

An Internship Report
on
**My Professional Experience as an English Teacher at Panchlia Badrul
Alam High School**

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Submitted to:
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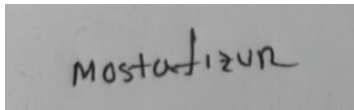


Date of Submission: 17th August 2025

(The report is submitted in partial fulfillment of the requirements for the degree of BA(Hons)
in English)

Statement by the Original Author

I hereby declare that the report titled "My Professional Experience as an English Teacher at Panchlia Badrul Alam High School" has been prepared to fulfill the academic requirements of the BA (Hons) program under the supervision of Mr. Emran Khan, Lecturer (Senior Scale), Daffodil International University. This report is based on what I learned and experienced as an English teacher at Panchlia Badrul Alam High School. I confirm that all the information provided is accurate and has not been submitted anywhere else before.



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ID: 213-10-807

Program: BA (Hons) in English

Department of English

Faculty of Humanities and Social Science

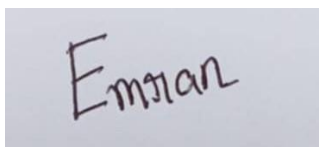
Daffodil International University

Certificate from the Supervisor

It is certified that Mostafizur Rahman, ID: 213-10-807, a student of the Department of English, Daffodil International University, has completed his internship report titled “My Professional Experience as an English Teacher at Panchlia Badrul Alam High School under my supervision.

I am pleased to confirm that he has successfully completed all the required steps to prepare this report. The data, information, analysis, and conclusions presented are original and authentic.

I wish him every success in his life.

A rectangular box containing a handwritten signature in dark ink. The signature appears to be 'Emran' written in a cursive, slightly slanted style.

Mr. Emran Khan

Lecturer (Senior Scale)

Department of English

Faculty of Humanities and Social

Sciences

Daffodil International University

Acknowledgment

First of all, I would like to thank Almighty Allah for his endless blessings and for giving me the opportunity to complete my internship. I am deeply grateful to the Headmaster of Panchlia Badrul Alam High School for allowing me to complete my internship at the school.

I would also like to express my heartfelt thanks to my respected supervisor, Mr. Emran Khan, Senior Lecturer, Department of English, Daffodil International University, for his constant support, valuable guidance, and kind encouragement throughout the preparation of this report. Without his help, it would have been difficult for me to complete the internship successfully. I am also thankful to all the teachers and staff members of the school for their kind cooperation and support during my internship period.

Abstract

This report is about my teaching internship at Panchlia Badrul Alam High School. I tried my best to support and motivate the students. The students were different from each other, so I used different ways to teach them. I was always kind to the students and worked well with other teachers. When I had problems, I found ways to solve them. I learned many useful things from this experience. These lessons will help me become a better teacher in the future. I also shared some ideas to make learning easier and better for students.

Table of Contents

Sl. No.	Contents	Page No.
	Statement by the Original Author	i
	Certificate from the Supervisor	ii
	Acknowledgment	iii
	Abstract	iv
	Table of Contents	v-vi
Chapter 1: Introduction		
1.1	Introduction	1
1.2	Purpose of the Internship	1
1.3	Significance and Scope of the Report	2
Chapter 2: Methodology		
2.1	Placement Process	3
2.2	Class Observation	3
2.3	Class Conduction	3
2.4	Data Collection Process	4
2.5	Limitations of the Study	4
Chapter 3: Organizational Overview		

3.1	Summary of The Institution	5
3.2	An Institution Chart About Employees	6
Chapter 4: Internship Activities		
4.1	Internship Activities: Class Observation	8
4.2	Internship Activities: Class Conduction	10
Chapter 5: Administrative Activies		
5.1	Administrative Activies	13

Chapter 6: Findings and Recommendation		
6.1	Observations	14
6.2	Class Conductions	14
6.3	Intern's Overall Growth	15
6.4	Recommendations for the institution	16
Chapter 7: Conclusion and Recommendations		
7.1	Conclusion	17

Chapter 1: Introduction

1.1 Introduction

During my three-month internship at Panchlia Badrul Alam High School in Ullapara, Sirajgonj, which took place from May 14 to August 15, 2025. I am Mostafizur Rahman, a student at Daffodil International University, and I am a Bachelor of Arts student in the English Department of the Faculty of Humanities and Social Science. Writing this report is an important part of my undergraduate studies. It is needed for the course called Project Paper with Internship (Course Code: ENG431). Schools and other educational institutions around the world have used classroom observation for a long time to evaluate and help teachers' improvement. Classroom observation here is like a way of managing teachers' performance, where someone watches the teacher to see how well they are doing. By highlighting common ideas and problems found in all three education areas, showing why this observation process is important for everyone involved. Teaching is about working together with students, not just telling them what to do. When teachers and students are friends and help each other, learning is better. Good behavior and helping each other are important for doing well in school. Classroom management means helping students behave well and learn. It helps teachers teach better and students learn better. Many teachers think bad behavior makes teaching hard. Good classroom management makes the classroom calm and a good place to learn.

