



Daffodil
International
University

Internship Report on
Video Editor
Media Lab, Department of Journalism and Mass Communication
Daffodil International University

Submitted to

Mr. Aftab Hossain

Lecturer (Senior Scale)

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Submitted by

Sourav Roy

ID: 152-24-484

Batch: 25th

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Submission Date

02 May 2019

Letter of Transmittal

Date: 02-05-2019

Aftab Hossain
Lecturer (Senior Scale)
Department of Journalism and Mass Communication
Faculty of Humanities and Social Science
Daffodil International University

Subject: Submission of Internship Report.

Dear Sir,

I am pleased to submit the Internship Report as a partial fulfillment of BSS (Hons.) in Journalism and Mass Communication. I have done three month as a video editor at the Media Lab, Department of Journalism and Mass Communication, Daffodil International University. I am very pleased to my academic supervisor, industrial supervisor and my university for this opportunity to finish my internship smoothly. I believe that these will be help for my career. In the report cover all necessary data which I have gathered during my intern period.

I would like applaud to you for remarkable advice, guideline and any kind of suggestion to prepare the report in a proper way.

Thank you

Yours Sincerely,

.....

Sourav Roy

ID: 152-24-484

Batch: 25th

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

Certificate of Approval



I am pleased to certify that the Internship report on 'Experiences at Media Lab as Video Editor,' prepared by Sourav Roy, bearing ID No: 152-24-484 of the Department of Journalism and Mass Communication has been approved for presentation and defense. Sourav Roy has worked with Media Lab as an intern under my supervision. He has completed the work during the Spring-2019 semester.

I am pleased to certify that the data, the findings presented in the report are the authentic work of Sourav Roy.

Sourav Roy bears a good moral character and a very pleasing personality. I wish him all success in life.

A photograph of a handwritten signature in black ink on a white background. The signature is stylized and appears to be "Aftab Hossain". Below the signature is a dotted line.

Academic Supervisor

Mr. Aftab Hossain

Lecturer (Senior Scale)

Department of Journalism & Mass Communication

Faculty of Humanities and Social Science

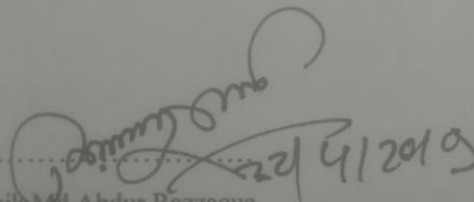
Daffodil International University

Acceptance of Internship Placement

TO WHOM IT MY CONCERN

This to certify that Sourav Roy, Student ID No- 152-24-484 has completed his internship in the Media Lab successfully. He worked here from 10th February to 20th April 2019. He was assigned in editing department to learn the overall news and programs editing process. The feedback received from editing department are very positive about his activities. He was on time and had shown keen interest to learn. His attitude towards work was excellent.

I wish him all success in life.



Shaik Md Abdur Razzaque
Senior Assistant Director
Media Lab, Department of Journalism and Mass Communication
Daffodil International University

Acknowledgement

At first, I'm thankful to God for providing me with enough patience to finish this report. Then thanks to my parents and family members for their unconditional support. Then I would like to thanks my university and my department. I also thanks my honorable Academic Supervisor Mr. Aftab Hossain, Lecturer (Senior Scale), Department of Journalism and Mass Communication, Daffodil International University. I am very thankful to my honorable supervisor for his guidance and suggestion. I am also thankful to all of my university teachers for enough supporting to me finishes the educational process in a right way.

I would like to give thanks and honor to all of the officials authority of Media Lab, especially for Editing Department. I am thankful to my Industrial Supervisor Mr. Shaik Md Abdur Razzaque, Senior Assistant Director, Media lab; Ismail Hossain, Lab Officer; Nafiza Rahman Mou, Asst. Admin Officer, Campus TV& Campus radio and of course other staffs for their great contribution. By their helping hand now I really know how to gather information, prepare video report and other video programs.

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Chapter One

Introduction

1.1 Background of Media Lab

Daffodil International University has launched a Modern Media Lab under the Department of Journalism and Mass Communication (JMC). This Lab is intended for students' practical classes and for producing quality TV programs. Media Lab will be able to fulfil the needs of producers in a city where there is a shortage of quality studios. Special features of the Lab are spacious floor area, sound and echo proofing.

Work Overview:

Media Lab specially work for Daffodil International University. It also work for Daffodil Group. Media Lab capture all program footage and edit all that. It also preserve all programs on their online store.

