

An Internship Report
on
**My Professional Development as an English Language Teacher at Shaheen
School and College**

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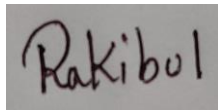
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[The report is submitted in partial fulfilment of the requirements for the degree of BA (Hons)
in English]

Statement by the Original Author

I hereby declare that "My Professional Development as an English Language Teacher at Shaheen School and College" has been written for the academic requirements of the BA (Hons) program under the supervision of Mohammad Elius Hussain, Assistant Professor, Daffodil International University.

This report reflects the knowledge and experience I gained as an English Language Teacher at Shaheen School and College. I want to confirm that all the information in this report is accurate, and this report was not submitted elsewhere before.



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Certificate from the Supervisor

It is certified that Rakibul Hasan Naeem, ID: 212-10-753, a student of the Department of English, Daffodil International University, has completed his internship report titled “My Professional Development as an English Language Teacher at Shaheen School and College” under my supervision. I am happy to state that he has completed all necessary steps to finish the report and that all of the data, information, analysis, and conclusions are authentic. As a result, it seems that the report was finished successfully.

I wish him every success in his life.



Mohammad Elius Hussain

Assistant Professor, Department of English

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Acknowledgment

First of all, I am thankful to Allah for his blessings and for providing me with this chance. I am grateful to the principal of Shaheen School and College for allowing me to complete my internship there. For my supervisor's patience and tremendous help in preparing my internship report, I would like to sincerely thank my respected supervisor, Mohammad Elius Hossain, Assistant Professor, Department of English. I could not have finished my internship effectively without his advice. I also want to thank Lotif sir, the school's most senior teacher, for sharing his knowledge with me when I was stuck on a task or couldn't decide what to do. During my internship, I learned a lot from the other school faculty members, for which I am also grateful.

Abstract

This report focuses on a self-evaluation of my teaching and is based on the experience I gained during my internship at Shaheen School and College. I always try to inspire the students. A variety of student types were present here. I made an effort to build a positive relationship with students and always made an effort to remain professional and have positive relationships with my co-workers. The characteristics of a good and effective teacher, reflective practice, task-based learning, Communicative Language Teaching (CLT), choosing the optimal teaching approach, and certain difficulties of teaching in Bangladesh were also covered in this study. Every time I tried to advance, I used a different approach based on the situation. The issues and challenges I had throughout my internship are also covered in this report, along with how I overcame them. The lessons I took away from this experience and how I might apply them to my future teaching were discussed here. Additionally, I offered suggestions that had to be implemented to improve and enhance the learning process.

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Chapter 1: Introduction

1.1 Introduction

During my three-month internship at Shaheen School and College in Savar, Dhaka, which took place from January 14 to March 20, 2025. I am Md. Rakibul Hanas Naeem, 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 a report is a critical and objective component of my undergraduate degree, and it is required for the course Project Paper with Internship (Course Code: ENG431).

1.2 Purpose of the Internship

A training that a student does while studying and doing hands-on experience is called an internship. It allows a student to learn new skills and explore and improve their career. This gives the employer an opportunity to acquire talent, introduce new perspectives to the office, and even create a pipeline for future full-time hires. It's really hard to get a job these days if you don't have the right qualifications. Additionally, the number one thing that prevents freshers from landing their ideal workplace is whether or not they have experience! So, I can list several reasons for completing this internship:

- I. Before entering the workplace, everyone should have real-world experience because authorities feel that the more we know, the more effort we can make. Real-world experience will help to set us apart from the competition.
- II. New recruits find it quite difficult to adapt to the workplace for the first time. It may be easier to talk to our colleagues if they have prior experience. We should have the habit of asking for help from others, and we should keep this experience from our previous jobs.

- III. While there are a few places to work, none are as convenient as the water flow. This internship can teach us how to overcome it. In short, this internship experience helps us prepare for any difficult situation and expands our skills to handle it.
- IV. Ultimately, I must complete this internship program to obtain my Bachelor of Arts degree. Despite this, the concept of the program is very beneficial for students, preparing them for any job.

