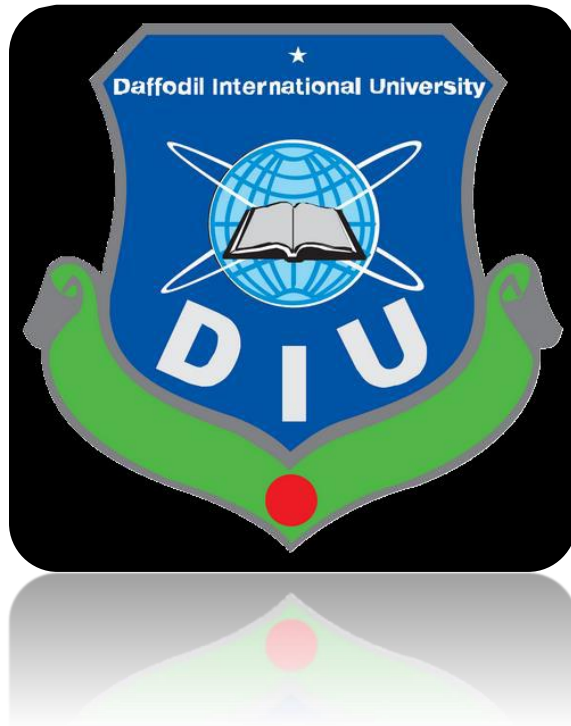


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**An Internship Report On**  
**“My internship experience as an English teacher at Siddhirgonj Reboti**  
**Mohan Pilot School & College”**



***DAFFODIL INTERNATIONAL UNIVERSITY***

***DHAKA, BANGLADESH***

(A report has been prepared for the partial fulfilment of the requirements of degree of Bachelor of Arts)



*An Internship Report On*

*“My internship experience as an English teacher at Siddhirgonj Reboti Mohan  
Pilot School & College”*

**Course Code:** ENG 431

**Course Title:** Project Paper with Internship

**Semester:** Spring -2023

(A report submitted to the faculty of humanities and social sciences in partial fulfilment of the requirements of the degree of Bachelor of Arts in English.)

**Prepared by:**

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Program: B.A. in English

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**Supervised by:**

Dr. Ehatasham Ul Hoque Eiten

Assistant professor

Department of English (FHSS)

Daffodil International University

Date of submission :20-05-2023

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## *Letter of Transmittal*

20<sup>th</sup>May, 2023

To,

Dr. Ehatasham Ul Hoque Eiten

Assistant professor

Department of English

Faculty of Humanities and Social Science

Daffodil International University (DIU), Dhaka.

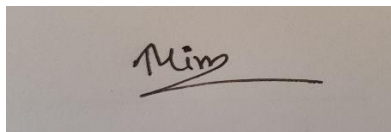
Subject: Submission of Internship Report.

Dear Sir,

Please find enclosed the internship report on “My experience as an English Teacher at Siddhirgonj Reboti Mohan Pilot School.” While preparing this report, I gave my best effort to obey your instructions also the instructions of my organization’s supervisor. I am submitting this report as part of my internship course of Spring – 2023. To make this report informative I tried to include all the learning that I have learned during my internship program.

Thank you Sir, for giving me the chance to work on this report. I am fortunate enough to have been assigned to complete my internship under your wise and careful supervision. Hence , I would like to submit this report for your kind judgments and valuable suggestions.

Sincerely Yours,

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Mim' with a horizontal line underneath it.

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Farzana Haque Mim

Id: 192-10-2071

Department of English

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*Certification of the Supervisor*

I am certifying that Farzana Haque Mim, ID: 192-10-2071, a student of the Department of English, Daffodil International University, has completed the internship report on “Experience as an English teacher at Siddhirgonj Reboti Mohan Pilot School & College” successfully under my supervision. As far as i know and as per her declaration, the report seems to be an authentic one on the issue and has been prepared for only academic purposes.

I am permitting her to submit the internship report. I wish her every success in life.



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Dr. Ehatasham Ul Hoque Eiten

Assistant professor

Department of English

Faculty of Humanities and Social Science

Daffodil International University (DIU)

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## *Acknowledgment*

It gives me immense pleasure to present the report on “My Internship Experience as an English teacher at Siddhirgonj Reboti Mohan Pilot School and College.”