Contact Information:

Media Lab

4th Floor, Daffodil Tower

Phone: 01713493089

Ext: 315

1.2 What is Internship?

An internship is a professional learning experience that offers meaningful, practical work related to a student's field of study or career interest. An internship gives a student the opportunity for career exploration and development, and to learn new skills. It offers the employer the opportunity to bring new ideas and energy into the workplace, develop talent and potentially build a pipeline for future full-time employees.

A quality internship:

- Consists of a part-time or full-time work schedule that includes no more than 25% clerical or administrative duties.
- Provides a clear job/project description for the work experience.
- Orients the student to the organization, its culture and proposed work assignment(s).
- Helps the student develop and achieve learning goals.
- Offers regular feedback to the student intern.

Source: <https://careers.umbc.edu/employers/internships/what-is-an-internship/>

1.3 Background of My Internship:

Internship is the bridge between academic and practical life. In spring 2019 semester I completed my intern. I got a chance to complete my intern at Media Lab in Daffodil International University. I think Media Lab was my best choice for intern. It would help me in my professional life. I got a lot of knowledge from my industrial supervisor.

1.4 Introduction with the Supervisor



During this internship period at Media Lab, my Industrial Supervisor was Mr. Shaik Md Abdur Razzaque. He is a Senior Assistant Director in Media Lab. He helped me a lot during my internship period. He taught me practically how to collect information and edit video. He gave assignment to me. He also helped me for works in all of vital programs.

1.5 Duration of Internship

I worked as an intern video editor at Media Lab for 10 weeks. My internship period started from 10th February 2019 and ended on 20th April 2019.

Chapter Two

Activities during Internship

2.1 List of Weekly Activities:

First Week (10th February to 16th February)

- ✚ Introduced with Industrial Supervisor.
- ✚ Got instructions from my industrial supervisor.
- ✚ Got knowledge about news and program editing.
- ✚ Got knowledge about various video editing software.

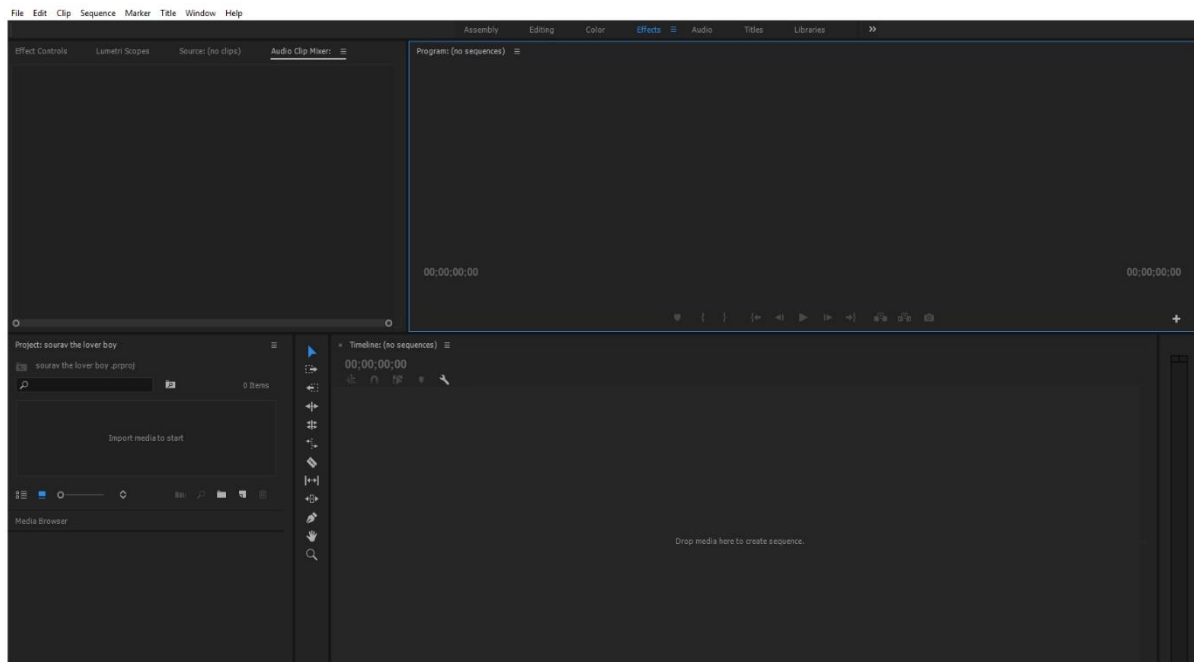


Photo: Premiere Pro 2017 Interface

Second Week (17th February to 23th February)

- ✚ Got idea about television news editing.
- ✚ Followed previous video reports.
- ✚ Made documentary for various department at DIU.
- ✚ Made television news on 21th February International Mother Language Day arranged in DIU permanent campus.
- ✚ Made some recorded programs for Daffodil Group.



