



**Daffodil**  
*International*  
**University**

Internship Report  
**As a ‘Camera  
Operator and  
Video Editor’ at  
DIU Media Lab**

**Submitted to:**

Mr. Sakib Mohammad Shahadat Illius

Lecturer,

Department of Journalism, Media and Communication

Faculty of Humanities and Social Science

Daffodil International University

**Submitted by:**

Sajedul Hakim Zihad

ID: 201-24-738

Batch: 39th

Department of Journalism, Media and Communication

Faculty of Humanities and Social Science

Daffodil International University

**Date of submission:**

**11 January, 2024**

## **Executive Summary**

I am pleased to submit this report on my successful internship as a "Camera Operator and Video Editor" at Daffodil International University media lab. During the twelve-week internship, I gained personal and practical experience, overcome hurdles, and acquired valuable lessons.

It also contains information on the media lab's staff, working procedures, and organizational structure. The report details the tactics, tools, and processes used to complete the assignment, as well as the skills gained during this period.

Additionally, a comparison of academic and practical studies is discussed. In the media lab, I also performed a SWOT analysis to find possibilities and threats.

## Letter of Transmittal

December 02, 2023

Mr. Sakib Mohammad Shahadat Illius  
Lecturer,  
Department of Journalism, Media & Communication  
Daffodil International University

**Subject: Submission of Internship Report.**

Sir,

With due respect, I am very pleased to submit the internship report for completion of B.S.(Hons) in Journalism, Media and Communication. I have tried to present this report based on my overall experience of my internship as "Camera Operator and Video Editor" at Daffodil International University media lab.

I am highly indebted to my course advisor, industry supervisor and the university for giving me the opportunity to complete the internship successfully. I would like to thank all the people who have worked with me with tolerance and created a pleasant working environment.

I have mentioned all the essential information to conclude this report. I definitely believe that this report will fulfill and serve the whole purpose of my internship. I am grateful for your kind advice and guidance to complete my internship report. I am waiting for you to receive my report. Your positive feedback will be helpful for my academic career in the near future.



.....

Sajedul Hakim Zihad

ID: 201-24-738

Batch: 39<sup>th</sup>

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

## Certificate of Approval

I am delighted to certify that the internship report of Sajedul Hakim Zihad, bearing ID 201-24-738, Department of Journalism, Media and Communication has been approved for presentation and viva-voce as part of his course necessity.

Under my supervision, Sajedul Hakim Zihad worked in Media Lab as a Camera Operator and Video Editor. He completed the internship in the duration of 27 August to 30 November 2023. I am most certain the information, data or the findings presented in the report are accurate and genuine.

As far as I know, Sajedul Hakim Zihad is a person with good character, and have an outgoing and pleasing personality. I wish him all the success in his life ahead.



.....  
Mr. Sakib Mohammad Shahadat Illius

Lecturer

Department of Journalism, Media and Communication

Daffodil International University

# Letter of Completion of Internship from Daffodil International University



Faculty of Humanities  
and Social Science

Date: 04.01.2024

To  
Head  
Department of Journalism, Media & Communication  
Daffodil International University

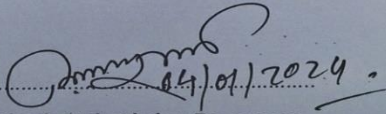
Subject: Internship Completion Certificate.

Dear Sir,

This is to attest that Sajedul hakim Zihad (201-24-738) successfully completed the internship program from 27- August -2023 to 30-November -2023 at our organization, Daffodil International University

During the internship, he learned new skills with confidence. His performance is optimal as per our anticipation. We wish him continued success for his future life.

For and on behalf of Daffodil International University.

  
04/01/2024

Mr. Shaik Md. Abdur Razzaque  
Deputy Director (Media Lab)  
Daffodil International University.

## **Acknowledgement**

First, I would like to extend my sincere gratitude to my supervisor and esteemed educators, whose unwavering support and guidance have been instrumental in the successful completion of this internship. Without their supervision, this invaluable learning experience would not have been possible. The exposure to a professional workspace outside the classroom has provided me with significant opportunities for growth and skill development.

