



INTERNSHIP REPORT
on



as Video Editor & Graphic Designer

Submitted by

Aritra Dewan

ID: 191-24-684

Department of Journalism, Media and Communication
Faculty of Humanities and Social Science
Daffodil International University

Submitted to

Aftab Hossain

Assistant Professor and Head
Department of Journalism, Media and Communication
Faculty of Humanities and Social Science
Daffodil International University

Date of Submission: June 20, 2024

Foreword

This internship report is not just my one-semester report but the achievement of 4 years of graduation. I have completed all courses from the JMC department and done an internship with 4D Films as a Video Editor and Graphics Designer. 4D Films is a video production house where they produce OVC, TVC, drama and social media content.

I chose the position as a video editor and graphics designer because of my interest and the skills I have developed since starting my graduation. My department is lab-based department and so I learned everything hands-on from here. But, working experience in professional media was great.

In 4D Film I worked on various projects under the leadership of a supervisor. I have mastered various subjects including communication, leadership, responsibility etc. During my 3 months internship I gained practical knowledge and skills on various topics which will influence my future career.

In this report I will present all the information about my internship period, introduction to 4D Films, my journey and working process.

Letter of Transmittal

June 21, 2024

Aftab Hossain
Assistant Professor and Head
Department of Journalism, Media and Communication
Daffodil International University

Subject: Submission of Internship Report.

Dear Sir,

I would like to inform you that, I am pleased to submit internship report from the Department of Journalism, Media and Communication. I worked on 4D with my best and I improved my skills. It was a good opportunity for me, I think I took advantage of it. With all the experience, I strongly believe that I can build a bright career later.

I would like to thank you for your kind help, excellent advice and guidance and for being the supervisor for the successful completion of my internship report.



.....
Aritra Dewan

ID: 191-24-684

Department of Journalism, Media and Communication
Faculty of Humanities and Social Science
Daffodil International University

Letter of completion from 4D Films

 House:24, Road: 09, block: Kha, Shekhertek, Mohammadpur, Dhaka 1207
Phone:+88028190660,+8801914860664, email- 4thmatra.4d@gmail.com,
Website: www.4dfilms.com.bd

Reg. no: 0260052
Date: 15-06-24

June 15, 2024

TO WHOM IT MAY CONCERN

This is to comely that Aritra Dewan Student ID 191-24-684 of the Department of Journalism Media & Communication of Daffodil International University has completed his internship in the Iconic Focus 24.com a popular 360 advertising and marketing agency in Bangladeshi along with production house 4D Films. He was assigned as a Graphics Designer & Video Editor. He has worked here from 01 March 2022 to 10 June 2022.

During this time, he has demonstrated an admirable work ethic and a high standard of performance. He was highly regarded and respected in our office for his effort and makeover integrity.

I wish him a very successful career and a shining future.

4D Films
R.T. Himel
Proprietor

An a.i. Himel p r o d u c t i o n

ICONIC FOCUS
Captured the life

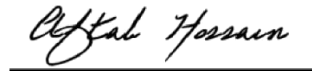
Certificate of Approval

I am pleased to certify that the Internship Report on 4D Film prepared by Department of Journalism, Media and Communication of Aritra Dewan ID: 191-24-684 has been approved for presentation and defense.

Aritra Dewan worked as an intern at 4D Films under my supervision. He completed the work in the spring of 2024, in June.

I am pleased to certify that the dates and findings presented in the report are to the best of my knowledge the work of Aritra Dewan.

Aritra Dewan has a good moral character and a very pleasant personality. It has been a real pleasure working with him and I wish him well.



Academic Supervisor

Aftab Hossain

Assistant Professor and Head

Department of Journalism, Media and Communication

Daffodil International University

Acknowledgement

Internship is an important and enjoyable step towards graduation. I am certainly glad to have completed this step well. For this, I am thankful to all my teachers, supervisors and my family members. The internship taught me many practical knowledge of the world.

I express my gratitude to my respected academic supervisor Aftab Hossain Sir for giving me proper guidance to combine both practical and theoretical knowledge to prepare this report.

I would like to thank the authorities of 4D Films, for giving me this internship opportunity in their organization. Everything I did in these 10 weeks helped me gain a lot of knowledge and experience that made me proficient in practical work. A special thanks goes to Al Himel, founder and owner of IconicFocus24, under whose tireless efforts and guidance I acquired many of the necessary technical skills.