Firstly, I would like to express my sincere gratitude to Almighty Allah. Including this, my outmost gratitude goes to my organizational supervisor Md. Nur Islam principle of ‘Reboti Mohan Pilot School & College’ as well as all the teachers helped me in accumulating all necessary data of school for performing as an English teacher of this school.

I am mostly thankful to my respected supervisor Dr.Ehatasham Ul Hoque Eiten sirfor assigning me this internship work and permitting me to submit this report also I want to thank authority of the department of English.

Last but certainly not the least, I would like to show love to my dearest students of the school who enjoyed my all classes gladly and supported me to manage everything easily.

## *Executive Summary*

The report has been prepared as a part of a BA in English program. This report is actually depends on my experience accumulated through conducting classes which focused on learning how to teach. I took classes to understand my students conditions I took their comments also. During this internship process, I have worked with my skills, knowledge, challenge, teaching and learning style, observation, assessment, feedback, evaluation etc. This report also shows the present scenario of english language teaching in a Bangladeshi school. For these reasons I did my internship in a school. The target Is to exploring which technique materials and methods are followed in the practical classroom learning language teaching. During internship program in this Organization helped me a lot gathering practical experience of classroom and teaching also official environment, exam situations etc. All the situations helped me find out the difference in between theoretical knowledge and practical knowledge. ‘I learned so many theoretical techniques in varsity but in classroom I used most of the techniques’. This experience supported me a lot and also at that time I was able to analyse class taking process, how I can handle and continue a class joyfully. I think this experience will help me in my future career.

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## Chapter 01

### Introduction

#### 1.1 Introduction about institution:



School logo :

Name : Siddhirgonj Reboti Mohan Pilot School &College.

Location : Siddhirgonj, Narayanganj, Dhaka.

EIIN No :112483

E-mail :rebotimohanpsc@gmail.com

Telephone :7694403

Mobile No :01309112483

Website : [www.rebotimohanpsc.edu.bd](http://www.rebotimohanpsc.edu.bd)

Year of established : 1969

Number of teacher :53

Record Keeper :03

Number of Students : 4000+

Teachers Qualification : Rules of Education Ministry .

Financial Issues : Government funded, students tuition fee, donation etc.

#### School Management

Md. Nur Islam

Principle

Monjur Rahman

Vice-Principal

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## *School Summary*

The school was established in 1969. The school is basically a Bangla medium School. They have the permission to run from class 3 to intermediate. They take classes in two shifts. One is morning shift another is day shift. Morning shift is for girls and day shift is for boys. They have their own 4 buildings. The structure of those buildings are high quality. They have large playground. The ceiling of the school is not bad and the benches are in good condition. Some classrooms are digitalized and most of them use to write on whiteboards. The school is operating everything successfully for 50 years.

### *1.2 What is Internship?*

Simply but, an internship is basically work experience in between three months in length that is either related to career interests or current field of study. In this period an intern gains practical skills and experience in a profession. Sometimes interns get paid also sometimes they are not. Basically college and university students are interns.

### *1.3 Background and objective of internship :*

There is no doubt that internship is an excellent work experience before entering into formally in any professional work place. Though the time is limited for intern period. Internship is basically part of Bangladeshi education system. They are advised to do internship for 3 months. It's one of the way to understand the concept of formal education more deeply by going through practical practices. I was offered the internship course titled 'project paper with internship (ENG432)' as a part of my degree B.A in English(honrs), which I had to choose Siddhirgonj Reboti Mohan Pilot School & College. I worked there as a English teacher for three months. It is the way I can understand teaching process easily. I was lucky enough to, I took several classes during my internship time because one of their English teachers was in leave. So, I get chance to take many classes. During internship period my following activities are.....

- Most importantly I maintained school dairy regularly.
- Attended daily assembly.
- Analysed syllabus and text books critically.
- Formatted evaluation such as class test.
- Prepared lesson plans every class.
- Observation of celebration days and community festivals.

This program is mainly for trainers experience in field also an opportunity to share their learning and carry out the internship experience.

### *1.4 Interaction with supervisor :*



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At the first day I met with principal Sir in his office. As I am ex students of the school he recognised me easily. When I told him about all I am willing to do my internship in his institution after hearing all he allowed me to do so. In the first week they allowed me to take classes from three to six. After one week They allowed me to take classes of every class. My institutional supervisor helped me a lot, as well as other teachers helped me a lot by giving me many information an feedback.