1.3 Significance and Scope of the Report

The overall purpose of higher education is to prepare students to be successful in their future careers. This is where internships, full or part-time work, can often be extremely helpful. Many universities and colleges emphasize this type of education and make internships mandatory for students. Education is not limited to the classroom. There are many other benefits that students can gain by participating in internships. For example:

- I. Apply what they learn in the classroom to real-world situations
- II. They can gain more experience in their field of choice
- III. Can build important professional networks
- IV. Gain valuable work experience

1.4 Specific Objectives

The phrase "specific objective" refers to a measurable, reasonable, achievable goal assigned to specific personnel with responsibilities within the company. When setting specific goals, it is recommended to follow the SMART principles. During my internship, I specifically want to achieve the following:

- I. Gaining practical experience of teaching English
- II. Identifying school problems

III. Providing solutions to the problems and effectiveness of teaching English

1.5 Organization of Reports

I have previously provided an overview of the study in this introduction chapter, including its background, objectives, significance and scope of the internship, as well as its specific aims, report format and chapter summaries. The school where I completed my internship will be discussed in Chapter 4. A brief discussion of methodological issues is included in Chapter 3 along with the presentation of the research design. It also underlines the ethical concerns and limitations of the study, explains the tools used and gives an overview of the data processing methods. The results of the first and second phases of the study are presented in Chapter 5, and the results are examined in Chapter 5. The report is concluded in Chapter 7. Chapter 6 provides a summary of possible instructional applications and results.

1.6 Summary of the Chapter

This will serve as the chapter summary for the comprehensive explanation of the study that I have already given in the introduction chapter, including the background, purpose, significance and scope of the internship, as well as its specific aims and format of the report. This subheading will help me understand the process of writing reports for internships and demonstrate the importance of pre-training before entering the workplace. As I was an intern teacher, I read some relevant books which will be covered in the next part.

Chapter 2: Literature Review

During my internship, I looked at several books about the experiences, education, and training that make a teacher a great teacher. Some of the texts I have considered while teaching will be highlighted in this section.

2.1 Teaching Internship for Future English Language Teachers

In the past ten years, teacher professional development (PD) has undergone a remarkable transformation, and the creation and adoption of innovative PD models has sparked debate among educators worldwide. Scholars and practitioners increasingly prefer the term teacher professional development, once known as in-service teacher training. This article examines the differences in professional development and in-service training that characterize high-quality PD. We also discuss the increasing use of new technologies to enhance professional development opportunities and offer examples of programs that demonstrate these characteristics.

2.2 The Role of Observation in Teacher Development

Educational institutions around the world have a long history of using classroom observation to evaluate and improve teachers. This chapter examines relevant research and literature from three English education sectors – schools, higher education and further education – to compare and contrast the practice of observation. This can be seen as a metaphor for the performance management model of observation in schools and colleges, where the observer observes and differentiates the teacher's performance. The chapter concludes with a summary of common themes and issues present in the three sectors, aiming to demonstrate their importance to everyone engaged in the monitoring process.

2.3 Roles of Class Conduction in Teacher Development

According to Plato, "Do not train students to learn by force and rigour, but direct them by what pleases their minds, so that you may discover with precision the peculiar bent of each genius." Teaching is about collaborating with students to learn, develop and achieve as a team rather than exerting control. Strong relationships between teachers and students will allow everyone to collaborate and express their passion in the classroom. A close relationship and mutual guidance between teachers and students are essential for academic achievement. Classroom management aims to help students develop self-control by encouraging good behaviour and academic performance. Thus, the concept of classroom management is closely related to academic success, teacher effectiveness, and student and teacher behaviour. Discipline has been regarded by educators as the greatest obstacle to promoting good instruction. Effective classroom management results in control over the classroom and a conducive teaching-learning environment.