Aritra Dewan

ID: 182-24-663

Department of Journalism, Media and Communication

Daffodil International University

Table of Contents

Sl.	Chapter	Page no
	Chapter One: Introduction	01-03
1.1	About internship	02
1.2	Reason for Internship in 4D Films	02
1.3	Duration of internship	03
1.4	My supervisor at 4D Films	03
	Chapter Two: Organization & Activities	04-05
2.1	Background of the organization	04
2.3	My Major Activities	05
	Chapter Three: Learning & Experience	05-27
3.1	Responsibilities	05
3.2	Weekly activities during the internship	
3.3	Work experience during the internship	
3.4	Special experience	
3.5	Tools & Technology used	

	Chapter Four: Evaluation of learning	
4.1	Difference between practical and academic experience	
4.2	Outcome of my internship	
4.3	Expectations and experiences	
4.4	Limitations of the Internship	
	Chapter Five: Conclusion	
5.1	SWOT analysis	
5.2	Recommendations	
5.3	Conclusion	
5.4	References	
	Chapter Six: Appendix	
6.1	Annex 1: Work-related photos	
6.2	Annex 2: Published Contents	

CHAPTER ONE

Introduction

1.1 About Internship:

internship is to work in an organization to gain experiential and practical knowledge for a certain period of time after completing the study period. Practical knowledge along with theory is very important in our daily life. Through internship, a student can learn about his profession, and responsibilities, learn more about his strengths and weaknesses.

Internship is very important all over the world. It is said to bridge academic life and professional life. Here the learner gets a chance to make mistakes and can easily correct them.

What can be learned from internship:

- Communication skills
- Management
- Leadership
- Confidence
- Presentation of self
- Constantly improve yourself

I tried to follow them in my internship organization.

1.2 Reason for Internship in 4D Films

Journalism, media and communication students have a wide range of career fields. Students studying here are making careers in various professions. I also chose video production. 4D Films is a new generation production house of Bangladesh. A bunch of young filmmakers work here. And various productions here have been exhibited in major festivals. So I decided to do an internship at 4D Films.

1.3 Duration of my internship:

I start my desired internship at 4D Films on 1st March 2024 and my internship period ends on 10th May 2024. Worked 6 days a week except for public holidays and emergency reasons.

1.4 My supervisor at 4D Films



Ahmed Ishtiaque Himel
Director at **4D Films**

Ahmed Ishtiaque Himel is a young filmmaker. Before starting his career, he was the assistant director of modern Bangladeshi filmmaker Redwan Roni. Later he started a production house called 4D Films. His popular series Ctrl+Alt+Del. Apart from dramas, he also directed commercials and music videos. Besides directing, he is also a producer. He was my supervisor. He always encouraged me to learn new things.

CHAPTER TWO

Organization & Activities

2.1 Background of the organization:

About 4D Films:

4D Films started its journey 12 years ago. Its founder director and producer is Ahmed Ishtiaq Himel. For 12 years, 4D Films has been faithfully providing production services including Drama, Short Film, Music Video, TVC, OVC, 3D Animation, Photography.

4D Films is located at Shekhartek, Mohammadpur.

Mission:

Finding creative makers and film crews.

Vision:

Connecting the audience with good quality film and video production.

Goal:

Bringing back the respect and dignity of art and artists.

2.2 My Major Activities:

A production house has various types of work like: pre-production, shooting, post video editing, poster design, music, color grade etc. My major activities were in video editing and graphic design.

Video Edit:

At 4D Films I have edited various types of videos. For example: social media content, news, advertisements, music videos etc. I encountered and solved several problems while editing videos. Besides, I got acquainted with new editing tools, different types of edits, color schemes, transitions, effects and useful websites. I used Adobe Premiere Pro as the video editing software.

Graphic Design:

I have designed various advertisement banners, social media content thumbnails, cinema posters at 4D Films. I used Adobe Photoshop and Adobe Illustrator for graphic design.

CHAPTER THREE

Learning & Experience

3.1 Responsibilities:

During my internship I had to perform various duties, perform various tasks.

These included production support, pre-production research, video editing and graphic design. I was able to realize the responsibility more deeply through the internship. This is a big achievement for me. I like to do my duty and sometimes I feel bad when I fail.

I would like to explain a few responsibilities:

Content Management:

This is one of the functions of a production house. Here content is created for various clients. Delivering them, uploading and maintaining them on various social media platforms of the client, updating the client with proper reach etc.

Video Edit:

Production houses shoot videos for clients and editors edit and deliver them. I was left with one of the most important duties of video editing. I enjoyed it and performed the duty properly. In addition to Premiere Pro, I use Da Vinci Resolve and After Effects to complete video edits.