I am deeply thankful to my highly-respected academic supervisor, Mr. Sakib Mohammad Shahadat Illius sir, for his consistent guidance and support throughout the preparation of this report.

Furthermore, I express my appreciation to the authorities of 'Daffodil International University' for offering me the opportunity to undertake my internship at DIU Media Lab. The 12-week duration of this internship has proven immensely beneficial, equipping me with practical experience and skills crucial for my future endeavors. My gratitude extends to Mr. SM Abdur Razzak sir, the Deputy Director of Media Lab, for his close supervision, under which I acquired various skills.

I extend my thanks to Mr. Aftab Hossain sir, Head of the Department of Journalism, Media and Communication department sir for his support and guidance.

Additionally, my heartfelt gratitude goes to all the alumni of the department who have generously offered their advice and support during the course of this internship.

**Sajedul Hakim Zihad**

ID: 201-24-738

Batch: 39<sup>th</sup> Batch

Dept. of Journalism, Media & Communication

Faculty of Humanities and Social Science

Daffodil International University

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Chapter One

# **Introduction**



## **1.1 About DIU Media Lab**

Operating under the Department of Journalism, Media and Communication, Daffodil International University is a state-of-the-art media lab. The lab's primary goal is to equip students with the skills necessary for both academic study and practical work. Moreover, this lab offers the chance to produce an entire TV show. This media lab can fulfil the needs of producers in this day and age, when they lack access to high-quality facilities.

**This lab has the following features that will be great help in making TV programs and enhancing student's skills:**

The lab is 12 feet tall. It has all the required lighting hanging on the studio roof, 100% soundproof, and echo proof features. It is also equipped with a backup power source, which increases its efficiency when used continuously. For TV shows and events, a skilled and seasoned cinema photographer and video editor are always on hand.

**Features of the video editing team:**

There is air conditioning in the video editing area. Here, the video is edited utilizing state-of-the-art technical equipment. Ultra-Modern Multi-format Real-time Matrox RT.X2. Workstation for digital editing located next to the media lab. Continuous video editing apparatus with an HP workstation customized for Matrox. The skilled editors will add vibrancy to editing. The professional video monitor SONYLMD 1420 makes watching videos more efficient and makes it simple to assess production quality.

## 1.2 Internship: An Introduction

It's a task completed within a set time frame as part of a bachelor's degree. It is a primarily unpaid position that may be part-time or full-time. The goal is to obtain real-world experience. To learn about how things are actually done outside of the classroom, the students work for the firm and take part in their processes. Students that participate in internships get insight into their own professional objectives and practical work experience.

An internship gives an employee the chance to obtain real-world experience that cannot be obtained via schooling. By doing well in their trials or interviews, students might occasionally be hired by the same firm. Companies have standards in order to be considered for internships. If you are a student or have graduated, you can apply to work as an intern. Experience is also required by certain firms.

### **Benefits of doing an internship:**

- Ability to adapt to a company's normal working hours.
- Gets an opportunity to be aware of the full working environment.
- An internship provides an opportunity to master various soft skills.
- Completing an internship increases chance of getting a job.

### **1.3 Background of My Internship**

The completion of a BSS (Hons) from the Journalism, Media and Communication department requires an internship or a project in any reputable organization. After successfully completing the 11th semester, the 12th semester is counted as an internship, which teaches students how to apply their academic knowledge in a practical settings.

My theme also includes the media industry. My ambition is to work as a content developer. As a result, my primary concentration is on learning cinematography and video editing. This is why I opted to intern at the Media Lab at Daffodil International University.

This media lab greatly aided me in learning practical work and honing my talents. This media lab also manages the daffodil group's complete program and media outreach. Experienced video editors have been really helpful in honing my talents. As a result, I finished my internship at this media lab.

