



Daffodil
International
University

Internship Report

On



Work Experiences of Bangladesh Red Crescent Society

Submitted To

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

Submitted By

Md. Rakibul Alam

ID: 151-24-443

Batch: 24th

Department of Journalism and Mass Communication
Daffodil International University

Date of Submission: 10 December, 2018

Letter of Transmittal

9th December 2018

Dr. Sheikh Mohammad Shafiul Islam

Associate Professor & Head In-Charge

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

Subject: Submission of Internship Report.

Dear Sir,

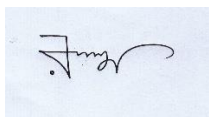
I herewith present my internship report prepared after 4-month long internship, as required by the university, in the Planning and Development Department of Bangladesh Red Crescent Society (BDRCS).

I was under the supervision of Ms. Sayma Ferdowsy, Deputy Director at the Planning and Development Department of BDRCS during the period. The report describes my practical working experience at one of the largest humanitarian organization in the country.

I would like to express abundance of thanks for your exceptional exhort, heading, and to be my Supervisor to complete my billet report with progress.

I sincerely hope that this report lives up to your expectation regarding the quality of the work.

Sincerely,



.....
Md. Rakibul Alam

Student ID: 151-24-443

Batch: 24th

Department of Journalism and Mass Communication
Daffodil International University

Acceptance of Internship Placement



বাংলাদেশ রেড ক্রিসেন্ট সোসাইটি
BANGLADESH RED CRESCENT SOCIETY
(Established by the President's Order No. 26 of 1973 as an auxiliary to the Government)

National Headquarters

03 December 2018

TO WHOM IT MAY CONCERN

This is to certify that **Md. Rakibul Alam**, Student of Journalism and Mass Communication Department at Daffodil International University bearing ID: 151-24-443 has successfully completed his internship in "**Planning and Development (P&D)**" under the division of '**Organizational Development (OD)**' at Bangladesh Red Crescent Society. His time period was 05 August to 30 November 2018. He was assigned for all kind of OD support which is included PMER (Planning, Monitoring, Evaluation and Reporting).

He was sincere and had shown keen Interest towards learning.

I wish every success in his life.



Sayma

Sayma Ferdowsy
Deputy Director
Planning and Development Department
Bangladesh Red Crescent Society



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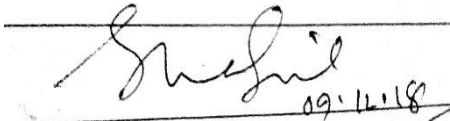
Certificate of Approval

I am satisfied to ensure that the Internship cover 'Working Experience on Bangladesh Red Crescent Society' at Planning and Development department, arranged by Md. Rakibul Alam, bearing ID No: 151-24-443 of the Department of Journalism and Mass Communication has been affirmed for introduction and resistance. Md. Rakibul Alam has worked with Bangladesh Red Crescent Society as an understudy under my watch. He has finished the work amid the Fall'2018 semester.

I am satisfied to ensure that the information, the discoveries exhibited in the report is the bona fide work of Md. RakibulAlam.

As an individual, he bears a decent good character and an exceptionally satisfying identity. I wish him all achievement throughout everyday life.

Supervisor,



.....

Dr. Sheikh Mohammad Shafiul Islam

Associate Professor & Head In-Charge

Department of Journalism & Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Acknowledgement

For the beginning, I am thankful to Almighty Supreme for being furnishing me with enough tolerance to end this report. I would like to offer my sincere thanks to my Dr. Sheikh Mohammad Shafiul Islam, my internship supervisor for his entire hearted supervision and for furnishing me with direction and proposals amid my internship period, and keeping in mind that composition this report.

My earnest thanks likewise go to Ms. SaymaFerdowsy (Deputy Director, P&D, BDRCS), the supervisor for BDRCS, who not standing being uncommonly occupied with her obligations, invested significant energy to hear, guide and keep me on the right way.

Additionally, I would wish to pass on each and every individual from Bangladesh Red Crescent Society for serving to me with their understanding and participation all through my place sum commitment.

I would like to commit this work to my folks, who have enlivened me to prop up in each circumstance. Without their endeavors and direction, I would never have possessed the capacity to come this far.

Dedication

I would like to devote this work to my Parents, who have propelled me to prop up in each circumstance. Without their exertion and direction I would never have possessed the capacity to come this far.