2.4 Lesson Planning, Improvement and Reflective Teaching

Sawyer (2004) says that education can be compared to two types of performances: teachers playing characters in a play and performing them as intended, or teachers acting as actors in improvisational theatre who interact with people and situations in unexpected, imaginative and spontaneous ways. Sawyer argued that lesson plans must acknowledge and accommodate this disciplined improvisation. Similarly, Boyd (2012) proposed that learning requires adaptive lesson design and the ability to make spontaneous corrections during instruction. The process that teachers go through to plan their instruction and navigate the delivery of this instruction was the focus of the current study, although there are many factors that can influence the classroom environment, including a teacher's expertise, connection to students, local community and culture, and a teacher's ability to manage the classroom. Using this knowledge can better understand how to improve education in rural schools.

Chapter 3: Methodology

3.1 Placement Process

3.1.1 How did I select the school?

My internship started in the spring semester of 2025. For my internship, I had to visit many schools. My intention was to complete my internship in a high school setting where I would have the opportunity to gain valuable experience. I was looking for schools near my home one by one because it would be easy for me to go there. I chose Shaheen School and College because it has Kindergarten, High School and College sections, which will make it easier to survey my report. Thus, it will help me acquire basic knowledge of all levels of English language learning as well as improve my skills to prepare for my next position, which will be good for me.

3.1.2 Contribution of DIU

I collected my department's internship placement application because it was part of my internship program. After all the discussions, I got permission from the principal to confirm my joining on 14th January, 2025. Thus began my internship experience as an assistant English teacher.

3.2 Class Observation

First, I noticed that only 4% of students were toppers in the class. On the contrary, 4% of the students are in the middle level, and they can do well with a little preparation. Only 2% of students perform poorly academically. They have no motivation to learn. In class 5, three percent of students are top scorers. 2% of students have a very poor position in English. Class observations reveal that they believe memorizing English is better than learning it. They mentioned that they are a little weak in English. The position of class 6 is the same as the previous class. They memorize only the information required for the exam. In class 1, students are the best, while sixth and seventh class students are the weakest. The rest of the students in the classroom were at the intermediate

level. Among the class 7 students, 3% are top scorers, 4% are middle, and the remaining 3% are very poor in English. By taking care of them, one can expect a positive result. However, the condition of the students in class 10 is critical. They are barely weak in English, with only 2% toppers and 4% mediums. Class one's students are the best, while Class six and seven's students are the weakest. Thus, the rest of the students were in the middle of the class. Given these conditions, it can be argued that students must study the English language hard to put themselves in good standing.

3.3 Class Conduction

I conduct an average of two to three classes a day. I teach classes 1, 5, 6, 7, and 10. I had to create lesson plans for each class before conducting the class. For several classes, I had to work hard. If any teacher was absent, I had to conduct their class. Teaching children is very difficult.

3.4 Data Collection Process

I always think before taking any action. From the beginning of my internship, I created a "blueprint" to organize all the data so that it would be convenient when I write my report. Made a specific diary, so no data is lost. I marked the important tasks for each day with a separate highlighter.

3.5 Limitations of the study

I interned at Shaheen School and College in Savar, and it was for a very short period. I got the opportunity to intern at the school for only three months. It is not possible to get a good idea about a school in such a short period of time. The report might have been more standard if more time had been available. And the issues that I observed while interning at this school and the solutions that I am trying to provide will be applicable only to this school. My suggestions may not be helpful for any other school.

Chapter 4: Organizational Overview

4.1 Summary of The Institution

Shaheen School and College was established in 2009. The head teacher of the school is Md. Abul Kalam Azad. The school building has six floors. A variety of publications, periodicals, novels and other educational materials of students and teachers are kept in one room. Teachers have a common room. The school operates in two shifts: morning shift and day shift. There are twenty-five teachers in the school. The achievements of numerous students are a source of pride for the school. Generally speaking, they do well in PSC, JSC and SSC. Teachers are efficient and try to use effective teaching strategies in the classroom.

Institution Name	Shaheen School and College
Adress	C-6/3 Bank colony, Savar, Dhaka
Established	2009
Number of Students	350
Number of Teachers	25
Play Ground	No
Library	No
Uniform	Yes
Transport Facility	No
Food Court	No
Teacher's Room	Yes
Computer Lab	No
Security	Yes
Auditorium	No

4.2 Participants of the institution

This report mentions two types of school participants. One is the students, who play the leading role. Institutions cannot run without students. Students under the age of twelve are included in the Play from Class 5 onwards. Class 6 students are between 12 and 16 years of age. Every student is middle-class. Thus, the school is supported by the income of the middle class. Secondly, teachers are the backbone of the organization. Senior teachers are always associated with the school as they are old teachers who have been there since its establishment. Junior teachers are students of the National University who are here because they have the opportunity to complete their education while they are here.