## **1.4 My Internship Supervisor**

Mr. Shakh Md Abdur Razzaque sir was my industrial supervisor during my internship. He is in charge as a Deputy Director of DIU media lab. He shared his career experience with me during my internship that helps me a lot to know about real life workspace.

Additionally, he provided me with comprehensive guidance and details on how to finish the programmed, which included everything from video editing to finishing the Media Lab tasks. I was able to pick up a lot of camera, photo lab, and video editing abilities with his help and direction.

## **1.5 Duration of My Internship**

I worked as a camera operator and video editor at DIU Media Lab for a total of 12 weeks during my internship. My assignment started on August 27 and ended on November 30, 2023.

Chapter Two

# **Internship Activities**

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## 2.1 Weekly Activities

### First Week (27<sup>th</sup> August to 2<sup>th</sup> September)

- Media Lab deputy director Mr. SM. Abdur Razzaque sir introduced me to other employees in the office.
- He also Provided a complete overview of the entire media lab.
- Explained the basic tasks to be done every day.
- Provided information on the attributes and technological tools employed in the media lab.
- 28-08-2023 - With whom I collaborate, "Swadhin" is the artificial intelligence full news presenter on Campus TV. Here, I offer technical support in addition to voice a report.



Photo: "Shwadhin" Artificial Intelligence News Presenter

## Second Week (3<sup>th</sup> September to 9<sup>th</sup> September)

- I started learning editing sitting next to the video editors.
- Acquired knowledge on how to import footage into a project file.
- Learnt how to trim and add insight footage to a video.
- Providing technical support to the program "National HR Summit 2023 Smart Employment for Smart Bangladesh".