Photo: International Mother Language Day arranged by DIU. BTV News. Edited by Me

Third Week (24th February to 2nd March)

- ✚ Got assignment from my industrial supervisor.
- ✚ Got knowledge about advance video editing.
- ✚ Made a remarks where was my fault.
- ✚ Tried to discuss with another intern students for more information.
- ✚ Made group for better editing output.
- ✚ Gave editing support to the students.



Photo: JMC Students News Report Support in Editing Purpose

Fourth Week (3rd March to 9th March)

- ✚ Looked for special programs.
- ✚ Took advice from my supervisor.
- ✚ Prepared logo for media lab.
- ✚ Edited special programs for Daffodil Group.
- ✚ Made list of my daily work.

				75m6E7gxU7HnU g716qOZ
24-02-19	Chinese language Class			https://drive.google.com/open?id=1g716qOZ
24-02-19	CSE, Googling Contest of ICT Carnival 2019	MPL-2		https://drive.google.com/open?id=1g716qOZ
24-02-19	EEE, Consultation Workshop on Web-based Electricity Cost Modeling	MPL-4		https://drive.google.com/open?id=1g716qOZ
25-02-19	DES, Robotic Program Footage	MPL-3	Edited	https://drive.google.com/open?id=1g716qOZ
25-02-19	Chinese language Class			https://drive.google.com/open?id=1g716qOZ
26-02-19	Khola Mon, Khola Janala - ZMC Program for Campus TV (1.2 Episode)	MPL-3		
26-02-19	Chinese language Class			https://drive.google.com/open?id=1g716qOZ

Photo: Daily Work List

Fifth Week (10th March to 16th March)

- ✚ Learned advance editing tools.
- ✚ Identified lack of my skill.
- ✚ Published my video report for many broadcast media.
- ✚ Edited workshop and program for CDC, DIU.
- ✚ Made programs for various department of DIU.