4.3 An Institution Chart About Employees

Position	Number	Educational Qualification
Principle	1	B.A., M.A.
Assistant Principle	1	B.A., M.A.
Assistant Teacher	4	B.A., M.A.
Senior Teachers	12	B.A., M.A., BBA, BSc
Junior Teachers	7	B.A., H.S.C

4.4 A List of Functions Performed

- I. The first provisional examination was held in the month of March
- II. Meeting with Guardians at the time of declaration of results
- III. Conducted fieldwork for new student admissions
- IV. Fantasy Kingdom tour on 13th February 2025
- V. Circulated school leaflets

Chapter 5: Internship Activities

5.1 Introduction

From 13th January to 20th March, I was posted at Shaheen School and College. I was working as an assistant English language teacher. During this time, I have always been in touch with my external supervisor, Latif Sir, Assistant Principal. School start time is 9 am. My arrival time is 8:50 am every day. Classes run for thirty minutes each. It is 11:30 am when the morning shift ends. After that, I had an hour off. At 12:30, I start my second shift. School is closed in the afternoon. These have been my normal activities for the past three months. The school organizes meetings once a week to discuss various problems and possible solutions. All teachers' opinions are respected, and problems are resolved very quickly. It is quite appreciable that the professor has a very good understanding of each other. Their supportive attitude made it possible for me to complete the internship successfully. When I started my internship at the school, I was hesitant to talk much, but the senior teachers interacted with me personally and cleared my worries. I can face any problem now. If you are not able to do that, then get help from others.

5.2 Experience as a Teaching Intern

Instead of helping students, my first teaching assistant experience taught me to help them understand their mistakes. As a teaching assistant, I was assigned to Shaheen School and College for my first placement. I was already interested in teaching. Through the experience, I gained a lot of knowledge, which I will discuss in this Article. I always made sure that the students were taught in a way that they would understand easily. Before conducting a class, I used to read the topic thoroughly and then attend the class. So that I can teach them well. I have developed very good communication skills while on the varsity team. For example, I understand how to deal with a child. When talking to children, I speak slowly and use simple words. I had to work with

different types of students, which made it quite challenging. I will give them homework so that they can do it easily. These experiences encouraged me to exercise my own initiative.

5.3 Learning as an Intern

This internship taught me how to acquire the skills I need for my real job. But this institution has taught me more as a student and a teacher. My first employment will be greatly influenced by the experiences I gained during my internship, some of which I have mentioned in this Article. There are many differences between the university and the workplace. Due to changes in schedule and training methods, I have to complete more work in less time, I only get off on public holidays, and these things have to be kept in mind. My body and mind need some rest to adjust to the new life. My entire routine changed during my internship. I had to get used to waking up early and getting to school on time. Punctuality should generally be maintained by officials. Due to my illness, I only missed one day of school during the internship. Arriving late to class should never be done, as it is a must for a teacher. A mentor is needed in the first job because there may be problems at one point or another, no matter how much preparation is done. So, one should find a good counsellor who can help to understand everything. I can use this experience when I finish my internship and start my first career. I need to keep abreast of events in my organization and learn as much as I can about things other than my work-related responsibilities. My organization uses outdated technology, so I will be left behind if I leave that organization. Then, when I go to work in a new place, I can't work well. I can learn how to deal with others better. Which is very important because how I handle challenging people reflects my professionalism, self-worth and confidence.