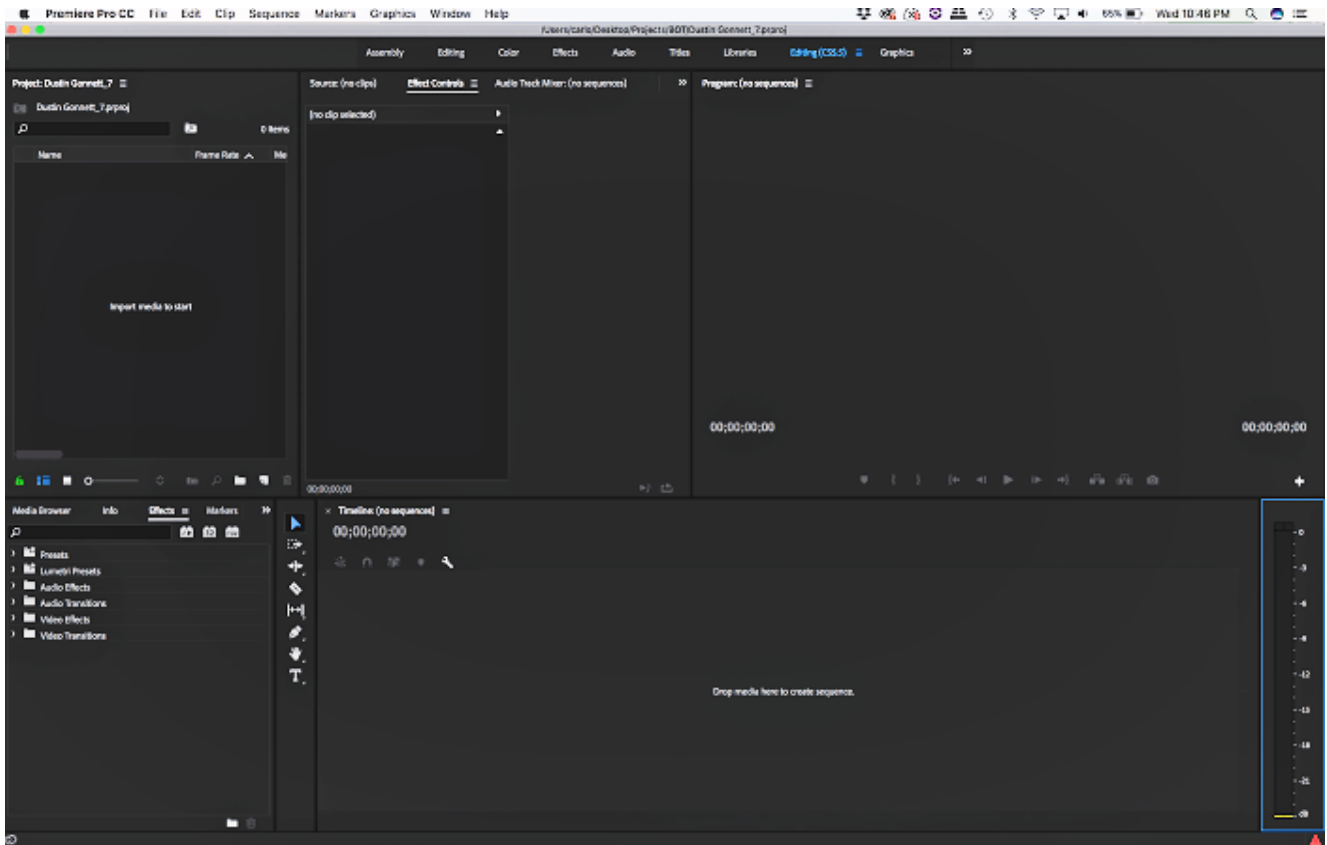


Photo: Adobe Premiere Pro 2020 Interface

### Third Week (10<sup>th</sup> September to 16<sup>th</sup> September)

- Acquired quick editing skills via keyboard shortcuts.
- Got some idea how to apply nameplate on footage.
- Ismail Chowdhury is the Cameraperson for Media Lab. Who had provided me some guidance on how to shoot videos.
- I provide technological support for "Campus Pratidin," a weekly segment on Campus TV that is hosted by artificial intelligence news presenter "Shwadhin" and airs on September 10, 2023. The program primarily uses various university information and data.



Photo: Shooting time - Aminul Islam Hall



#### Fourth Week (16<sup>th</sup> September to 22<sup>th</sup> September)

- Helped the teacher while lab class was conducted.
- Acquired video sequencing knowledge.
- Learned camera basics. Angle, zoom in-out, tripod balancing.
- Acquired lighting setup skills.
- Practice video editing tools.



Photo :Photo lab



### **Fifth Week (23<sup>th</sup> September to 29<sup>th</sup> September)**

- Learned camera basics. How to choose place, focus, and cancelation of noise.
- While seated next to a senior colleague, I witnessed the editing of an entire programme.
- Viewed some earlier edited programmes to hone my editing abilities.
- Acquired knowledge of updating media lab spreadsheets and organising footage.
- The "DIU Pharma Career Expo-2023 & World Pharmacists Day Celebration" programme went live on September 26, 2023. Where I lend a hand as a camera operator.



Photo: Program Shoot in AB-4 Building

## Sixth Week (30<sup>th</sup> September to 6<sup>th</sup> October)

- On October 01, 2023 In the Knowledge Tower Conference Room of Daffodil Smart City, Daffodil International University, Bangladesh and Universiti Teknologi Mara, Malaysia (UiTM), Malaysia, have signed a research partnership. Additionally, I served as this program's as a cameraperson.
- A debating event was organized by JMC 46 batch students in the "Media Lab." to allow me to serve as an assistant director.
- A documentary is produced by "DIU" in honour of World Teachers' Day. In this documentary, I help the technological aspects.



Photo: During the Debate of JMC Students (Technical Task)



### Seventh Week (7<sup>th</sup> October to 13<sup>th</sup> October)

- Update spreadsheet.
- Practice video editing tools.
- Attended the monthly meeting.
- Acquired knowledge about Pro-Show Slider.
- Organized 'Orientation Programme'

### Eighth Week (14<sup>th</sup> October to 20<sup>st</sup> October)

- 14-10-2023 Assisted in the technical aspects of Campus TV's weekly news bulletin, which is hosted by artificially intelligent news anchor "Swadhin".
- Assisting as a camera operator in the Tourism Department's cultural presentation commemorating World Tourism Day.
- As I covered the DIU Textile Carnival 2023 in-depth, I act as a photographer and cameraman, skillfully capturing the exciting moments of this textile extravaganza to vividly capture its spirit.
- Took necessary suggestion form my senior.