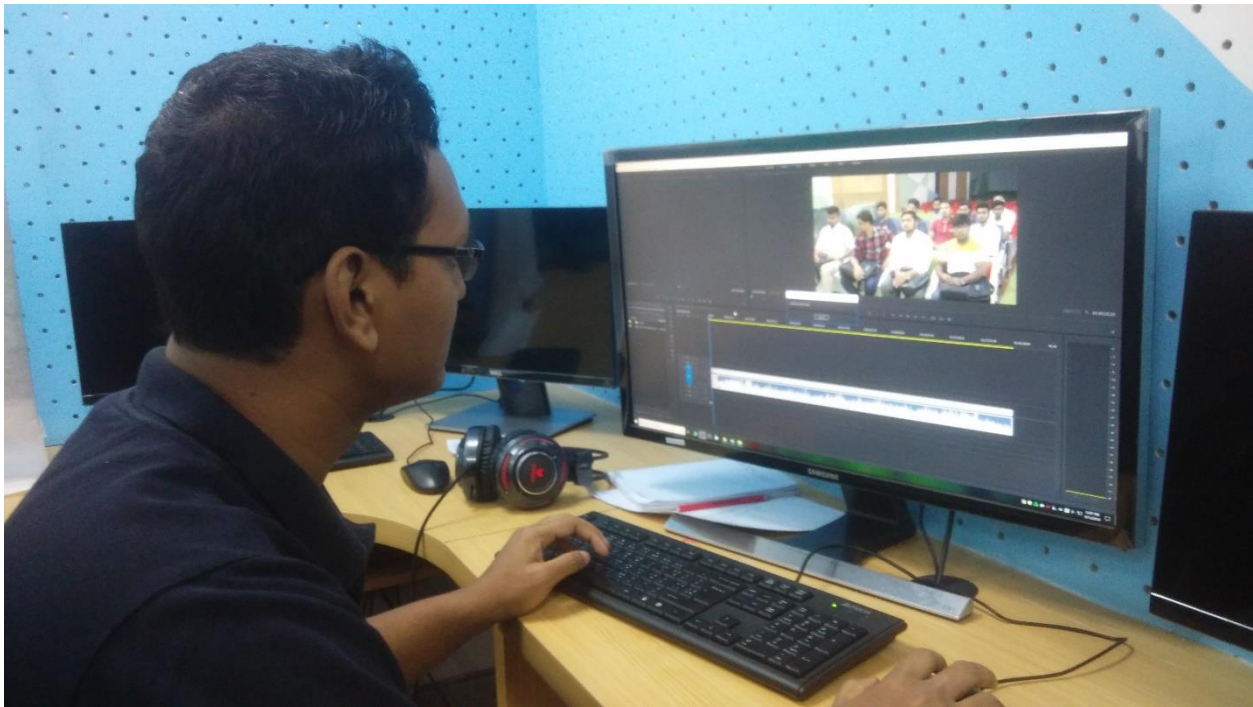


Photo: Make Program for Daffodil International University

Sixth Week (17th March to 23rd March)

- ✚ Learned how to make program intro.
- ✚ Practiced more and more.
- ✚ Analyzed difference between news editing and program editing.
- ✚ Worked with students of Journalism and Mass Communication.
- ✚ Gave editing support for 17th Foundation Day at Daffodil International University.



Photo: 17th Foundation Day at Daffodil International University

Seventh Week (24th March to 30th March)

- ✚ Made special documentary for Air Rover Scout Group Daffodil International University.
- ✚ Practiced advance news editing.
- ✚ Learned sound editing for radio news.
- ✚ Got knowledge about video color correction in Premiere Pro 2017.

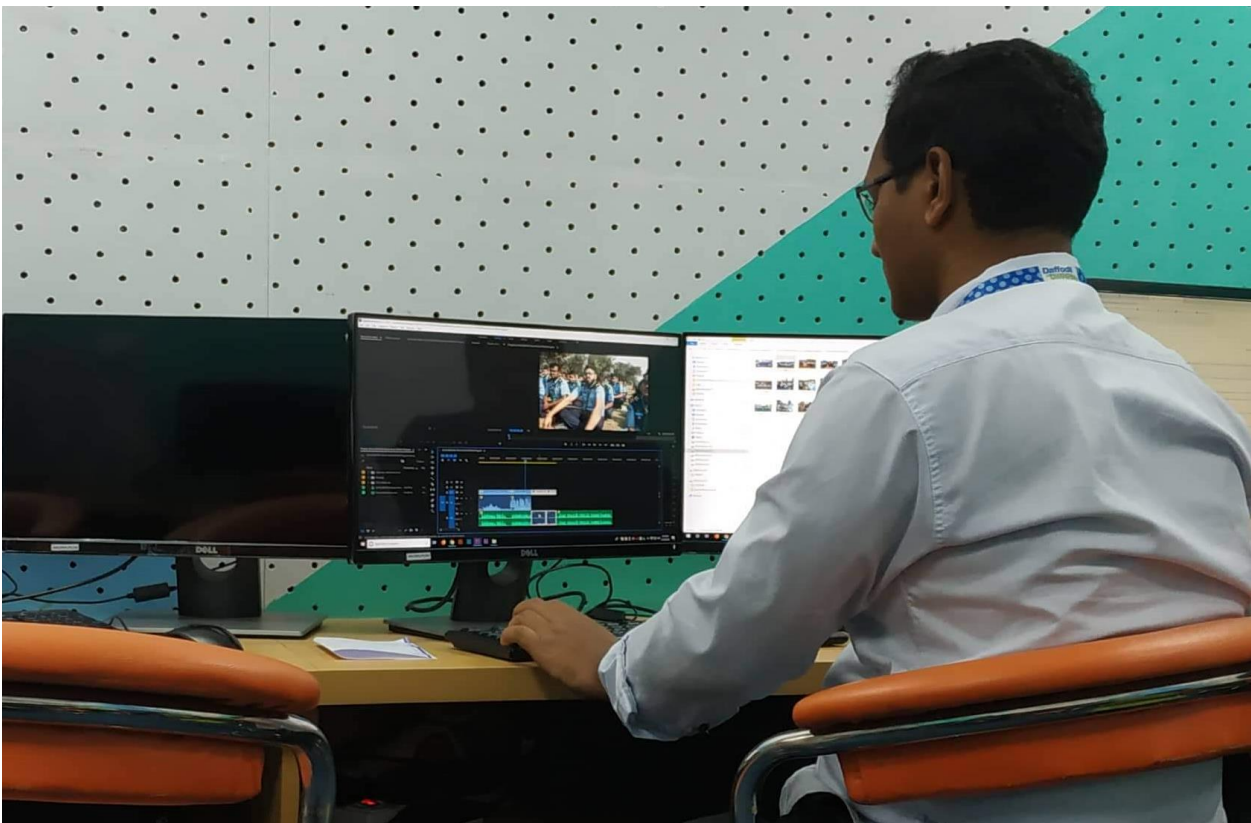


Photo: Made Documentary for Daffodil International University Air Rover Scout Group

