



Daffodil
International
University

Internship Report on
JMC Media Lab as a Video Editor
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

S.M. Nuruzzaman Anando

ID: 153-24-514

Batch: 26th

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Submission Date

08 September 2019

Letter of Transmittal

Date: 08-09-2019

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 in 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,

 Anando 08-09-2019

S.M. Nuruzzaman Anando

ID: 153-24-514

Batch: 26th

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

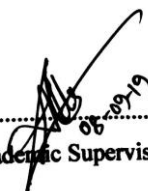
Certificate of Approval



I am pleased to certify that the Internship report on ‘Experiences at Media Lab as Video Editor,’ prepared by **S.M. Nuruzzaman Anando**, bearing ID No: **153-24-514** of the Department of Journalism and Mass Communication has been approved for presentation and defense. S.M. Nuruzzaman Anando has worked with Media Lab as an intern under my supervision. He has completed the work during the Summer-2019 semester.

I am pleased to certify that the data, the findings presented in the report are the authentic work of S.M. Nuruzzaman Anando.

S.M. Nuruzzaman Anando bears a good moral character and a very pleasing personality. I wish him all success in life.


.....
Academic Supervisor

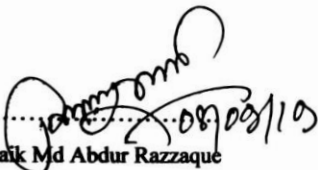
Mr. Aftab Hossain
Lecturer (Senior Scale)
Department of Journalism & Mass Communication
Faculty of Humanities and Social Science
Daffodil International University

Acceptance of Internship Placement

TO WHOM IT MY CONCERN

This to certify that S.M. Nuruzzaman Anando, Student ID No- 153-24-514 has completed his internship in the Media Lab successfully. He worked here from 15th June 2019 and ended on 30th August 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 thank my university and my department. I also thank 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 me to finish 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; Mr. Ismail Hossain, Lab Officer; Mr. Sourav Roy, Asst. Admin Officer, Media Lab and of course other staffs for their great contributions. 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 summer 2019 semester I completed my internship. 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 to work 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 15th June 2019 and ended on 30th August 2019.

Chapter Two

Activities during Internship

2.1 List of Weekly Activities:

First Week (15th June to 21st June)

- ✚ Introduced with my Industrial Supervisor.
- ✚ Industrial supervisor gave me idea about the different of between news editing and program editing
- ✚ Saw previous video program which are edited by Media Lab
- ✚ Got knowledge about various video editing software.

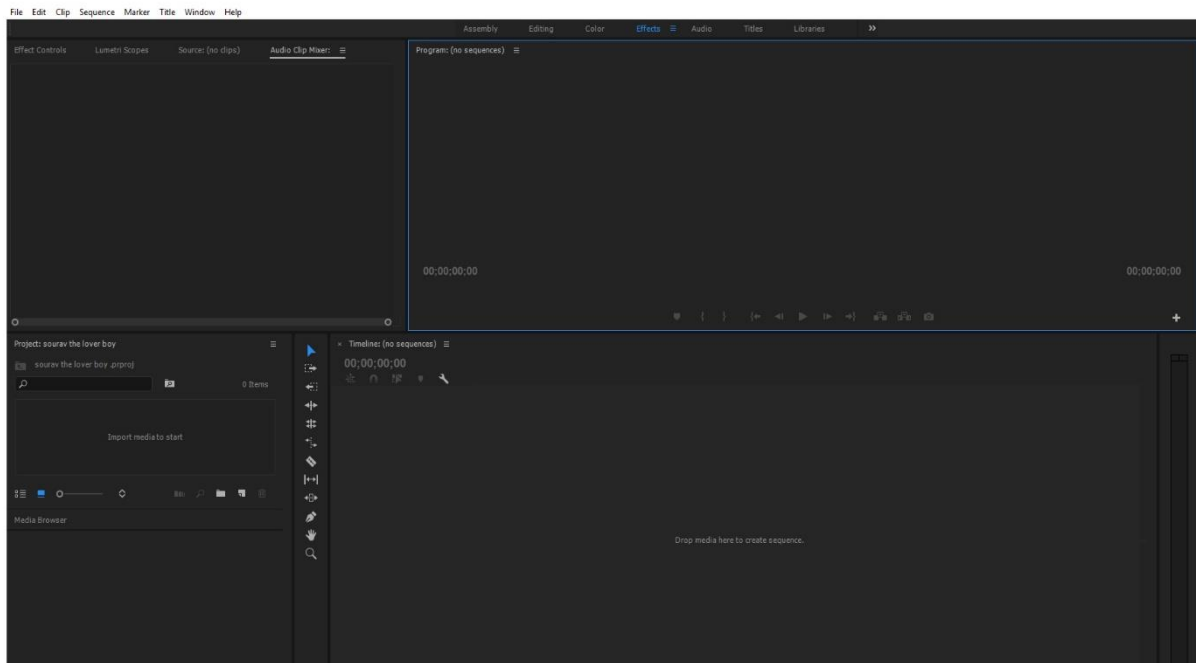


Photo: Premiere Pro 2017 Interface

Second Week (22nd June to 28th June)