Photo: Orientation Program

### **Ninth Week (21<sup>nd</sup> October to 27<sup>th</sup> October)**

- As I covered the DIU Textile Carnival 2023 in-depth, I act as a photographer and cameraman, skillfully capturing the exciting moments of this textile extravaganza to vividly capture its spirit.
- Learned how to edit a interview program.
- Mr. Nadeem Chowdhury, Senior Officer of Media Lab, freely imparted significant insights and photographic suggestions, deepening my comprehension of this visual art form.
- Attend the Cybersecurity Awareness Day 2023 Programmed as a cameraman
- Got some tips from Md. Alif Hasan (Lab Instructor) about video shooting.
- Shooting the enriching seminar on "Enhancing the Quality of Technical Education for Careers in Japan" took place today at the Daffodil Smart City, Birulia, Savar, Dhaka, organized by the Industry Innovation Center, DIU.



Photo: DIU Textile Carnival 2023



## Tenth Week (28<sup>th</sup> October to 3<sup>th</sup> November)

- Support as a logistic team member for a take interview of - Professor Dr. S.M. Mahbub UI Haque Majumder, Pro Vice Chancellor, Daffodil International University.
- Shooting the evening cultural part of The 8th #CJEN Bangladesh Networking Conference hosted by the Department of Journalism, Media and Communication
- Shooting in DIU Library as a logistic support team member.
- Help JMC students in the lab for shooting.
- Helped the Professor - Dr. Wan Khairunizam (Malaysia University) for shooting in the Media Lab.



Photo : Helping the Professor - Dr. Wan Khairunizam (Malaysia University) for shooting in the Media Lab.

### Eleventh Week (4<sup>th</sup> November to 10<sup>nd</sup> November)

- Shooting Pharmacy Expo 2023
- Shooting in "Astrophysics Center" and also take photos
- Create reels for Nabanna Uthsob
- Attended the monthly meeting.
- Shooting DIU Futsal tournament.
- Cover Sushanta Paul's speech on ICR.
- Helped Pharmacy Teacher in the lab for making awareness video.



Photo: DIU Astrophysics Center



## Twelfth Week (11<sup>th</sup> November to 17<sup>th</sup> November)

- As a team member of the Media Lab, I contributed to the success of the DIU Job-Uthsob 2023 by providing technical and logistical support.
- Make a time lapse for the Job-Uthsob & also take some photos.
- Take interview from students & corporate members.
- Practice video editing tools.
- Update spreadsheet.



Photo: Taking Interview in DIU Job-Uthsob 2023



Chapter Three

# **Learning Experience**

### **3.1 What I have learned from here**

My internship place is Media Lab at Daffodil International University. I worked there as a video and editor. I took the whole idea of the work I did there with the knowledge of my book in hand. Learned from documentary interviews, news readings. An example of his extensive survey is to package a video discussion with authorities along with members. I learned how to organize and convert footage to fit the finished product the thing I've learned outside of the office here is that work is done with respect.

Working with experts taught me a lot about conveying work methods and group working with others by exchanging ideas. With a lot of coaching in the lab, I learnt a lot about my future job. The internship experience will help me to work in my professional life in the near future. My supervisor assisted and supported me in studying all aspects of media job.

### **3.2 Tools and Technologies**

I used a variety of gadgets and technologies for professional purposes while working at the Media Lab. From a high-end PC for video editing to a 4K camera for video production. Furthermore, what I utilized at work:

- ✓ Sony 4K Camera
- ✓ Panasonic Boom Microphone EM-2800A
- ✓ SONYLMD 1420 Professional Video Monitor
- ✓ Adobe Premier Pro (2020)
- ✓ Preshow Slide Maker
- ✓ Wireless microphone
- ✓ Various Tripod

Chapter Four

# **Learning Evaluation**

## **4.1 Theoretical and Practical Learning**

I applied the academic information I learned during my internship at the media lab after successfully finishing 11 semesters in the journalism, media, and communication department. There are several distinctions between academic and practical knowledge. The experience of using classroom information in real life is unmistakably different.