Eighth Week (31th March to 6th April)

- ✚ Prepared some program for students of Journalism & Mass Communication on their academic courses.
- ✚ Made a group work for all video editing.
- ✚ Discussed with senior video editor for my work.
- ✚ Practiced video color correction in programs.
- ✚ Learned online video editing.

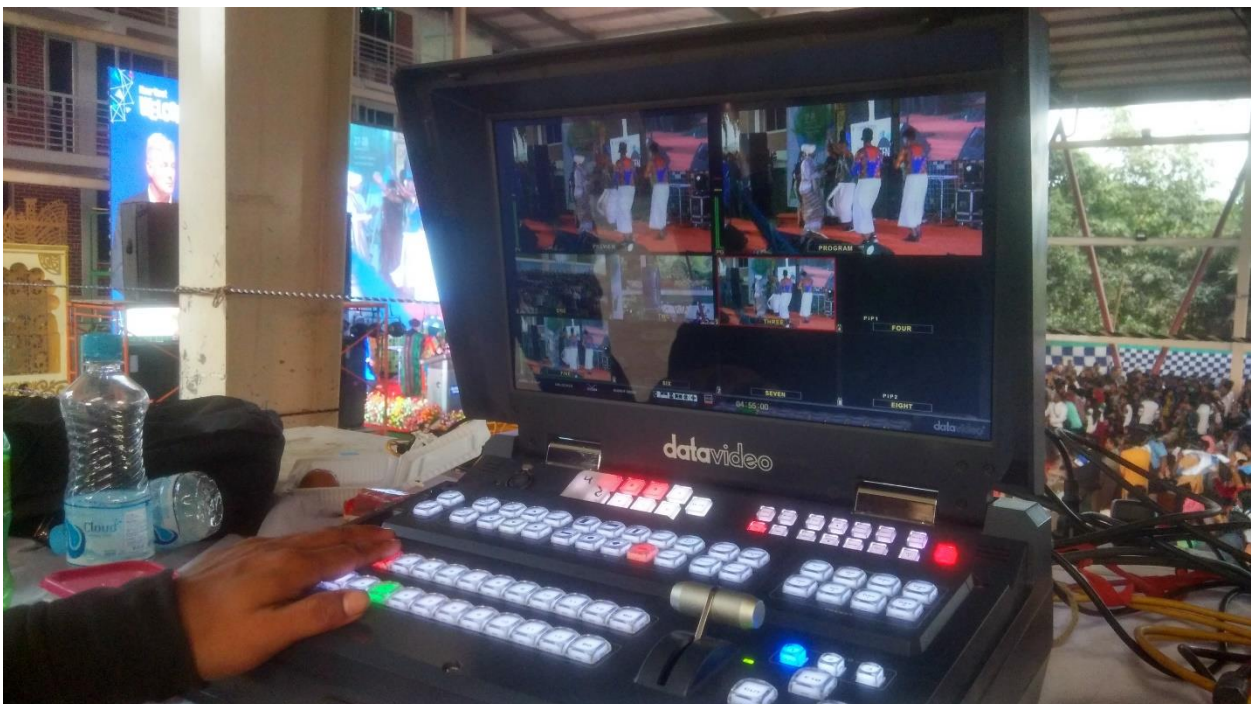


Photo: Learned online video editing

Ninth Week (7th April to 13th April)

- ✚ Analyzed other tools for news editing.
- ✚ Checked different between my work and senior editor works.
- ✚ Helped MSS students for video projects of Journalism and Mass Communication Department.
- ✚ Gave support other students for video editing.
- ✚ Made campus TV program name “Khola Mon, Khola Janala”.



Photo: Campus TV Program “Khola Mon, Khola Janala”, edited by me

Tenth Week (14th April to 20th April)

- ✚ Practiced online news editing.
- ✚ Practiced photo editing.
- ✚ Worked for daffodil group for video editing purpose.
- ✚ Made a list of my work output.