1.2 Purpose of my Internship

An internship is a training that students do while studying. It helps students learn by working. It also helps them choose the right job. Companies also find good people through internships. Today, getting a job is hard without skills. Many students don't get jobs because they have no experience. So, this internship is very helpful for me. I have many reasons to do it:

- Before doing a job, it is good to have real work experience. It helps us learn and do better. It also helps us get a job more easily than others.
- New people often find it hard to adjust to a new job. If we have some work experience, it becomes easier to talk to others at work. We should learn to ask for help when needed and use what we learned from past jobs.

Work can be hard sometimes, but it can also be easy like water flowing. This internship teaches us how to deal with hard things. It helps us learn new skills and be ready for problems.

1.3 Significance and Scope of the Report

The main goal of higher education is to help students get ready for future jobs. Internships or part-time jobs are very helpful for this. Many universities ask students to do internships. Learning is not only in the classroom. Internships also give students many other benefits. For example:

- Use class learning in real work
- Learn more about their job
- Make helpful work friends
- Get real job experience

Chapter 2: Methodology

2.1 Placement Process

2.1.1 How did I select the school?

For my internship, I visited many schools. I wanted to do my internship in a high school so I could get good experience. I looked for schools near my home, so it would be easier for me to go there. This experience helped me learn the basics of English teaching and improve my skills. It will also help me get ready for my future job.

2.1.2 Contribution of DIU

As part of my internship, I collected the internship placement form from my department. After talking with everyone, the principal gave me permission to start. I officially joined on 14th May, 2025, and began my internship as an assistant English teacher.

2.2 Class Observation

I saw that only a few students are good at English. Some are average and can do better with help. A few are very weak and don't want to learn. In Class 6 and 7, most students only memorize English. They don't try to understand it. Class 6 and 7 students are the weakest. In Class 7, some are good, some are average, and some are very weak. With help, they can improve. Class 10 students are also weak in English. Only a few are doing well. Most students are in the middle. So, they need to study English more to do better.

2.3 Class Conduction

I take 2 to 3 classes every day. I teach classes 6, 7, and 10. Before each class, I make a lesson plan. Sometimes I have to work hard for some classes. If any teacher is absent, I take their class too.

2.4 Data Collection Process

I think before I do anything. From the start, I made a plan to keep my work in order. I used a diary to write everything down. I marked important work with a highlighter.

2.5 Limitations of the study

I did my internship at Panchlia Badrul Alam High School for only three months. Three months is a short time to learn about a school. If I had more time, my report would be better. The problems and ideas I found are only for this school. My ideas may not help other schools

.

Chapter 3: Organizational Overview

3.1 Summary of The Institution

Panchlia Badrul Alam High School started in 1973. The head teacher is Md. Abdul Alim. The school has three floors. There is one room with books and learning materials for students and teachers. Teachers have a special room. There are 20 teachers in the school. Students do well in JSC and SSC exams. Teachers are good and teach well.

Institution Name	Panchlia Badrul Alam High School
Adress	Ullapara, Sirajgonj, Rajshahi
Established	1973
Number of Students	300
Number of Teachers	20
Play Ground	No
Library	No
Uniform	Yes
Transport Facility	No
Food Court	No
Teacher's Room	Yes
Computer Lab	No
Security	Yes
Auditorium	No

3.2 An Institution Chart About Employees

Position	Number	Educational Qualification
Head Teacher	1	B.A., M.A. BEd
Assistant Head Teacher	1	B.A., M.A.
Assistant Teacher	3	B.A., M.A.
Senior Teachers	10	B.A., M.A., BBA, BSc
Junior Teachers	5	B.A., H.S.C

Chapter 4: Internship Activities

I worked at Panchlia Badrul Alam High School from 14th May to 15th August. I was an assistant English teacher. I came to school every day at 9:50 am. Each class was 30 minutes. School was closed in the afternoon. There was a meeting once a week to talk about problems and fix them. All teachers shared their ideas. The teachers were kind and helpful. Because of them, I finished my internship well. At first, I was shy and scared to talk. But the senior teachers were nice to me and made me feel better. Now, I feel confident and ready to handle any problem.