Graphic Design:

I created a lot of YouTube thumbnails for news and content, and every day I got work to create posters and banners for the production's Facebook page. My most exciting and challenging task was creating a banner for a production house. I have made many Bangladeshi and foreign commercial/commercial video posters.

Professionalism:

I tried my best to become a Professionalism at the end of my studies. I think professionalism is a must for a bright and successful career. Constant communication and presentation with clients, colleagues, buyers always has sweetness I have always tried and think I have succeeded.

Presentation:

Before, during and at the end of work I presented my task sometimes to my supervisor and sometimes to clients. Although it was difficult at first, later I enjoyed this responsibility and learned well.

3.2 Weekly activities during internship:

- **1st week (04th March - 10th March)**
 1. Had an introduction with my team.
 2. Had an introduction with the studio management department employees.
 3. Gave a tour of the production house.



- **2nd week (11 March - 17 March)**
 1. Introduction part of how a production house runs.
 2. Took tasks for upcoming days.
 3. Observed employees and my team how they worked professionally.



- **3rd week (18 March - 24 March)**

1. Helped setting up lighting, cameras and microphone in the Studio.
2. Helped to write script and Printed script for voice take in studio.
3. Edited voice on Audacity.



- **4th week (25 March - 1 April)**

1. Learned the editing process. (Making thumbnail editing videos)
2. Made thumbnails and edited news.
3. Learned and got some professional tips from my senior stuffs.



- **5th week - (1 April - 7 April)**

1. Edited news on premiere pro.
2. Printed news scripts on printer.
3. Had an introduction with a client.



- **6th week (08 April - 14 April)**

1. Took task from Safarnama. (Tours and travel Agency)
2. Made posters and banners for safarnama.
3. Wrote a script for safarnama promo.



- **7th week (15 April - 22 April)**

1. Edited Safarnama Promo video.
2. Got a praise from the team for delivering a good work.
3. Edited promo banners and thumbnails.



- **8th week (22 April - 28 April)**

1. Took manager brief for finalizing the project.
2. Successfully delivered posters and banners to Sfarnama.
3. Edited news and experienced some pro presets using of adobe premeire pro.



- **9th week (29 April - 05 May)**

1. Made a Banner for the production.
2. Experienced Colour Grading process in a banner.
3. Learned pro stuffs/ work for banner making in Adobe Photoshop and Adobe Illustrator.



- **10th week (06 May - 17 May)**

1. Edited commercial ads and posters.
2. Edited promo videos.
2. Successfully delivered all the task given by the team and clients.



3.3 Work experience during internship:

I have worked under the Department of editing panel. I have experienced a lot of professional work during working for the Production house. The production house editing panel works on Adobe software's such as

1. Adobe Premiere Pro

2. Adobe Illustrator

3. Adobe Photoshop and for voice editing they work on Audacity.

My office hour was from 12am to 10pm and i spent a holiday every Friday. Every day after reaching in the office I took task from a senior team member name Mohammad Riaz Rizu. Everyday he briefly gave advices of my daily tasks.

For editing and making daily news i have collected all necessary footages and images from web/internet. Then everyday i made script and edited news for Iconic Focus Tv Channel.

I had made a lots of Youtube thumbnails for news and everyday i got task for making posters and banners for Facebook page of the production. My most thrilling and challenging task was to make a banner for the production house. I made a 120 inch/35 inch banner for the production house. I had delivered the banner successfully to the director of 4D production Ahmed Istiaque Himel. I have Edited a lot of videos of Bangladeshi and foreign advertising/commercials.

At the first day of my internship i was a little scared of my task, I will be able to deliver my tasks or not was my biggest fear. But the help of my editing panel team i have successfully completed all my daily tasks. Working for safarnama and making 10 banner and posters was also a hard job for me and the promo video editing was also a big challenge during my intership period. Sometimes editing advertisings, commercials, banners, posters, news videos everyday had made me a little tired. But the passion of working professionally always pushed me to work and complete all my tasks properly. It was really a experiencing period of my learning . I have Tried to gave all my skills i had learned by my institute Daffodil International University. And i have completed my intership with lots of experiences and acievements.

3.4 Special experience:

I had a lots of special experiences during my intership period. Working first time for a Travel agency safarnama was special for me. Working first time professionally was very challenging but i saw my team helping each other for daily tasks was a learning experience for me. It also taught me a lesson for helping each other, (give help and take help) in the first day of my intership. I had experienced of how to handle a client while taking briefly from our manager of the Production house.

3.5 Tools & Technology Used:

- Adobe Premiere Pro
- Adobe Illustrator
- Adobe Photoshop
- Audacity
- Canva
- Microsoft Office (Word, Excel, PPTX).