Photo: My workplace, Media Lab, DIU

Chapter Three

Learning and Experience

3.1 Knowledge Gathering & Learning:

I work as a video editor at Media Lab. During my internship I learn a lot of things about news editing. Meet with many people and work with groups.

Knowledge about My Work:

As a fresher in journalism profession, I have some knowledge about academic knowledge. From this internship I know about professional news editing. My industrial supervisor always helped to me for learn about news gathering, editing. I always try to follow him. He advise me to see more different types of news from different television for gain or devolve my news editing skill.

3.2 Tools and Technologies:

During my internship program at Media Lab, I used several tools and technologies for video editing. I use -

-  Adobe Premiere Pro,
-  Adobe Photoshop,
-  Adobe Illustrator,
-  Adobe After Effects,
-  Final Cut Pro.

I learned uses of computer and at the same time I used Bijoy software for Bengali typing of my report.

Chapter Four

Evaluation of Learning

4.1 Academic Learning and Practical Work:

I was taught about the job of a video editor in several courses. To learn something on classroom and learn something on field or work place is totally different thing. Internship is the best way to acquiring knowledge on something specific because there we can both of our practical and theoretical aspects of learning.

As a student of Journalism and Mass Communication, I got a lots of academic knowledge in last four years with lot of fieldwork experience. But the practical working situation and environment is quite different from academic learning.

Academic learning & practical work are different in many ways. I learn what is journalism, why journalism etc. from my academic learning. But in work place i can apply my knowledge.

4.2 Skills Developed During My Internship:

During my intern time I learned many skill from Media Lab. I try to use all of my skill in work place. Such as –

-  Planning checklist
-  Collecting resources
-  Maintain office rules
-  Time management
-  Learn Bijoy typing
-  Learn News editing
-  Photo editing
-  Learn online news editing system
-  Developed professionalism and confidence.

4.3 Experiences and Future Career:

Now it is the modern time. Most of the people watch television for news and various programs. In this digital era all office and organization need video documentary for their work. As I work as a video editor in this intern time, it'll be very helpful for me to get job in various media and also in various video production organizations. I know how to make television news, so it is easy to me to get a job in this media. I think this skill help me to build a strong resume. I know that, it is impossible to get a good job without strong resume. All companies or industries likely interested to hire person who has previous working experience or knowledge.

Chapter Five

Conclusion

5.1. SWOT Analysis:

❖ Strengths:

- ✚ New technologic system
- ✚ Easy to use for students
- ✚ High configuration computer
- ✚ Always update with modern era.

❖ Weaknesses:

- ✚ Insufficient manpower
- ✚ Not enough space for student's practical work
- ✚ No social media activities
- ✚ Huge work pressure

❖ Opportunities:

- ✚ Can be a strong in future
- ✚ Can support all over the students of Daffodil International University
- ✚ Scope to engage more people on it

❖ Threats:

- ✚ If don't take more manpower, in future it is hard to support all students
- ✚ Need to give work space with proper technology

5.2 Recommendation:

I work in Media Lab as an intern video editor for 3 months. I want to say that, I got the proper monitoring from my supervisor and others. But the time limit of the internship program is not sufficient to enrich a student's knowledge and experience. I would like to point out the following things as my recommendations after finding the problems.

- Internship period should extend and it would be more than three months.
- Need more computer and editing facilities for students.
- Administration department needs to be more active about intern students.
- Authority must take care of employee's satisfaction.

References

-  https://www.google.com/search?tbm=isch&sa=1&ei=phC_XPb6Ou3jz7sP0p2a4A4&q=daffodil+international+university+logo&oq=daffodil+international+university+logo&gs_l=img.12...0.0..25002...0.0..0.0.0.....1.....gws-wiz-img.pBmyLMXr3Dw
-  <https://daffodilvarsity.edu.bd/article/media-lab>
-  <https://careers.umbc.edu/employers/internships/what-is-an-internship/>
-  www.wikipedia.org
-  www.daffodilvarsity.edu.bd