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Abbreviations

BDRCS	Bangladesh Red Crescent Society
CBDRR	Community-Based Disaster Risk Reduction
CPP	Cyclone Preparedness Program
IFRC	International Federation of Red Cross and Red Crescent Societies
ICRC	International Committee of the Red Cross
P&D	Planning and Development
ToF	Training of Facilitator
BOCA	Branch Organizational Capacity Assessment
OCAC	Organizational Capacity Assessment and Certification
PNS	Partner National Society

Chapter- One

Background of My Internship

1.1What is Internship?

The internship is a process of professional training for the student to hands-on learning in a relevant field as part of accomplishing an academic program. The intern student work under close supervision of an internship supervisor. By this period he/she gets the professional training from his/her to get the idea and work experience in the professional field. The internship program is basically arranged for the recent graduate student who is seeking entry-level jobs. During this program, the internship supervisor train, advise and gives direction to work in the professional level.

1.2 Why is it important?

There has lot of things which we learned in the classroom theoretically but internship will make the way to go deep inside. It has some advantages to utilize the theoretical issues practically. Beside that field level experience is important after having the theoretical learning. Internship assist an intern to be in the professional sector.

- An internship provides real life experience and exposure.
- The opportunity to learn more about myself.
- Get connected and developed professional network.
- Transition into a full time position.

1.3 My internship project: A brief description

Organizational Development (OD) is a field of research, theory and practice dedicated to expanding the knowledge and effectiveness of people to accomplish more successful organization change and performance. OD is a process of continuous action planning, implementation and evaluation with the goal of transferring knowledge and skills to organizations to improve their capacity for solving problems and managing future change.

In BDRCS, Organizational Development (OD) is one of the division of Organizational structure which includes- Planning and Development, Branch Affairs, Fundraising, Youth and Volunteer, Training department. Planning and Development department is acting as a role of coordinator to coordinate OD.

As a Student of Journalism and Mass Communication, I have chosen the field or area of Organizational Development to utilize the learning in different way.

1.4 Name of the organization:



Bangladesh Red Crescent Society (BDRCS)

(Established by the President's Order No. 26 of 1973 as an auxiliary to the Government)

1.5 Introduction to the organization:

The Bangladesh Red Cross Society established on 31 March 1973 by the Country's President Order No-26/1973 with retrospective effect from 16th December 1971. The Society was recognized by International Committee of the Red Cross (ICRC) on 20 September 1973 and admitted to International Federation of Red Cross and Red Crescent Societies on 2 November 1973. The name and emblem were changed from Red Cross to Red Crescent on 4th April 1988 vide Act 25 of 1988 and the society became Bangladesh Red Crescent Society (BDRCS).

The BDRCS has 68 Branches; 1 Branch constituted in each of the 64 district and 4 branches constituted in each of the metropolitan cities of Dhaka, Chittagong, Rajshahi and Khulna.