CHAPTER FOUR

Evaluation of Learning

4.1 Difference between practical and academic experience:

Although academic learning and learning something in the field or workplace are completely different things, they are closely related. A good way to gain knowledge about something is internship where you can use both practical and theoretical aspects of learning. Careers require both practical work experience and academic education. Each of the two things has its own importance. In the Department of Journalism and Mass Communication, I have gained a lot of academic knowledge along with a lot of fieldwork experience over the last four years. But real work situation and environment is quite different from academic education.

In academic education, teachers spend a lot of time on assignments, but in reality, not so much time is available. And work must be done within a certain time frame. Some of that pressure remains. In internship we have to make videos on some special topics when time is very short, budget is low etc. Several such crucial moments come during the practical.

4.2 Outcome of my internship:

My internship at 4D Films has resulted in several outcomes. Among these, my experiences are very important to me. These will play a role in my later career.

As a result of the internship:

- I have edited many videos resulting in speed and accuracy of work.
- Created the possibility of more such work in future.
- Proven myself through skills and behavior.
- I have created a position among everyone in the office.
- Experienced in getting along with people of all ages.
- Learned technical aspects and camera, lights, costumes, art.
- Have developed the habit of being patient in any situation.
- Finally I am now confident in making a production myself.

4.3 Expectations and Experiences:

Expectations

As a Journalism, Media and Communication student, I had a long-standing desire to work in the media and prepare myself for it. So, the wait for this internship was long. From this internship, my expectations were:

- To know about a production house
- Acquiring expertise in production house work such as: pre-production, post-production and production.
- Experience working with skilled video and graphic designers
- Build self-confidence with skills and make effective decisions.

Experiences

Much of what I had hoped for has been fulfilled and I am happy that my weaknesses and strengths have been linked.

- To acquire practical working knowledge in film production houses.
- Practical knowledge of video production.
- Completing tasks under pressure
- Understand the content management process.
- Developing own skills.
- Making connections with different categories of people.
- Research and Development
- The whole process of how to create a content.
- Poster making experience.

4.4 Limitations of the Internship

Working in a production house was a joy for me but it was challenging at the same time. At first I had a hard time understanding the research and development of their script and I got over it, but I'm still not completely used to it. After a lot of work with camera angles and shots, some limitations remained, although I was able to overcome most of them. I faced many problems while designing the poster and making thumbnails. After some time I had trouble communicating with artists and even using tools like camera and sound.

CHAPTER FIVE

Conclusion

5.1 SWOT analysis:

Strengths:

1. Continuously making and uploading news.
2. Strong bond with fix clients
3. Have many media partners and fashion houses.
4. Always focus on the latest news.
5. Have advanced Technology and equipment for shooting.(cameras,studio equipments for voice and video recording)
6. They have their own place decorated for shooting short films, live programmes, talk shows.
7. They have skilled and good director

Weakness:

1. No fixed break time for the employees.
2. Need advanced and skilled employees for editing video and audio.
3. Need more members to give voice in the news.
4. Do not have enough employees to cover news fast and vastly.

Opportunities:

1. They have a chance to shine in Bangladesh's Advertising agencies market.
2. They can get more clients in the future
3. They can hire more advanced and skilled employees.
4. They can get more recognition in social media platforms in future

Threats:

1. Needs consistency to survive in the advertising agency market
2. They will have to upgrade their equipment for working fast. Without upgrading equipments it can slow down the employees
3. Need to focus on making content constantly otherwise they will not get more clients.

5.2 Recommendations:

As an intern I have learned and faced many challenges during my internship in 4D production. In my point of view I have seen some lacks. My recommendations for them are

1. They need to keep an eye on the employees how they are working.
2. They should hire more advanced and skilled cinematographers and video editors.
3. Build a relationships with employees
4. They need to make promo videos, advertising videos for more recognition.
5. They needs to show their creativity constantly to get more clients.
6. They Should keep eye on employees satisfactions.
7. They Should work on the demands of the employees.
8. They should focus on getting renowned and potential clients.
9. Need to motivate their employees everyday to work properly.

5.3 Conclusion:

I have completed my internship with lots of Learning things. I have tried to work properly and tried to learn professional skills from my team. During my internship period I have learned lots of new skills for working fast and properly.

My supervisor always encouraged and helped me to complete my daily tasks properly. Everyday he gave me lots of task and thought me how to work on them.

My team members of editing panel were very helpful to me. They thought me lots of things for completing my daily task like, video editing, graphic designing. I have learned how professionals work as a team.

