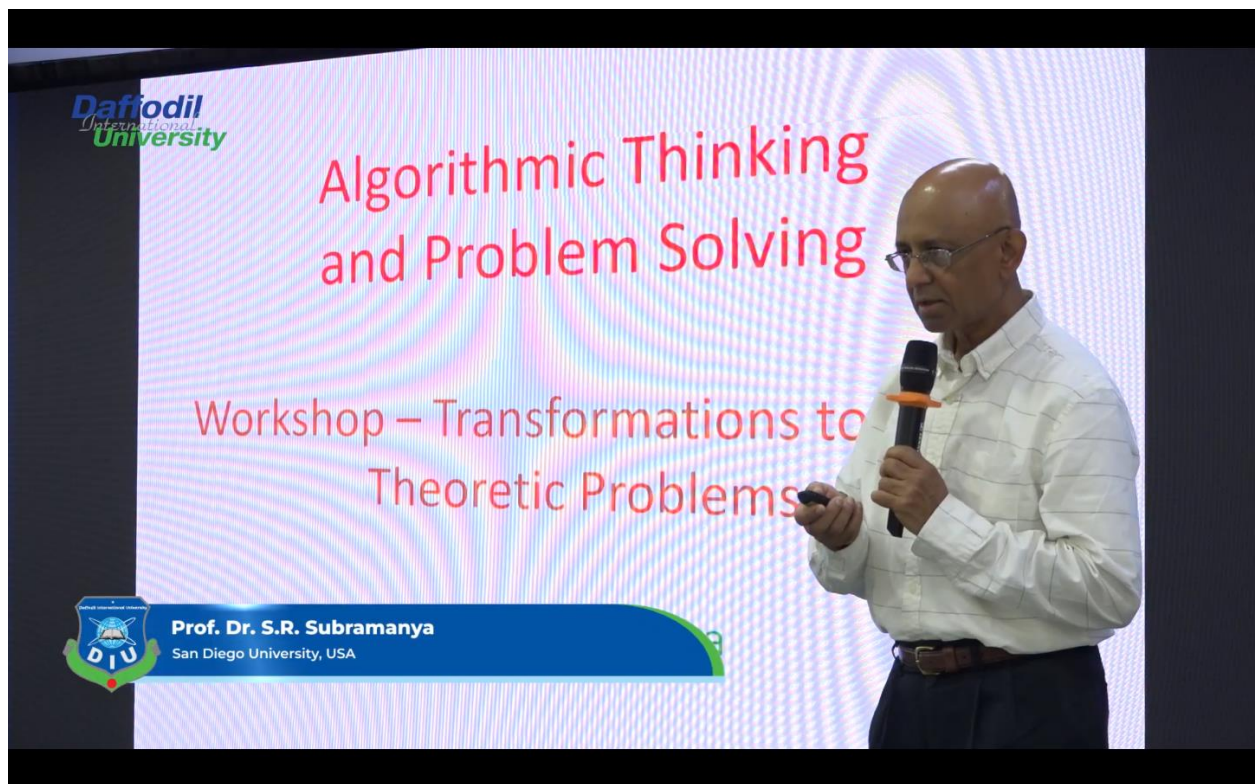
5. Shibli Shahriar Sir Speech for MBA Promotional (Interview)



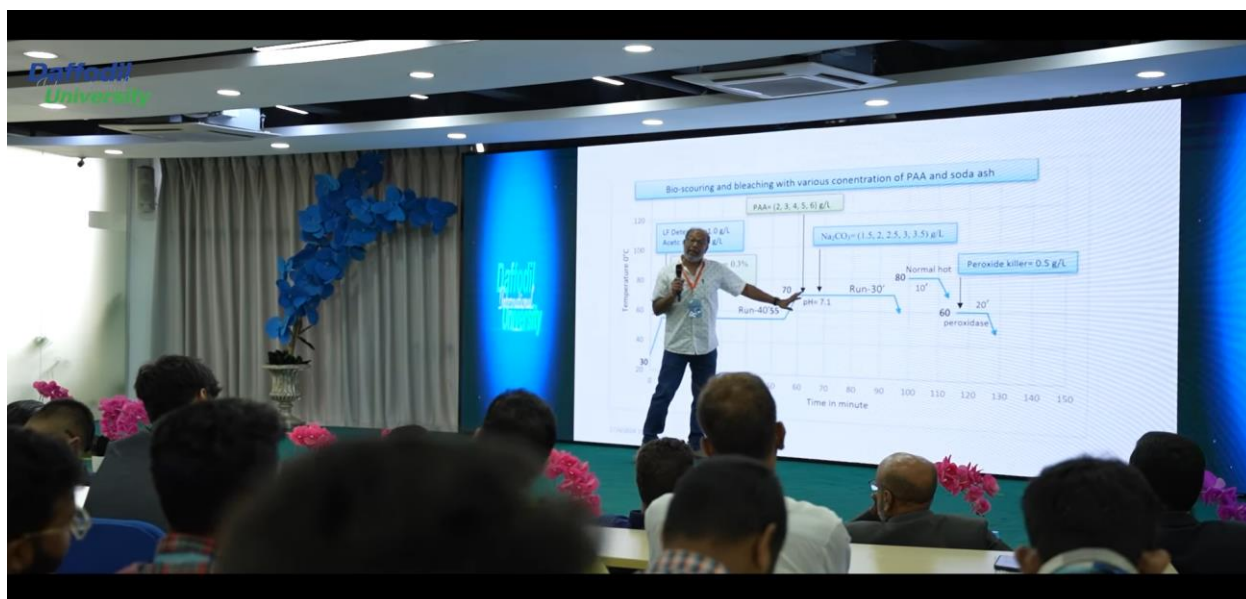
6. Media Buzz Day-1 (Sadman Sadik Speech)



7. International, Prof. Dr. S.R Subramanya, San Diego University, USA visit at DIU



8. International Summit on Textile Innovation and Sustainability



9. Importance for Ramadan