- ✚ Realized about the television news editing.
- ✚ Edited many programs which are done by various Departments of DIU
- ✚ Edited some recorded programs.
- ✚ Watched various kinds of TV news because of improving my news sense.



Photo: Editing panel in Media Lab.

Third Week (29th June to 5th July)

- ✚ Industrial Supervisor gave me assignment
- ✚ Got knowledge about advance video editing.
- ✚ Discussed with my Supervisor about my mistake
- ✚ Got knowledge how to operate video camera
- ✚ Gave shooting support in various programs.



Photo: Capture video in various programs.

Fourth Week (6th July to 12th July)

- ✚ Practiced more and more for improving video editing
- ✚ Took advice from my supervisor
- ✚ Prepared documentary for Daffodil School
- ✚ Edited special programs for Daffodil Group
- ✚ Gave support to the DIU students

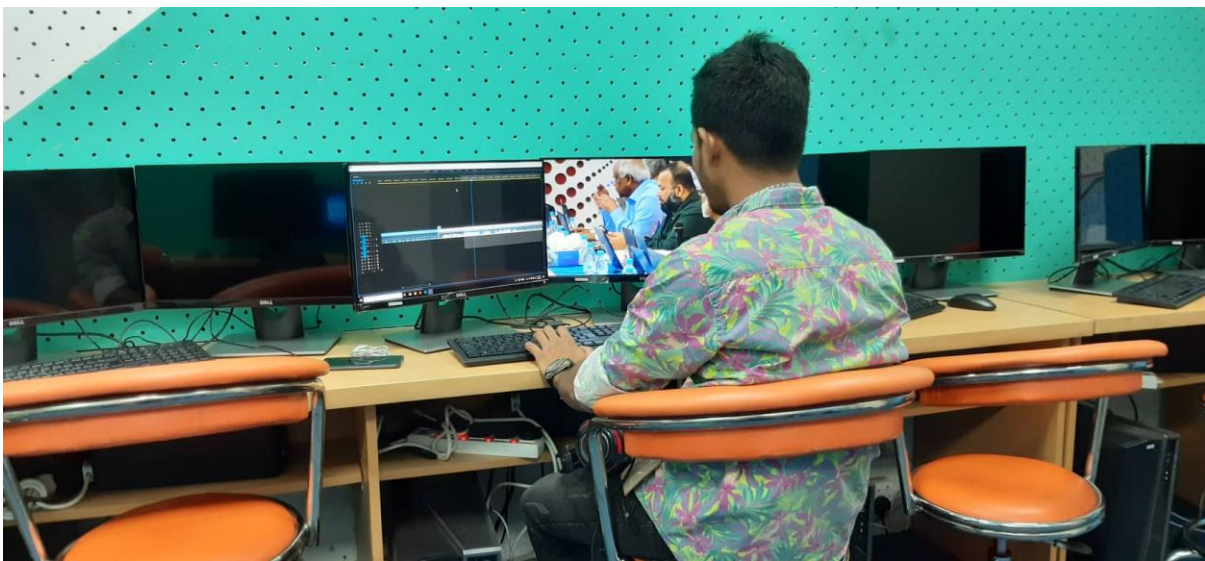


Photo: Edited Academic Council Meeting Program

Fifth Week (13th July to 19th July)

- ✚ Gave editing support to the 'TV Journalism' course students
- ✚ Tried to find my mistake
- ✚ Prepared program for DIU College
- ✚ Edited programs for various Department of DIU



Photo: Make Program for Daffodil International University

Sixth Week (20th July to 26th July)

- ✚ Made jointly special documentary for Air Rover Scout Group Daffodil International University.
- ✚ Edited programs for Various Department of DIU.
- ✚ Practiced more and more.
- ✚ Analyzed difference between news editing and program editing.
- ✚ Worked with students of Journalism and Mass Communication.