At the last I want to thank all my Teachers and my Parents for Being with me and encouraging me all the time.

5.4 References:

1. [https://iconic focus24.com](https://iconicfocus24.com)
2. <https://4dfilms.com> bd
3. www.daffodilvarsity.edu.bd
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<https://www.coursera.org/articles/career-development-plan>

CHAPTER SIX

Appendix

1.1 Work-related photos:



Editing news on panel



Making Banner For the Production house



Helping in the studio



Editing news

Poster of air ticketing Safarnama.



The poster features a collage of travel-related images: a commercial airplane in flight, a modern city skyline at night, a tropical beach with palm trees, a large domed cathedral, a snow-capped mountain, a historic town with a river, and the Burj Khalifa. The text is arranged in a clear, hierarchical manner, starting with a call to action, followed by the main title, website, and service types. The bottom section highlights the competitive pricing and provides contact information.

Book Now

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25 | Page



Thumbnail for News



Banner For 4D Production



Safarnama
TOURS & TRAVELS

Hajj OR Umrah General Package

BDT
1,45,000

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Poster for Safarnama



Thumbnail For News




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Poster Design For Safarnama



Helping In studio for Voice recordings



Recording Voice



Discussing A project with the manager.



Discussing a News report with my Panel instructor.
Riaz Rizu (Editor 4D Production)



Editing a Video of Mastul Foundation project



Finalizing the banner of 4D production



Editing Posters



অবশেষে মুখ খুললেন রাফসান, জবাব দিলেন
আড়াই কোটির ঋণের | @RafsanTheChotobh...

1.7K views 1 mo ago #Rafsan_the_ChotoBhai ...more



Iconic Focus 24 TV 34.8K



8



Share



Remix



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Comments 1

News On Iconic Focus 24 Tv



News On Iconic Focus 24 Tv



শাকিব খানের সঙ্গে আমার প্রেম-ভালোবাসা চলে:
মিস্টি জান্নাত | Misty Jannat | Iconic Focus 24...

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Iconic Focus 24 TV 34.8K



7



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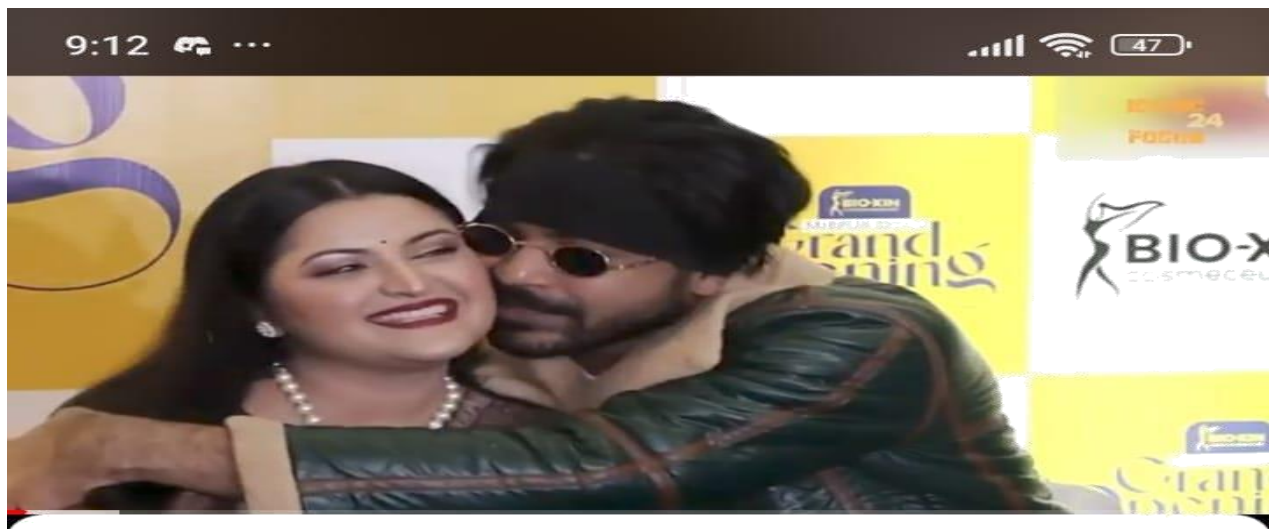


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News On Iconic Focus 24



কাকে টোকাই বললেন পরীমনি! | Model and Actress | Shariful Raj | Pori Moni | Iconic Fo...

99 views 2 wk ago #porimoni ...more



Iconic Focus 24 TV 34.8K



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