Moreover, my academic supervisor Dr. Ehatasham Ul Eiten Supported me in the whole six months internship Course. I am fortunate enough to have been assigned to complete my internship under his wise and careful supervision. I could not go forward bravely through this report paper without his support.

### *1.5 Duration of my internship :*

I joined Siddhirgonj Reboti Mohan Pilot School & College in 24<sup>th</sup> January 2023. There I worked around 3 months 30April 2023.

## *Chapter 02*

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## Internship period

### 2.1 Activities during internship :

Here I am sharing some activities of mine during internship period.

#### First week 24<sup>th</sup> January to 30<sup>th</sup> January :

Since, this was the first week, my week went with understanding the work and the environment of the school. On the very first day I have been introduced to the office staffs and to my supervisor by vice principle sir Monjur Rahman. On that day my supervisor sir help me to understand how to take attendance and how to manage a classroom. I took some classes that day, English class of class three, four and five.

#### In 2<sup>nd</sup> and 3<sup>rd</sup> week from 31<sup>th</sup> January to 13<sup>th</sup> February :

In 2<sup>nd</sup> and 3<sup>rd</sup> week I took classes of class 6 to 8. Since, I was working there for three weeks I got to know more about school curriculums and environment. In these weeks I learnt how to handle a class by delivering new things. I prepared lesson plan and objects of every class.

#### In 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> week from 14<sup>th</sup> February to 7<sup>th</sup> March :

In these weeks I started taking part in exam of the school. Tutorial examination started from 15<sup>th</sup> February. As I was examiner in some exams. So, in this week I got learn how to guard in exam and how to control a exam hall. Also how to sign and check the admits of students.

#### In 7<sup>th</sup> and 8<sup>th</sup> week from March 8<sup>th</sup> to 22<sup>th</sup> March :

In these weeks I started my school classes again. From that time I took many classes. Sometimes I took proxy classes as well. I got to understand how to handle students, classes also guardians. Most of the time I used computer in teachers office room to make exam questions.

## Chapter 03

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## *Learning Experience*

### *3.1 Learning Outcome :*

Throughout the internship. My main task was to learn and gain experience by working in a school as an English teacher. In school I have learnt so many things like how to take classes, how to handle students and guardians with good behaviour, how to continue a class joyfully, what technique should be used in classroom and, how to use multimedia class, how to take exam also how to examine the exam papers.

### *3.2 Technologies Used :*

As my internship was in a school as an English teacher they gave me a desk for my work. Moreover , my work was to input attendance data. There were 2-3Multimedia facilities and sound system classroom. So, I rarely got chance to use them, Everyday everyone does not get chance to class in this multimedia classroom.

### *3.3 Special Experience :*

As I am a shy and introvert one, Talking with students was a special experience from me because, I had to come out from my comfort zone an act professionally with my students. But after some days of taking class I overcame all and teaching become fun to me. As teaching is my hobby so I tried my best. Meeting with new students, meeting with teachers, guardians and cooperating with them was a challenge for me. Luckily, I successfully overcome everything easily.

## *Chapter 04*

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## Evaluation

### 4.1 Practical Work and academic learning :

My academic learning helped me a lot in my practical work. In the very last semester we had a course named “Presentation skills”. In this course we learned about many things, many techniques and ways of giving presentation easily. Not only the course but also most of the academic English courses and computer fundamental courses helped me a lot in my practical work. Doing internship as an English teacher was totally a new experience for me. My academic learning helped me a lot to interact with students and I learned about the skills of presenting any topic in front of my students to make them understand.

### 4.2 Experience and reality :

Coming at workplace, I realised the gap between theory and reality. As I am a student of English department, in last semester I learned many things but when I worked as a teacher my main target was to teach students. Though firstly I found this very difficult but lastly it becomes very easier to me. Because in classroom everything we learned was not mostly practically used, moreover, I taught my students I taught them every single thing step by step. Dealing with teachers guardians making questions and examining answer sheets were new experience for me.