Internships serve as a bridge between academic and practical labor. My academic studies in video production, television journalism, radio journalism, and other related fields were identical to my media lab internship. That is why I was at ease completing an internship here.

## **4.2 Skills That I Uplifted During My Internship**

Below are the skills that I learned during the internship period:

- 1. Time Management**
- 2. Developed Typing Speed**
- 3. Networking**
- 4. Multitasking**
- 5. Leadership**
- 6. Group Work**
- 7. Work Under Pressure**
- 8. Any kind of soft video editing**
- 9. Improved Editing Sense**
- 10. Professionalism**

I believe these skills surely help me near future.

### **4.3 Expectations and Experiences**

The major reason for having an internship after finishing your academic education is to put your knowledge to use in real life. As a result, I began working as a video editor at the DIU media lab. Because the contemporary era is all about content generation, I'd like to learn how to do this type of work. Participating in the continuation of the media lab.

Despite the fact that I was hired as a video editor and camera operator, I was required to operate behind the camera due to office policies. This is absolutely a nice thing for me because it is essential to know video editing as well as video shooting from content creation to content development.

This three-month internship experience increased my confidence. In post-production for a documentary or television program, I learned how to edit video and utilize a camera properly. Furthermore, I have learned how to submit work on time, beginning with official guidelines and discipline. Overall, I believe that this internship was beneficial to me.

## 4.4 Possibilities in Future Career

Camera operator and video editor employment in Bangladesh is expected to rise significantly in the next years due to the country's developing media and entertainment sector. Professionals in these domains have tremendous opportunities as technology develops further. Camera operators will have lots of chances to record a variety of visually stunning video for internet and social media platforms as well as traditional television shows. There is an increasing need for high-caliber video material, which presents a bright future for talented editors who can combine captivating storylines with striking visuals. With the rise of digital marketing and the popularity of streaming services, those with expertise in camera operation and video editing can have a significant impact on how stories are visually told.

As there are vast opportunities in this sector in the context of Bangladesh. So I think as a camera operator and video editor, if one learns or wants to learn the job then there is a strong possibility of having a good career in the future.

## Chapter Five

# Conclusion

## 5.1 SWOT Analysis of DIU Media Lab

### ❖ Strengths:

- Modern technology using.
- Separate room for radio & television program
- Experienced & expert manpower.
- Friendly environment.

### ❖ Weaknesses:

- Internet connection poor.
- Load shedding.
- Sometimes Air Condition does not work properly.
- Lack of manpower & also storage problem.

### ❖ Opportunities:

- Content creator.
- Video editor in advertising company or production house.
- Get chance to join in a tv channel.
- Freelancer.

### ❖ Threats:

- Tight competition with other agency like DIU Media Lab.
- Massive technological advancement like Artificial Intelligence tools.
- Lack of budget would be decrease its output.



## **5.2 Recommendation**

1. Internship should be paid.
2. NAS storage system need to implement as soon as possible.
3. Increase more internship opportunities for the student.
4. Repair all the tools and materials regularly.

## **5.3 Conclusion**

In conclusion, I would want to thank my university, lecturers, and supervisors for their assistance and advice. The entire experience and abilities obtained throughout the internship will be extremely beneficial in the near future. I am also grateful to Mr. Sakib Mohammad Shahadat Illius sir for assisting me and giving me with the essential instructions, which really aided my internship completion.

During my internship at the DIU media lab, I gained valuable experience in video editing, cinematography, creative work, and product management. This also aided digital learning about media companies. The media lab's staff members are professional and courteous, making it easy and comfortable for anybody to work with them. The total experience will benefit both my future job and me.