Photo: Edited DIU Student's Assignment

Seventh Week (27th July to 2nd August)

- ✚ Made special documentary of DIU mosque permanent campus
- ✚ First made program intro
- ✚ Practiced advance news editing.
- ✚ Learned sound editing for radio news.
- ✚ Got knowledge about video color correction in Premiere Pro 2017.

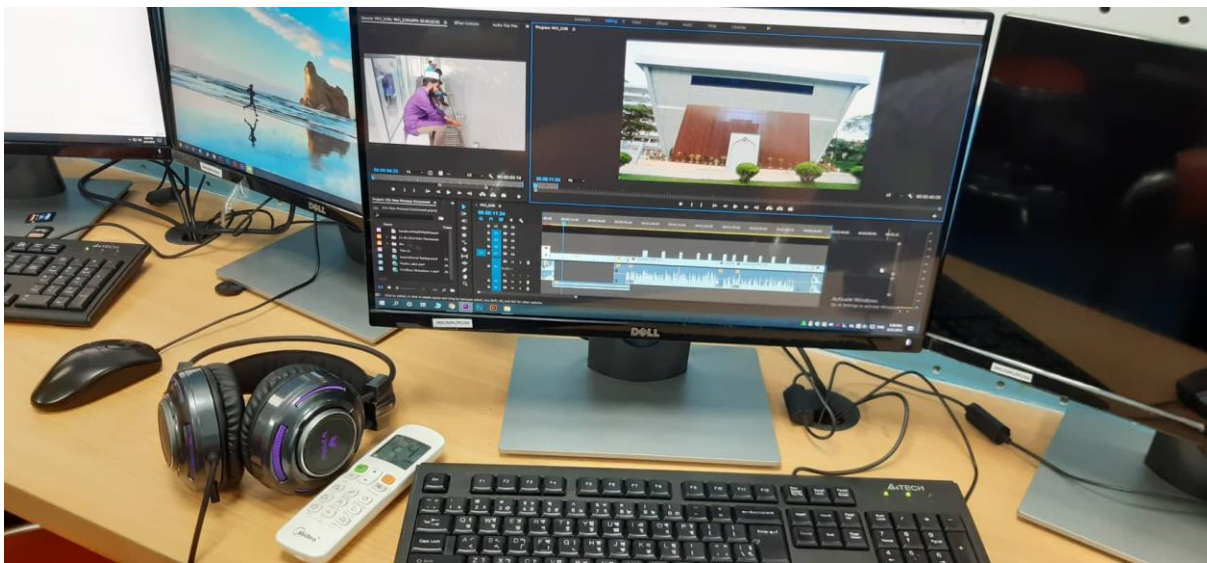


Photo: Made DIU Mosque Documentary

Eighth Week (3rd August to 9th August)

- ✚ Got advance knowledge how to operate camera.
- ✚ Covered full (Teacher Requirements) program as a camera person
- ✚ Discussed with senior video editor for my work
- ✚ Practiced video color correction in programs.



Photo: Teacher requirement program

Ninth Week (17th August to 23th August)

- ✚ Prepared full news video for the Television Journalism course
- ✚ Analyzed other tools for news editing.
- ✚ Gave news editing support to the TV Journalism course students.
- ✚ Checked different between my work and senior editor works.
- ✚ Gave support other students for video editing.



Photo: Support to the TV Journalism Students

Tenth Week (24th August to 30th August)

- ✚ Made some video resume for the students
- ✚ 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:





During my internship I worked as a video editor at Media Lab. That time, I learned a lot of things about how to collect news materials, how to edit news, how to edit official programs, conference, how to edit any documentary etc. Met with many people and worked with groups. Understood about the atmosphere of an office.

Knowledge about My Work:

As a fresher in journalism profession, I have some academic knowledge but lack of professional knowledge. From this internship I gathered some professional knowledge. I gathered knowledge about professional news editing and program editing. My industrial supervisor always helped to me for learning about news gathering and editing.

3.2 Tools and Technologies:

Worked as a video editor, I used several tools and technologies for video editing. I used -

-  Adobe Premiere Pro,
-  Adobe Photoshop,
-  Adobe Illustrator,
-  Proshow Producer

Also I know how to proper use of computer and also used Bijoy software for Bengali typing which I used my report.

Chapter Four

Evaluation of Learning











4.1 Academic Learning and Practical Work:

The 11th semester of my Honors life which academic knowledge I gathered from my University, in the 12th semester internship stage I practically applied all my academic knowledge. To learn something on classroom and learn something on field is almost different thing. Internship stage is like a bridge where academic life and professional life are connected.