Chapter 6: Internship Activities: Class Observation

6.1 Class Observation -01

General Information of the Class

Class: 7

Teacher: Mr. Al Amin

Name of the course: English 1st paper

Number of students: 27

Date: 15-02-2025

Time: 10.30-11.00

I observed the first class on February 15, 2025. Twenty-seven out of thirty students were present. Classes start at 10:30 am. Each class lasts thirty minutes. The teacher used icebreaker activities to warm up the class children. Mr. Al Amin, a senior English teacher, conducts the class on "Paragraph Writing". He wrote five distinct subjects on the board. Students select one from the list. He wrote a few sentences on the subject and gave ten minutes for discussion. Group discussions are held among the students. They will ask the teacher any questions they may have. The teacher uses the Grammar Translation Method (GTM) here. The teacher speaks both English and Bengali. Then some students came and shared their writing. They wrote it using their own imagination.

Teacher's Strengths

- I. The teacher can maintain time better
- II. The teacher's voice is very loud and clear
- III. He can engage students well

6.2 Class Observation -02

General Information of the Class

Class: 8

Teacher: Mrs. Nasuha

Name of the course: English 2nd paper

Number of the students: 24

Date: 17-02-2025

Time: 12.30-01.00

On February 17, I went to another class to observe. This class belongs to Mrs. Nasuha Ma'am. Classes start at 11.30 am. All the students fell silent as Madam entered the room. Twenty-four out of thirty students attended. The class was English II. The subject of the class was narration. First, she wrote some rules on the board. Then she started talking about sentence narration. She lets them practice some narration. Some students can, others can't. She used GTM. She could have used the CLT method. And if some exercises were given, the students would understand better.

Teacher's weaknesses

- I. Her voice is very low
- II. Does not use a good method

6.3 Class Observation -03

General Information of the Class

Class: 10

Teacher: Md. Arif

Name of the course: English 2nd paper

Number of students: 29

Date: 27-02-2025

Time: 12.30-01.00

I observed in class 10 on 27th February, 2025. The lesson starts at 12:30 PM and ends at 01:00 PM. The teacher of this class was Md. Arif. He entered the classroom at the beginning, introducing me to his students. Then I sit back. The teacher gives a warm welcome to the class, which makes the students feel comfortable. Today's teaching topic was a dialogue in English II on the importance of tree plantations. To get students to pay attention in class, the teacher first reads the dialogue and asks them what the line means. He tries to explain the subject well to the students. After finishing the dialogue, he asked the students to practice in pairs on the board. While some of the children in this class were performing exceptionally well with high-pitched voices and fluent speech, I saw others feeling shy and anxious.

Teacher's Strengths

- I. He has good skills in understanding topics to students
- II. His pronunciation is very clear

Chapter 7: Internship Activities: Class Conduction

7.1 Class Conduction -01

General Information of the Class

Class: 8

Teacher: Md. Rakibul Hasan Naeem

Name of the course: English 1st paper

Number of students: 27

Date: 19-02-2025

Time: 10.00-10.30

Lesson Plan	
Class	8
Subject	English 1 st paper
Lesson name	Making a Class Committee
Duration	30 minutes
Introduction	5 minutes
Topic discussion and practice session	20 minutes
Conclusion	5 minutes

On February 19, 2025, I conducted my first class. I was given permission to conduct Afir Sir's class. The lesson starts at 10 am and ends at 10:30 am. The lesson is called Unit 3, Lesson 8: Making a Class Committee. After welcoming the students, the objective of the lesson is explained. I asked them to introduce themselves one by one. Then I start. After reading the passage, I talk about it and give examples from real life to better understand. I then divide the group into three

groups and ask some questions. Tell them to ask me questions. They had some questions which I answered. I then ask them to ask each other questions. One group asked the other group a question. They got their questions answered. Students communicate really well in class. When the class was over, I thanked this sir for giving me the opportunity. He gave me some advice which was really helpful.

7.2 Class Conduction -02

General Information of the Class

Class: 6

Teacher: Md. Arif

Name of the course: English 2nd paper

Number of the students: 29

Date: 23-02-2025

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

I conducted the next class on 23 February 2025. Al Amin Sir was supposed to conduct the class. He let me take his class. When I enter the class, the students stand up. I congratulate them. Then I introduced myself. The subject of teaching was present and past tense. First, I explain the definition of the present and past tenses. Then explain the structure of each tense. Then write some examples on the board. Ask students if they can identify the tenses from the examples. Generally, students respond well. Nevertheless, I explained each example to them. Then I make four groups of them. Ask each group to write some examples of each tense. They can do it right. I manage classes using CLT. At the end of the class, Alamin Sir praised me, and I thanked him.