# Appendix

## Appendix- A

### References:

1. <https://daffodilvarsity.edu.bd/>
2. <https://www.wikipedia.org/>
3. <https://www.facebook.com/daffodilvarsity.edu.bd/>
4. <https://www.youtube.com/@webmasterdiu/featured>

## Appendix- B

### My Work:

#### 1. 28-08-2023 Artificial intelligence news presenter "Shadhin" regularly reads news on Campus TV:



Video-01 <https://fb.watch/poZwawjp1B/>



Video-02 <https://fb.watch/poXFXM1gRi/>

2. 02-09-2023 HR Leadership for Smart Bangladesh 2014  
Driving Ever-Changing Business Through Innovation



<https://fb.watch/poYftpKO1f/>

3. 21-10-2023 Cybersecurity Awareness Day-2023



<https://fb.watch/poZeCvviNC/>

**4. 28-11-2023 The DIU campus is teeming with students:**



[https://fb.watch/po\\_iB7yajP/](https://fb.watch/po_iB7yajP/)

**5. 24-11-2023 DIU Job Utshob: Unleash your potential and achieve your career goals.**



[https://fb.watch/po\\_ZvRPc-r/](https://fb.watch/po_ZvRPc-r/)



6. 16-11-2023 ক্যাম্পাসে নবান্ন উৎসব:



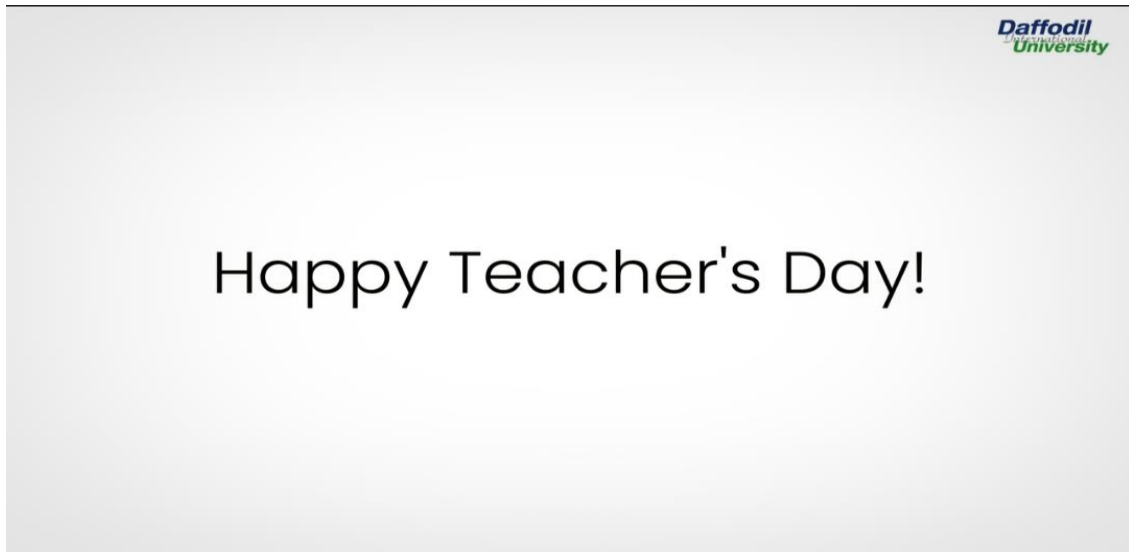
[https://fb.watch/po-oIM\\_ipw/](https://fb.watch/po-oIM_ipw/)

7. DIU hosted 4th National Conference of the Erasmus+ CBHE Harmony Project:



<https://fb.watch/pp09Tg3uXm/>

**8. 05-10-2023 Happy World Teachers Day:**



<https://fb.watch/pp0Mx2qtW1/?mibextid=9R9pXO>

**9. Motivational Speech by Sushanto Paul:**



<https://fb.watch/pp1L0IKhy6/?mibextid=9R9pXO>



**10. 17-10-2023 Sports Star at DIU:**



<https://fb.watch/pp2k4cFc5U/?mibextid=9R9pXO>