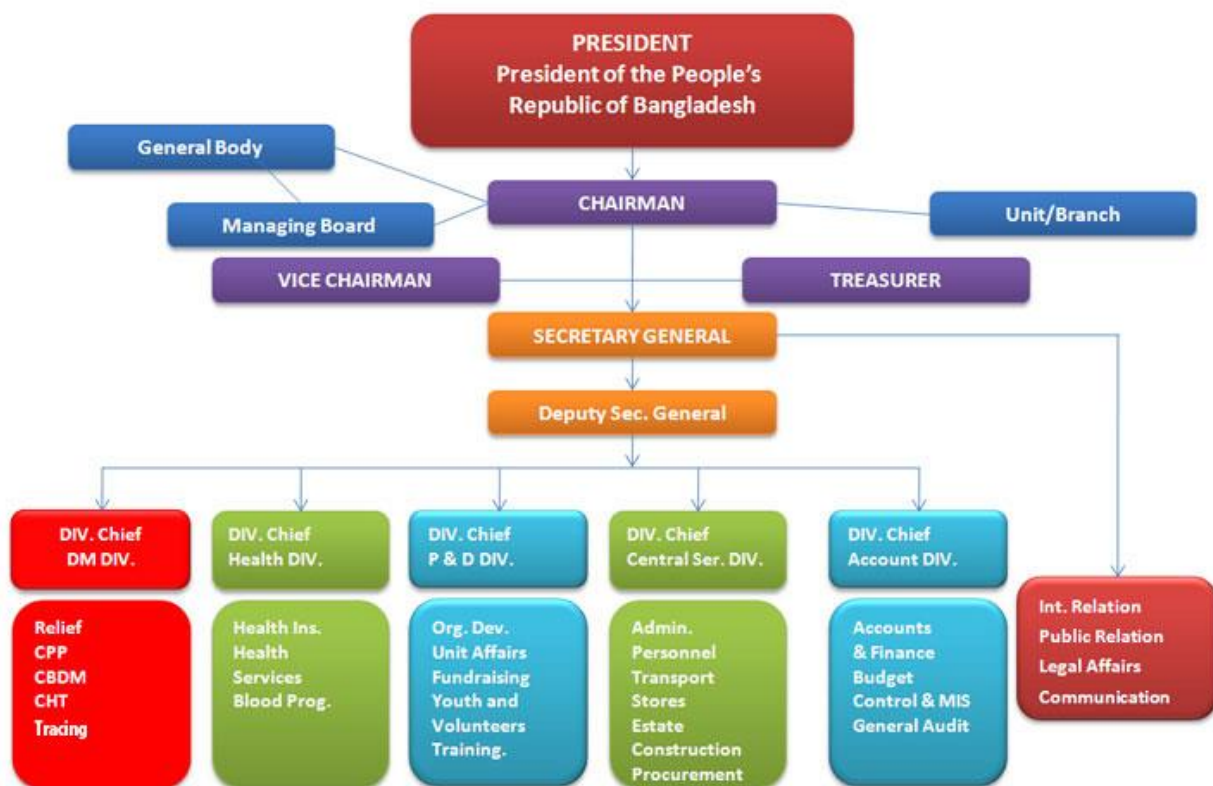
The President of the People's Republic of Bangladesh is the ex-officio President of the Society and BDRCS as an auxiliary to the government of Bangladesh.

In terms of service delivery the major areas where BDRCS focuses is on disaster emergency relief, response & recovery; Cyclone Preparedness Program (CPP); Community Based Disaster Risk Reduction (CBDRR); Community development; Health Services at the community level; Blood Services, Restoring Family Links, Youth & Volunteers development, Training and Dissemination on use & misuse of RCRC emblem.

The 7 fundamental Principles of Red Cross Red Crescent is Humanity, Impartiality, Neutrality, Independence, Voluntary Service, Unity, and Universality.

Mr. Jean Henry Dunant, founder of Red Cross Red Crescent Movement was born in Geneva, Switzerland on 8th May, 1828. The world celebrates Red Cross Red Crescent Day on 8th of May every year.

1.6 Organogram of the Organization:



1.7 Supervisor at the Organization:



Ms. Sayma Ferdowsy, Deputy Director of Planning and Development Department under the Organizational Development Division at BDRCS. She was the reporting focal of this internship period. She is friendly, cooperative and helpful in all aspects of this internship period as supervisor at BDRCS. She has been serving since 2001 to present in this organization.

1.8 Duration of my internship:

17 Weeks (4 Month) started from August 2018. The official working time was 10:00 am to 5:00 PM a day and 5 days weekly.

Chapter- Two

Activities

2.1 Duties during internship:

Worked directly with the Planning and Development Department (P&D) of BDRCS to support on desk works and the implementation of P&D interventions as and when required. The role and responsibility was for me:

Duties and Responsibilities during the internship:

- Provide P&D support for different department / Program/ Projects of BDRCS;
- Participate in various training/ workshops/ events organized by different department/ Program/ Projects of BDRCS;
- Provide logistics support to arrange events for different department/ Program/ Projects of BDRCS;
- Assist in writing of quarterly activity report and event report of P&D department;
- Assist in filling and updating documents in line with donor Red Cross Red Crescent Societies requirements;
- Present the quarterly meeting of the P&D department;
- Any other task assigned by supervisor;
- Establish and ensure effective relationships with the other colleagues;
- Ensure effective working relationships with technical and operations departments at different levels;

2.2 Weekly Activities:

Weekly activities that I have done are given below:

1st Week (05 August- 09 August)

- Get brief from my supervisor in BDRCS
- Introduce with other colleagues
- Organized the desk which was allocated for me