### 4.3 Skill developed during my internship period :

- **Communication Skills:** During my internship, I developed my communication skills. As teaching in a school means I had to deal with many students, guardians continuously. This continuous communication helped me a lot improving my communication skill.
- **Time management skills:** Time management skill is most important for all of us. During this time I attended every day’s assembly in time and took classes regularly. So maintaining times helped me improve my time management skills a lot.
- **Problem solving:** While taking classes I sometimes faced problem and overcome all. By solving problems with students my problem solving skill has been improved.
- **Overcome the fear of public speaking:** As I am an introvert one but while talking in class I participated actively. By taking classes I overcame this fear of mine.
- **Professional skills:** As I am a newcomer I did not have any idea about professional skills. But I had to be so formal for dealing with other persons. by working here I gained knowledge on how to maintain professional relationship and how, where it should be used.

### 4.4 Future career opportunities:

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The primary purpose of This internship is to make a student more skilled for their future career. In this era, every organisation wants skilled employees. So this course is mainly for making us skilled and students gains a new experience which can lead them to their bright future. Since childhood, I wanted to be a teacher. So I chose to do my internship at a school as an English teacher. However I found this job very easy and interesting.

So in my internship period I have learned many valuable lessons about the institution, it's culture and professional behaviour. This helped me growing an achieving many experiences such as there I worked under pressure and I improved my skills of communication, time management, risk management, problem solving skills, decision-making skills, developed my fluency in English,. Overcome the fear of public speaking and professional skills. Additionally by this internship I got the opportunity to meet a professional mentor and build some professional network which can lead me to my future.

## *Chapter 05*

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## Recommendations

### 5.1 My SWOT analysis:

#### Strength :

- Dream to be a teacher.
- Class controlling power.
- Friendly approach.
- I love to teach.

#### Weakness :

- Can not memorize the name of new people.
- Can not memorize the classroom numbers.
- I certainly need to work on my vocabulary.

#### Opportunities :

- Gathering experience from teaching.
- Getting involved in research based work.
- I can see myself as a professional english teacher in near future.

#### Threats :

- Not easy to become an academic teacher.
- I will have to take some more critical courses to be a better teacher. Making time will certainly be of challenge.

### 5.2 Recommendations for the school :

- The teachers should update their methodologies of english language teaching to make learning more effective.
- They should be concerned towards students – so that students can pronounce every word correctly.
- They should make a platform where students can openly discuss their problem and everything.
- Teachers can promote group work as it enhance better learning, socialization and leadership.
- Teachers should follow their lesson plan.
- Learning should be fun, teachers should be friendly with their students.

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### 5.3 Recommendations for myself :

- To be more supportive for the weak students.
- To be more confident and loud in the classroom.
- Always should be prepared for any uncertain circumstances.
- To be careful about effective learning system.
- Pronunciation should be more correct and clear.

Chapter 06

Conclusion

## 6.1 Conclusion :

By this internship journey, I understood that teaching profession is actually a rewarding job. Though, at first I thought that English language teaching is easy job. But after entering into the practical life I understood the challenges and problems for teaching English language. I worked as an English teacher at Siddhirgonj Reboti Mohan Pilot School & College and gathered a lot of experiences. All those experiences are important and memorable to me. In the short period, I understood that after parents, teachers are only well wishers for a student. The bonding in between teachers and students will remain until death. It was first experience in my life to teach in a school. In the time of teaching I felt very good especially when I taught them literature chapters I enjoyed the topic most. It can be said that my whole 6 months internship journey was so informative and educative. Through my project work, I gained a lot of knowledge. I did my best and tried to explain the details of the job and the activities I undertook while working as a teacher at Reboti Mohan Pilot School & College in a respectable manner throughout my report.

## 6.2 Appendices :

অনুপস্থিত রুটিন					Absentee Routine						
নোটিশ ও আদা তারিখ অনুযায়ী অনুপস্থিত শিক্ষক/শিক্ষিকাগণের প্রিয়তম মোতাবেক বন্টনের ব্যবস্থা নেওয়া হইল এবং এতদপ্রসঙ্গে সংশ্লিষ্ট শিক্ষকগণকে					পঠনসময়ের বিষয়সমূহ শিক্ষকদের জন্য উপস্থিত শিক্ষকদের মধ্যে বিতরণ যথাসময়ে বিয় দায়িত্ব পালনের জন্য অনুরোধ করা গেল। - অধ্যক্ষ/প্রধান শিক্ষক/সিপিআর						
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