Annex

1. Workshop on "Building a Peaceful and Tolerant Society Mitigating Hate Speech"
https://drive.google.com/open?id=1Pw7L5STlfcw0M_HYqHk_HnfkZMKN76ok
2. The seminar titled "Importance of learning the Arabic language for understanding Al-Quran"
https://drive.google.com/open?id=1YbddVbnOpSYE_CuSQq437yPJJXNgvjpC
3. Closing Ceremony of DIU-Inha Entrepreneurship Program 2019
<https://drive.google.com/open?id=1yMpA17JQtWey2EiuZqjr2S1vxIwMtxAj>
4. CSE, Googling Contest of ICT Carnival 2019
<https://drive.google.com/open?id=1sUoektRkRHxjvjT-U4ULTOT3xnOfHYz>
5. Publication Ceremony of Survey On ICT JOB Market in Bangladesh 2018
https://drive.google.com/open?id=1b5osusFJ9fe88IuO_c1x7LSPXVUE1JzM
6. Graduate Night-2019 Faculty of Allied Health Sciences
<https://drive.google.com/open?id=1-LRNN5S-CXlseX5tBw2EHLKHAXKDMgdt>
7. Graduation Night 2019, Faculty of Humanities & Social Science
<https://drive.google.com/open?id=1debiENrD5AWybSGH2SwMN90vfw82Asml>
8. Graduate Night 2019, Faculty of Engineering
<https://drive.google.com/open?id=1lx6M8kqickoCqY1RkNmtwHhQrHO-jv19>
<https://youtu.be/RTbz9yG9vZU>
9. CSE, National Olympiad in Informatics (Programming Contest at Permanent Campus) Closing Ceremony
<https://drive.google.com/open?id=1GfBygxiw3VrO8NXsIYJ5vTc8osKR2Jvc>
10. Global Money Week 2019 Inauguration Ceremony
https://drive.google.com/open?id=1QeHTTmmsJbqr5dLS9RqvZuR-PljYcA_b
<https://youtu.be/siIP2SZdiqs>
11. CSE, Right IT Project Opening & Prize Giving Ceremony
<https://drive.google.com/open?id=1tu5d5jToiqg1u9ezhJ0PmwYYv8KmCPdK>
12. DIU Ranked 201-300 The University Impact Rankings
<https://drive.google.com/open?id=17yQmvB4Pf-jf7wbMx04heGH0b7Z2XIdD>
13. Skill Jobs, Seminar On Career & Immigration in Canada
<https://drive.google.com/open?id=1SPOobMNzm2wnw3ogYWYskD3U3iqvkkAN>
14. Mompreneur, Master Class on Entrepreneurship
https://drive.google.com/open?id=1kCW0Q1v3fDaqrTda_ZwQCyapqp18nECn