7.3 Class Conduction -03

General Information of the Class

Class: 7

Teacher: Md. Ujjal

Name of the course: English 2nd paper

Number of the students: 29

Date: 12-03-2025

Time: 09.00-09.30

Lesson Plan	
Class	7
Subject	English 2 nd paper
Lesson name	Tag question
Duration	30 minutes
Introduction	5 minutes

Topic discussion and practice session	20 minutes
Conclusion	5 minutes

On March 12, 2025, I conducted another class of 7. Classes are held from 9:00 AM to 9:30 AM. I took Ujjal Sir's class. I went to class with Sir. He was then sitting on the last bench watching my class. As I planned, I started with my introduction, and then I asked them about their knowledge of tag questions. They admitted that they were familiar with it. Most of them have heard tag questions before. I think it will be easier to teach them. Using some examples, I gave them a short lecture on the topic. I had them fill in five blanks with correct tag questions as part of their activity. They will form their own groups, complete assignments and present their work to me. After I finished the lesson, the teacher asked the students how their class was, and Sir gave me some feedback that I needed.

Chapter 8: Discussion of Finding

8.1 Observation

- I. The school is well known in the area
- II. Some teachers are highly educated
- III. Basic of students is very less
- IV. Class time is only 30 min
- V. The behaviour of teaches is very good
- VI. They have a monthly routine which is very good
- VII. There is no language club

8.2 Class Conductions

A SWOT analysis is a strategic planning and management tool that helps an individual or organization determine its strengths, weaknesses, opportunities, and threats related to project planning, company competition, or employment. This is sometimes referred to as situational analysis or situational assessment.

Strength

During the internship, my voice, communication skills, presentation skills and teaching techniques were my strongest points. I believe that every student hears me when I speak. Communication skills are essential for any job. People can easily get along with someone who communicates well. I am grateful for my ability to communicate. My colleagues also helped me a lot during my internship. One of my strengths is that I can make learning easier and more engaging for my students. For example, I helped Class 5 students learn how to pronounce words. I organize some games in the class room where everyone has to pronounce the words. They usually enjoy this technique and ask me to do it so they can learn more.

Weakness

Second, I have trouble managing certain students. No class is complete without two or three mischievous male students whom the teachers don't have to pay attention to. Maintaining classroom discipline can be challenging for me because, unlike other teachers, I cannot hurt students.

Chance

Thirdly, I absorb new information whenever I get a chance to study something. Throughout my internship, there were various opportunities. First, the children's English is quite poor, and they are unable to read in English. So, I was able to help them improve their reading skills. Second, their grammar basics were very poor. I was able to give them some basic ideas of grammar.

Threat

I believe I can easily overcome any obstacle with hard work and self-confidence. However, I believe it is a part of every job. Threats come to everyone, but they are more frequent when we are unfamiliar with something. If I choose another career, it will be challenging for me, but if I stick to this particular field of study, I will succeed just fine.

8.3 Intern's Overall Growth

While teaching lessons, I try to use my own knowledge. I have learned about the characteristics of a successful teacher, and I try to apply them. I enjoy pursuing Communicative Language Teaching (CLT) as an English teacher. To make teaching more effective, I learned how to conduct activity-task-based classes. I selected various assignments, especially group projects, to create work-based activities. To encourage students to complete assignments, I learned ways to make them work in an interesting way.

I didn't have enough opportunities to choose the ideal method, so it was challenging for me. However, I take different approaches depending on the situation, which was challenging because the Bangladeshi education system was often underdeveloped and inappropriate. While teaching, I have always learned how to motivate my students. Since every student is unique, I have learned to teach them in different ways.

Teachers initially select the most effective learning methods for their students. I also used a method of that increases the interest level of the students and increases the effectiveness of learning. I strive to help children develop positive learning habits. In order to acquire the knowledge I needed and use it in my teaching, I also worked on my own.