2nd Week (12 August- 16 August)

- Attended the meeting of P&D department
- Learned that how to make a Monthly Cash request
- Desk work

3rd Week (19 August- 23 August)

- Practicing for Monthly Cash request
- Attended Preparation meeting for BOCA ToF event
- Desk work
- Translation of a one page report from English to Bengali

4thWeek (26 August- 30 August)

- Support to finalize the BOCA ToF Schedule
- Attended P&D departmental meeting
- Desk work

5thWeek (02September- 06September 2018)

- Support to prepare event report
- Making notes for approval the upcoming event
- Translation of a one page report from English to Bengali

6thWeek (09September- 13September 2018)

- Communicate with the BOCA ToF participants
- Support to Finalizing the BOCA ToF materials
- Desk work

7thWeek (16September- 20September 2018)

- Attended P&D departmental Meeting
- Making final check-list for BOCA Training

8thWeek (23September- 27September 2018)

- Attended BOCA ToF Training
- Support to all logistics related with Training

9thWeek (30 September- 04October 2018)

- Visiting Tangail Red Crescent Branch as part of BOCA ToF
- Collected information from Tangail Branch

10thWeek (07October- 11 October)

- Support to prepare the BOCA ToF event report
- Prepare Monthly Cash request for sending to the PNS's
- Collecting Photos from different event for Annual report
- Preparation for OCAC review Workshop
- Visiting BRAC CDM at Khagan, Savar for arranging OCAC review workshop

11thWeek (14October- 18October)

- Meeting for Upgrading BDRCS website content
- Collecting Information and Photos from different department for BDRCS Website

12thWeek (21October- 25October)

- Attended OCAC Review workshop for 03 days
- Desk work after event.

13thWeek (28October- 01November)

- Attended Youth Engagement Strategy (YES) workshop for 4 days
- Desk work
- Attended Annual Planning and Budgeting Workshop for all branch officers and NHQ level.

14thWeek (04November- 08November)

- Attended Partnership Review meeting by International Committee of the Red Cross (ICRC)
- Attended P&D departmental meeting
- Support to prepare event report

15thWeek (11November- 15November)

- Attended P&D departmental Meeting
- Travelling to Mania, Philippine

16th Week (18November- 22November)

- Preparation for South Asian Regional Consultation meeting on Strategy 2030
- Meeting with Civil aviation authority, HSIA, Kurmitola, Dhaka

17th Week (25November- 29November)

- Attended South Asian Regional Consultation meeting on Strategy 2030.
- Checking email and documented
- Support to prepare Annual Report

2.3 Workplace log



Department of Journalism and Mass Communication
Intern Attendance Form

Name of Intern: Md. Rakibul Alam

Place of internship: Bangladesh Red Crescent Society

The Supervisor: Sayma Ferdowsy

Subject: P&D, Organizational Development (OD)

Start Date: 05-08-2018

End Date: 29-11-2018

SL	Week	Check in Time	Check out Time	Work Status
1	Aug 5-9	10:00 AM	05:00 PM	Good
2	Aug 12-16	10:00 AM	05:00 PM	Very Good
3	Aug 19-23	10:00 AM	05:00 PM	Very Good
4	Aug 26-30	10:00 AM	05:00 PM	Very Good
5	Sept 2-6	10:00 AM	05:00 PM	Excellent
6	Sept 9-13	10:00 AM	05:00 PM	Excellent
7	Sept 16-20	10:00 AM	05:00 PM	Excellent
8	Sept 23-27	10:00 AM	05:00 PM	Appriated
9	Sept 30- Oct 4	10:00 AM	05:00 PM	Excellent
10	Oct 7-11	10:00 AM	05:00 PM	Excellent
11	Oct 14-18	10:00 AM	05:00 PM	Excellent
12	Oct 21-25	10:00 AM	05:00 PM	Excellent
13	Oct 28- Nov 1	10:00 AM	05:00 PM	Excellent
14	Nov 4-8	10:00 AM	05:00 PM	Very Good
15	Nov 11-15	10:00 AM	05:00 PM	Much Appriated
16	Nov 18-22	10:00 AM	05:00 PM	Excellent
17	Nov 22-29	10:00 AM	05:00 PM	Excellent

Sayma

Sayma Ferdowsy
Deputy Director (P&D)
Bangladesh Red Crescent Society

2.4 Other Activities

I attended every meetings of the P&D department and participated different training and Workshops such as:

- Training of Facilitator (ToF) on Branch Organizational Capacity Assessment (BOCA) at Dhaka, Bangladesh
- Review Workshop on Organizational Capacity Assessment and Certification (OCAC)
- Annual Planning and Budgeting Workshop 2018 at Dhaka, Bangladesh
- 10th Asia Pacific Regional Conference for Red Cross Red Crescent at Manila, Philippine.
- South Asian Regional Consultation meeting on IFRC Strategy 2030 at Dhaka, Bangladesh

Chapter- Three

Learning and Experience

3.1 Knowledge gathering

The In Internship made the person knowledgeable by gathering information. It is a high opportunity to have the knowledge before going to take the responsibility of the professionally.

I had taken this opportunity from my internship to gather the knowledge which I can implement or relate to my professional sector.

3.2 Tools and techniques applied



3.3 Places visited:

- BRAC CDM, Khagan, Savar
- BIAM Foundation, New Easkaton, Dhaka
- Civil Aviation Authority, HazratShahjalal International Airport, Kurmitola, Dhaka
- Makati, Manila, Philippine (09-15 November 2018)

3.4 Special Activity

Beside my Internship, I attended different Meetings, Workshops, Trainings and visited different places. From all of this, to visiting Manila, Philippine is a special activity for me. Beside the Conference, I had gathered information for reporting. That is a great opportunity for me as an intern.

Chapter-Four

Evaluation of Learning

4.1 Academic learning and practical work

Academic learning is a cornerstone of higher education. Tagging student experiences with professional competencies also enables students to speak the same language as recruiters during interviews and networking events.

By 'practical work' we mean tasks in which students observe or manipulate real objects or materials or they witness a teacher demonstration. Practical work can: motivate pupils, by stimulating interest and enjoyment. Enhance the learning of scientific knowledge.

4.2 Similarities and differences between academic learning and practical work

In my academic learning I have learned about the development communication. What I have learned academically that helps me a lot at the beginning. Also there has many differences between academic learning and practical work but the average percentage is not so high. There was no problem I faced to relate my academic learning with practical work.

4.3 Expectation and outcomes

The expectation to my university was to boldly learn as if it helps to the professional sector. And it happens. Learning is important before going to have a position in Job.

There was no boundary for intern to learn at the organization where I completed my internship. The organization has given lots of opportunity to know the earth, to know everything what I never had and that I expected from the organization.

What I have found is that University as well as my respected department and the organization made a high impression for me to relate and understand that what I learned.

4.4What should have been learned more

There has a proverb that `Practice makes a man perfect`, that actually happens in practical way. From the begging of my internship I tried to lean but after few weeks practices help me to come up in a good solution of all of the problems. To know more, need to be given spaces to learn. The spaces for learning are important to learn more.

Chapter- Five

Conclusion

5.1 SWOT analysis

Strength

- Strong & Independent Strategy
- Perfect and effectiveness
- Well Coordinated
- Good Relationship in all aspects

Weakness

- Website is not updated

Opportunity

- More employment opportunity
- Arrival of New Technologies
- Office space can be increased

Threat

- Political Influence
- Timing of the Plan

5.2 Recommendations

As internship is important for and under-graduate student, The University giving this opportunity as a course which is recommended for all student is highly helps to the student to graving the practical experience before joining any job. I recommend, that these practices will be continued for the students.

There has lot of organization gives opportunity to the under-graduates students for having internship. I recommend, that the organization will be increased the opportunity for internship for having the pre-experience before joining any job.

5.3 Limitations

There have no limitations I have found in my internship period.

5.4 Concluding Words

Overall, my internship experience at The Bangladesh Red Crescent Society was positive. I was happy that I was fortunate enough to work with so many talented people of this industry. As a matter of fact, from what I have learned and understood from my experience is that every task is initially planned, developed and completed very thoroughly, and a lot of hard work goes into that.

This four month journey has not only taught me how to be professional in a work environment, but also helped me to use my theoretical knowledge in real-life situations as well. For this, I am sincerely thankful to my university along with the whole Bangladesh Red Crescent Society.

References

- I. <https://en.wikipedia.org>
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- III. <https://internsinasia.com>
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ANNEX



ANNEX



ANNEX