Learning as an Intern

This internship helped me to learn the skills I need for a real job. I learned a lot as both a student and a teacher. The things I learned during my internship will help me in my first job. University life and work life are not the same. At work, I had to follow a new routine. I had more work to do in less time. I only got holidays on public days. I had to change my daily routine. I woke up early and went to school on time. Being on time is very important for a teacher. I was sick one day and missed school only once. A teacher should never be late. It's good to have a mentor in the first job. Even if you are ready, problems can happen. A good guide can help you understand things better. I will use all this experience in my future job. I also need to learn about other things at work, not just my own job. My school uses old tools and machines. If I stay there too long, I might not learn new things. Then I may face problems in a new job. I also learned how to deal with people. This is very important because the way I handle others shows my confidence and respect.

Chapter 4.1: Internship Activities: Class Observation

Class Observation -01

Class: 7

Teacher: Mr. Rahman

Name of the course: English 1st paper

Number of students: 25

Date: 15-05-2025

Time: 10.30-11.00

I observed my first class on May 15, 2025. Twenty five students came out of 30. The class started at 10:30 am and was 30 minutes long. The teacher played a fun game to make students feel ready. Mr. Rahman, the English teacher, taught "Paragraph Writing." He wrote 5 topics on the board. Students chose one topic. He gave some example sentences and 10 minutes to talk in groups. Students talked and asked questions. The teacher spoke in both English and Bengali. He used the Grammar Translation Method.

Class Observation -02

Class: 10

Teacher: Mrs. Tarin

Name of the course: English 2nd paper

Number of the students: 20

Date: 26-05-2025

Time: 12.30-01.00

On May 26, I observed a class by Mrs. Tarin Ma'am. The class started at 12:30 pm. Students became quiet when she came in. Twenty students were present out of 30. The subject was English Second Paper. The topic was narration. She wrote rules on the board and explained how to change sentences. She gave some practice. Some students did well, some didn't. She used the GTM method. But CLT would be better. Giving exercises would help students more.

Chapter 4.2: Internship Activities: Class Conduction

Class Conduction -01

Class: 7

Teacher: Mostafizur Rahman

Name of the course: English 1st paper

Number of students: 22

Date: 23-06-2025

Time: 10.00-10.30

Lesson Plan	
Class	7
Subject	English 1 st paper
Lesson name	Dialogue Writting
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

On June 23, 2025, I took my first class. Afir Sir gave me permission to take his class. The class started at 10:00 am and ended at 10:30 am. The topic was Dialogue Writing. First, I said hello to the students and told them what the lesson was about. I asked each student to say their name. Then I started teaching. I talked about the topic and gave simple, real-life examples. I made three groups and asked them some questions. I also told them to ask me questions. They asked me, and I answered. Then I told them to ask

each other questions. One group asked another group, and they answered. The students were active and talked well. At the end, I said thank you to Afir Sir. He gave me good advice.

Class Conduction -02

Class: 6

Teacher: Mostafizur Rahman

Name of the course: English 2nd paper

Number of the students: 29

Date: 30-06-2025

Time: 12.00-12.30

Lesson Plan	
Class	6
Subject	English 2 nd paper
Lesson name	Tense
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

On June 30, 2025, I took a class instead of Al Amin Sir. When I entered the class, students stood up. I said hello and told them my name. The topic was Present Tense and Past Tense. I told them what these tenses mean and how to make sentences. I wrote examples on the board and asked them to say which tense it was. The students answered well. I explained everything clearly. Then I made four groups. I told each group to write some sentences. They did a good job. I taught in a simple way. I manage classes using CLT. At the end of the class, Al Amin Sir said I did well. I thanked him.

Chapter 5: Administrative Activities

Mainly I was busy with academic works like class conduction, class observation. But I did some administrative works. They are:

- I helped students and teachers prepare in advance for all important activities.
- I checked attendance regularly to make sure students are present and punctual.
- I sent notices, circulars, and emails to keep everyone informed.
- I answered questions from parents and students through phone calls and in-person visits.
- I arranged sports competitions, cultural festivals, debates, and science fairs.
- I took care of budgeting, seating arrangements, sound systems, and decorations.

Chapter 6: Findings and Recommendation

6.1 Observation

- People in the area know this school well.
- Some teachers are very smart.
- Students are weak in basic learning.
- Classes are only 30 minutes long.
- Teachers are nice and behave well.
- The school has a monthly plan, which is good.
- There is no English or language club.

6.2 Class Conductions

SWOT analysis helps people or groups see what they are good at, what they need to improve, what good chances they have, and what problems might come. It helps to plan work, compete with others, or get a job

6.2.1 Strength

During my internship, I was good at speaking, talking, and teaching. I think all students can hear me well. My friends at work helped me a lot. I make learning easy and fun for students. For example, I played games where students said words out loud. They liked the games and wanted to play more to learn better.

6.2.2 Weakness

Two or three boys are naughty in every class. I find it hard to keep the class quiet because I don't want to hurt students.