Chapter 9: Conclusion and Recommendations

9.1 Conclusion

I will remember some events in my life for the rest of my life. One of those experiences was my internship at Shaheen School and College. This internship gave me a real-world perspective on teaching English. Although the teaching method is remarkable, there are several shortcomings that need to be addressed. Hopefully, the time will come when people will realize how important English is and become as proficient as native speakers. Being an intern teacher was a wonderful opportunity to understand the importance of a teacher's influence in children's lives. There are various ways in which teachers can influence students. During my three-month internship, I had some life-changing experiences. The positive environment at the university where I worked enabled me to take advantage of this opportunity and learn more about teaching.

9.2 Recommendations

For the institution

- I. The school should have a rich library, which will have many English books, which will help the students to learn the English language
- II. A meeting with the Guardians is to be held every month
- III. The best teacher award should be introduced every year
- IV. Every year, the school will publish a magazine, where the students will send their writings
- V. The school canteen should be arranged
- VI. It can organize a cultural program every month
- VII. Schools should have a speaking club where students can improve their speaking fluency
- VIII. Having a reading club is also important
- IX. Teachers should be trained

- X. A language lab is required
- XI. Can arrange multimedia in class
- XII. A computer lab is also required

For myself

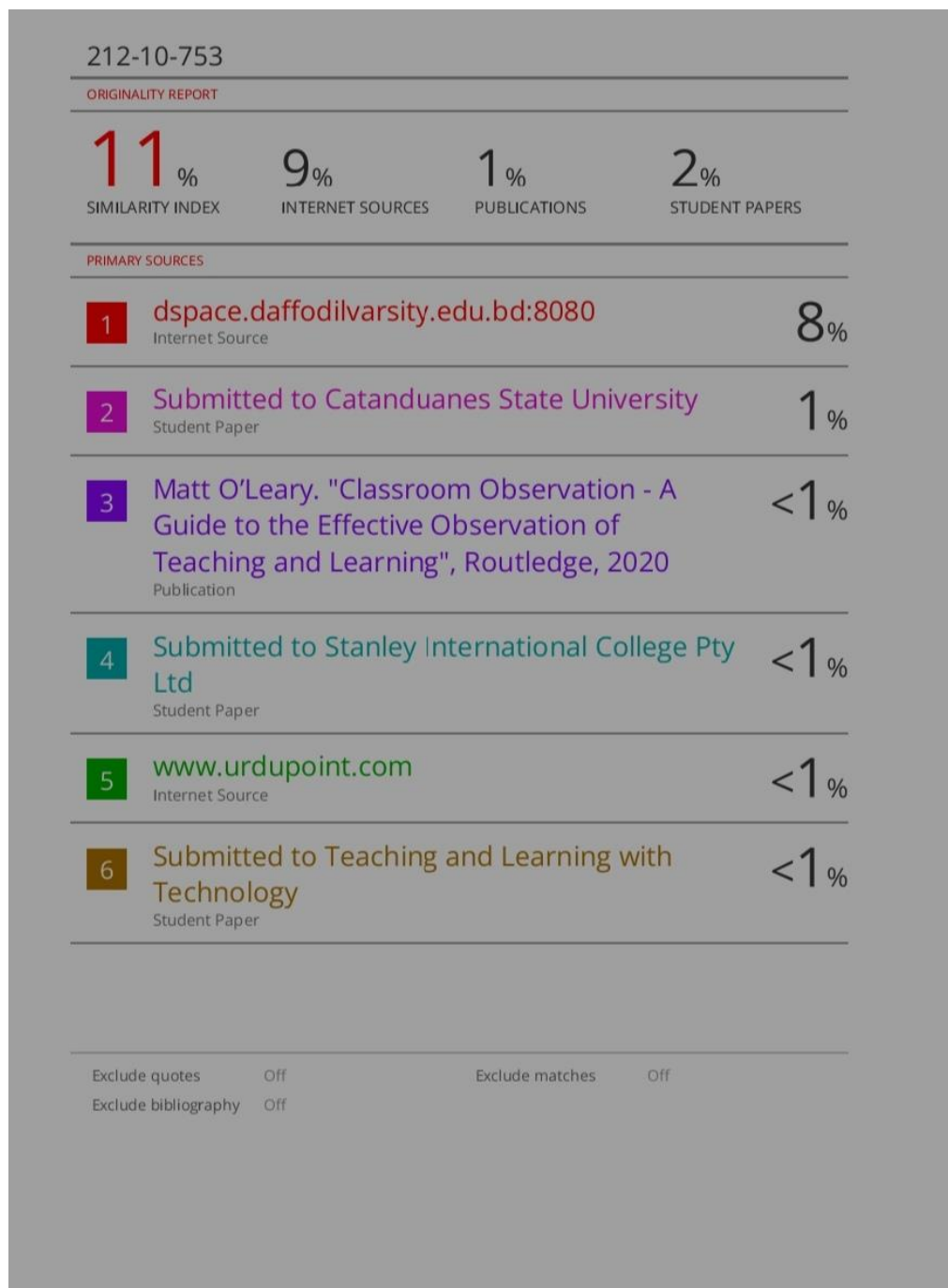
- I. The best method should be applied while conducting the class
- II. Must have a good relationship with students and teachers
- III. The progress of the students should be checked
- IV. It should be checked whether the students are equally able to learn reading, writing, speaking and listening