Photo: JMC Media Lab Office

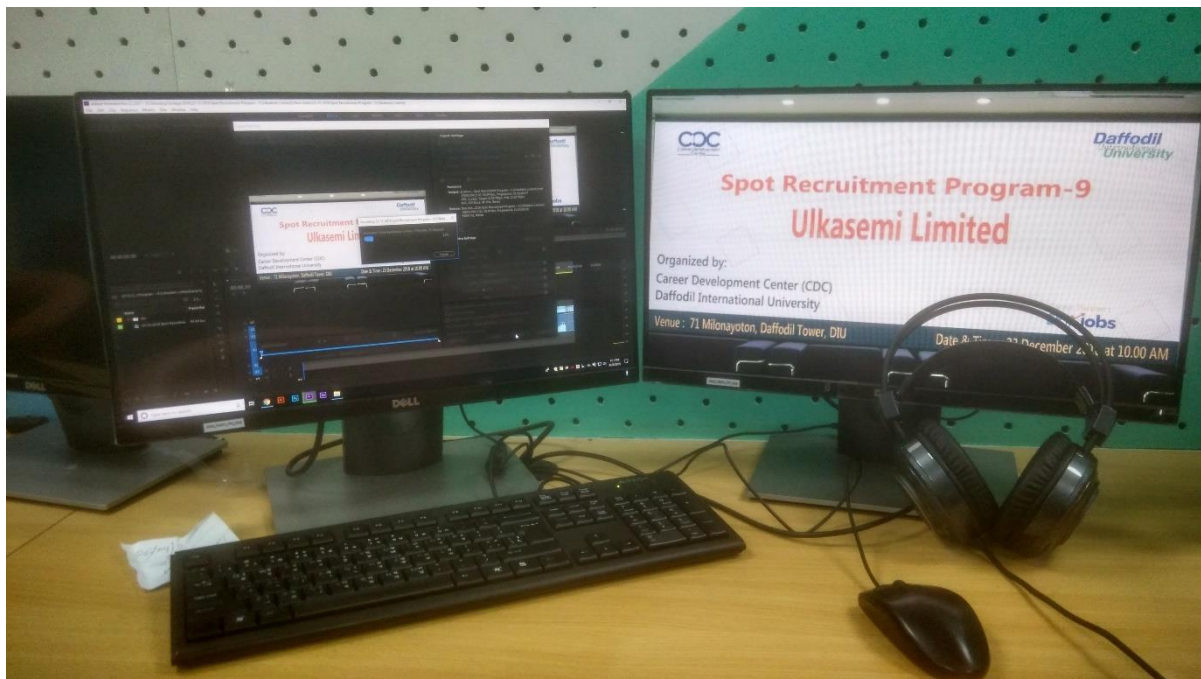


Photo: Post production process in JMC Media Lab

Students

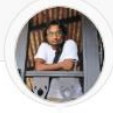


Over 500 Students

What Students Say About Us

AMAZING WORK BY THIS TEAM

I looked up a few universities before choosing to study in Journalism and Mass Communication at Daffodil International University; and at the finish line of my studies, I believe, it was the best decision. Faculties here are knowledgeable and well experienced. To my belief, not only my potentials flourished in their capable hands, but they also shaped me to fight my own battles and reach to the apex. Now, I am more efficient in this discipline and always ready to take up any sorts of challenge. I am thankful to this department for boosting up my confidence and for moulding me for the future.



Sakib Mohammad Shahadat Illius

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Online Admission

[GET ADMITTED](#)

FAQ

► Frequently asked questions (FAQ)

Photo: I make JMC Admission Promo and it shows in JMC website



Photo: Campus Radio room. In this place I learn sound editing



Photo: Daily work and practice video editing in JMC Media Lab

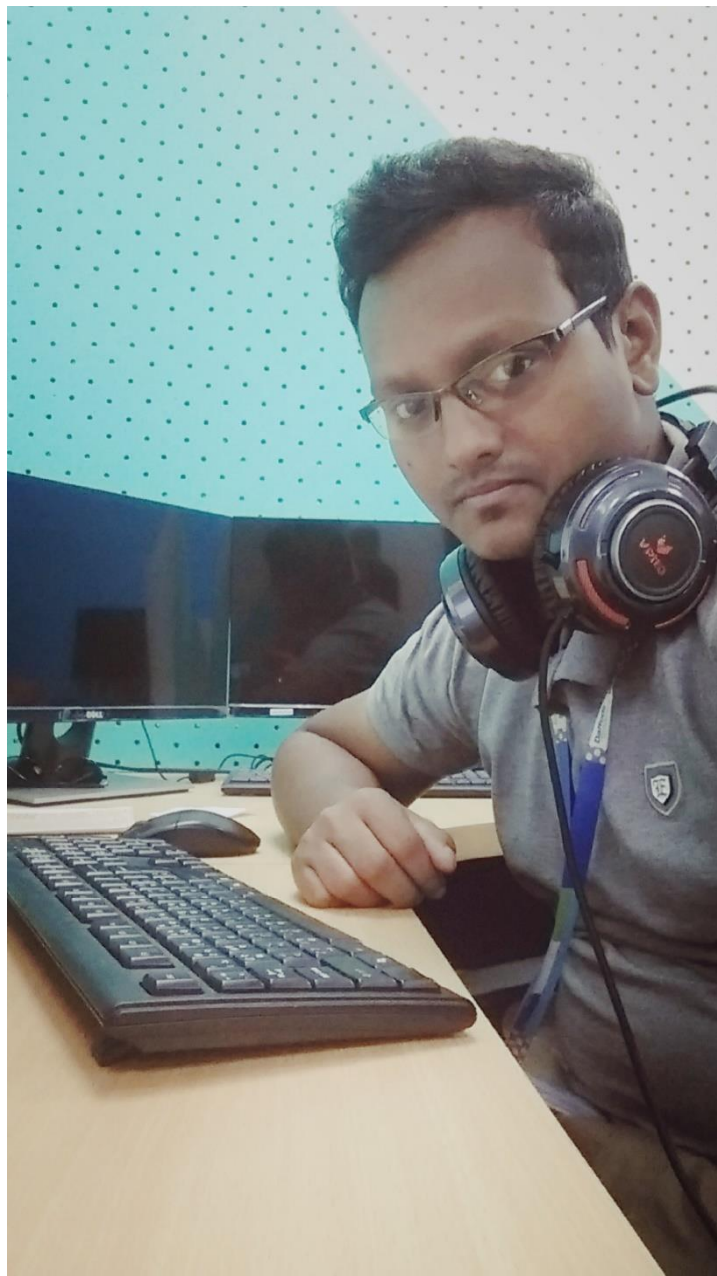


Photo: Break in office time



Photo: Work with modern technology in office.