6.2.3 Opportunity

I love learning new things. During my internship, I got many chances to learn. The students could not read English well, so I helped them read better. Their grammar was also weak. I taught them some easy grammar rules.

6.2.4 Threat

I believe I can solve problems if I work hard and believe in myself. Every job has some problems. If I do something new, it might be hard. But if I stay in this job, I think I will do well.

6.3 Intern's Overall Growth

While teaching, I try to use what I already know. I learned what makes a good teacher and try to follow those things. As an English teacher, I enjoy using the CLT (Communicative Language Teaching) method. I learned how to make my classes more active and fun. I give group work and interesting tasks so students enjoy learning. Sometimes, I could not use the best method because I didn't get enough chances. The education system in Bangladesh also made it a bit difficult. But I tried different ways depending on the situation. I always try to motivate my students. Every student is different, so I teach them in different ways. I choose methods that make students more interested and help them learn better. I also try to help them build good study habits. To teach well, I keep learning and improving myself too.

6.4 Recommendations For the institution

- The school should have many English books.
- Meet parents every month.
- Give a prize to the best teacher every year.
- Make a school magazine with student writing.
- Have a place to buy food.
- Have a fun program every month.
- Make a club to practice speaking English.
- Make a club for reading.
- Teachers should learn more.
- The school needs a place to practice speaking English.
- Use videos and pictures in class.
- Have a computer room

Chapter 7: Conclusion

I will always remember some events in my life. One of them is my internship at Panchlia Badrul Alam High School. This work helped me see how to teach English in real life. The teaching was good, but there are still some problems. I hope people will understand how important English is and learn to speak it better. As an intern teacher, I learned how teachers help students. Teachers can change students' lives. In my three-month internship, I learned many new things. The school had a nice environment and it helped me learn more about teaching. During my three-month internship, I learned a lot more than I had expected. I watched experienced teachers teach English in different ways. Some focused-on grammar, while others encouraged students to speak through group discussions and role-play. I noticed that although the teaching was good, many students still found it hard to speak English confidently. They could read and write quite well, but speaking fluently was a challenge. This made me realize that communication skills should be given more attention along with regular lessons. As an intern teacher, I did more than just watch. I prepared lesson plans, taught classes, checked homework, and gave extra help to students after class. I sometimes used flashcards, pictures, and small games to make lessons interesting. It made me happy to see students smile when they finally understood something they had been struggling with. I also helped organize English-related activities like quizzes and storytelling competitions, which showed me how co-curricular activities can help students learn better. There were some challenges too. Managing a class of more than forty students was not easy, especially when a few students lost focus. I learned to get their attention by changing my tone of voice, moving around the classroom, or adding short activities between lessons. Another challenge was teaching students who learned at different speeds. Some understood quickly, while others needed more time. I had to adjust my teaching so that no one was left behind.

From this internship, I understood that teaching is not only about giving lessons. It is also about inspiring, guiding, and motivating students. A teacher can have a big impact on a student's confidence and attitude towards learning. I also improved my own skills. I became a better communicator, learned to manage time more effectively, and developed patience. The school environment was a big help in my learning. The classrooms were clean and organized, the students were disciplined, and the staff was supportive. Every day was different — sometimes challenging, sometimes joyful — but always meaningful. Looking back, my internship was more than just part of my studies. It was an important experience that taught me the real responsibilities of a teacher and the happiness that comes from helping students succeed. I will always remember it as a valuable chapter in my life.

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Appendics:



Headmaster's Office

Panchlia Badrul Alam High School

Post Office- Rashidabad, Upazila- Ullapara, District- Sirajganj.

Established- 1973 AD.

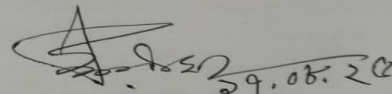
School Code- 4000, EIIN Number- 128577

Mobile No : 01710607796/01309128577, E-Mail : hm.pbahs7@gmail.com

EXPERIENCE CERTIFICATE

This is to certify that **Mostafizur Rahman**, son of **Rawshon Soprker** and **Mahmuda Khatun**, has successfully completed his internship as an Assistant Teacher at Panchlia Badrul Alam High School from 14 May 2025 to 31 July 2025. During his tenure, He demonstrated dedication, sincerity and professionalism in discharging his responsibilities. He actively contributed to the teaching and learning process and maintained a positive and cooperative attitude with students, colleagues and the administration.

We wish his every success in his future professional endeavors.



Head Teacher

মোঃ আব্দুল আলীম
প্রধান শিক্ষক
ইনডেক্স নং- ৫৫৭৯১১
পঞ্চলিয়া বদরুল আলম উচ্চ বিদ্যালয়
ডাঃ রশিদাবাদ, উল্লাপারা, সিরাজগঞ্জ
মোবাইল ০১৩০৯-১২৮৫৭৭