References

- Thomas, M. (2022). 'Purpose of Internship'. Division of Student Affairs, Career Centre, UMBC
- Albert Tiu. (2022). 'Significance of Internship'. The College of St. Scholastica
- O'Leary, M. (2020). 'Classroom Observation'. Routledge. Volume (n.d). Issue 2020. P19.

Appendices

Appendices-1: Plagiarism Report



Appendices-2: Certificate of Internship

EIIN: 134411



শাহীন স্কুল

সাভার শাখা

সূত্র :তারিখ :

Certificate of Internship

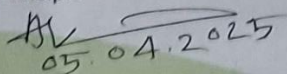
Shaheen School, Savar
C-6/3 Bank colony, Savar, Dhaka
Date: 05-04-2025

To Whom It May Concern

This is to certify that Rakibul Hasan Naeem (ID: 212-10-753), a student of the Bachelor of Arts in English programme in the Department of English at Daffodil International University, has successfully done his fieldwork through observing and conducting classes from 14th January to 20th March 2025. That will surely help him to complete the internship report. We are pleased with his work and behaviour.

We wish him all the success in every aspects of his life.

Thanks to
Abul Kalam Azad
Principle



05.04.2025

Md. Abul Kalam Azad
Branch Director
Shaheen School and College
Savar Branch.

সাভার ক্যাম্পাস : সি-৬/৩, ব্যাংক কলোনি (মাদরাসা মসজিদ সংলগ্ন), সাভার, ঢাকা। মোবাইল : ০১১৯৮-২০২৬৬৮, ০১৭১৬-৭৭২৩৩৪
web : www.eduofshaheen.com

e-mail : nuralomsiddique78@gmail.com

Appendices-3: Recommendation Letter

**Daffodil**
International
University
A landmark to create the Future

**Faculty of Humanities
and Social Science**

Ref : Internship Placement//242

Date: 29-01-2025

Principal
Shaheen School & College
C-6/3 Bark colony, savar,Dhaka.

Subject: Request for Internship Placement

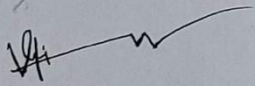
Dear Sir,

We are happy to inform you that the Department of English at Daffodil International University (DIU) has been offering BA in English for the partial fulfillment of the requirement for the BA in English Degree, students are required to be placed in relevant organizations as interns to gather professional experience. The duration of the Internship is three months.

I would like to draw your kind attention that Md. Rakibul Hasan Naeem, ID Number: 212-10-753 has completed 123 credit hours in 41 courses from the Department of English. It would be highly appreciated if you could kindly allow him as an Intern at your esteemed organization.

Please feel free to contact me for further information if required.

With the best regards,


.....

Dr. Ehatasham Ul Hoque Eiten
Assistant Professor & Head
Department of English
Daffodil International University
Email:headenglish@daffodilvarsity.edu.bd



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Appendices-4: Photograph