During my internship I worked as a video editor. And in my academic stage I got some courses like 'Video Production', 'TV Journalism', 'Radio journalism' which are related in my profession. In these courses which knowledge I gathered, in internship stage I applied those knowledge practically.

4.2 Skills Developed During My Internship:

In internship 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
-  Improve Bijoy typing
-  Learn News editing
-  Learn Program editing
-  Learn documentary making
-  Developed professionalism and confidence
-  Operating Video Camera

4.3 Experiences and Future Career:

In this modern era, People are more depended to collect news from mobile or television or computer. Video is the best thing for these media. Most of the print media house also established their online version and there video is the most important part of their news element. And in these digital era all office and organization need video documentary for their work. I worked as a video editor in this intern time, so it will 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, how to make documentary. So it is easy to me to get a good job in media house. The skill of video editing may strong my resume and we know that without strong resume it is impossible to get a fine job. It may strong my resume.

Chapter Five

Conclusion

5.1. SWOT Analysis:

❖ Strengths:

- ✚ Technologies are modernized
- ✚ High configuration computer
- ✚ Easy to use
- ✚ Always update with modern era
- ✚ Nice working atmosphere.

❖ Weaknesses:

- ✚ lack of manpower
- ✚ Lack of social media activities
- ✚ Lack of space for student's practical work.

❖ Opportunities:

- ✚ Can be strong in future, if it use properly
- ✚ Can support all over the students of Daffodil International University
- ✚ Scope to engage more people on it
- ✚ Can contribution on social media activities.

❖ Threats:






- ✚ If it not add more manpower, it will not give its proper output
- ✚ Need to enhance work space, otherwise sufficient output will not come from this media lab.

5.2 Recommendation:

I worked 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 in this short time it is very hard to go deep into the learning of video editing. I would like to point out the following things as my recommendations after finding the problems.

- Internship period should extend.
- Need to enhance work place
- 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. JMC, TV Journalism Final Production 27th Batch Presentation
<https://drive.google.com/file/d/1TH7EPfw7U48wESGK-SVC0uODa5KVdmVm/view?usp=sharing>
2. NFE Career Day 2019
https://drive.google.com/drive/folders/1dc2hDjMw1oSEW_8WGhgqjQjw8CLVG08s?usp=sharing
3. Seminar on “Professional Cost Management Accounting Education in Bangladesh: An introduction for Business School
https://drive.google.com/open?id=1R-77yGjTXCcsom5YYB7S_vGEniB5RZ5f
4. DIL Seminar on Study, Work and Settle in Germany
<https://drive.google.com/file/d/1TwL0i7IluyTkHXhSwUU6RAEb7PeUcCF0/view?usp=sharing>
5. Grand Robotics Demonstration Class - CSE 444
<https://drive.google.com/file/d/1tUfRQRWDFZ5UQhH-0AsdhjsM1E0k-7Uy/view?usp=sharing>
6. SQAT Bangladesh Symposium on Software QA & Testing
https://drive.google.com/drive/folders/1_bZq1PkGd5B5UKrawdDW5JAQfvB9oy0Q?usp=sharing
7. Daffodil International College Orientation
https://drive.google.com/file/d/1r_OFokMJVPQNKdA6xGROCMXlIjOv8_aG/view?usp=sharing
8. 23rd Academic Council Meeting
<https://drive.google.com/open?id=12NKbzo3qecqj9dUOH9Hw-Wv66S9yW9Q>
9. CSE, Meet and Greet with Young Tech Leaders
<https://drive.google.com/file/d/1GhpZctmuS6ejv7VPnd-jc9mQCsc17RNJ/view>
10. CDC, Seminar on Spot Recruitment 13 of Medical Scribe AUGMEDIX
<https://drive.google.com/file/d/1mhgji2E1LfkMhyrIFsK-bHSyOuJfg-Lw/view?usp=sharing>
11. Build your professional career in Network & Security
https://drive.google.com/open?id=13iESiktydHOWjFv54_uICw8IA8rP1gEt
12. Chairman Guideline about Express Security with Apprenticeship
<https://drive.google.com/file/d/1BU74KpkVb7TnQ58pXd9ezuHahsHyMdfx/view>
13. CDC, Kaji It Spot recruitment Exam Footage
<https://drive.google.com/file/d/1h41o9odEljxeb4r5FKQAm8J86JU7Celv/view>



Photo: JMC Media Lab Office



Photo: Post production process in JMC Media Lab

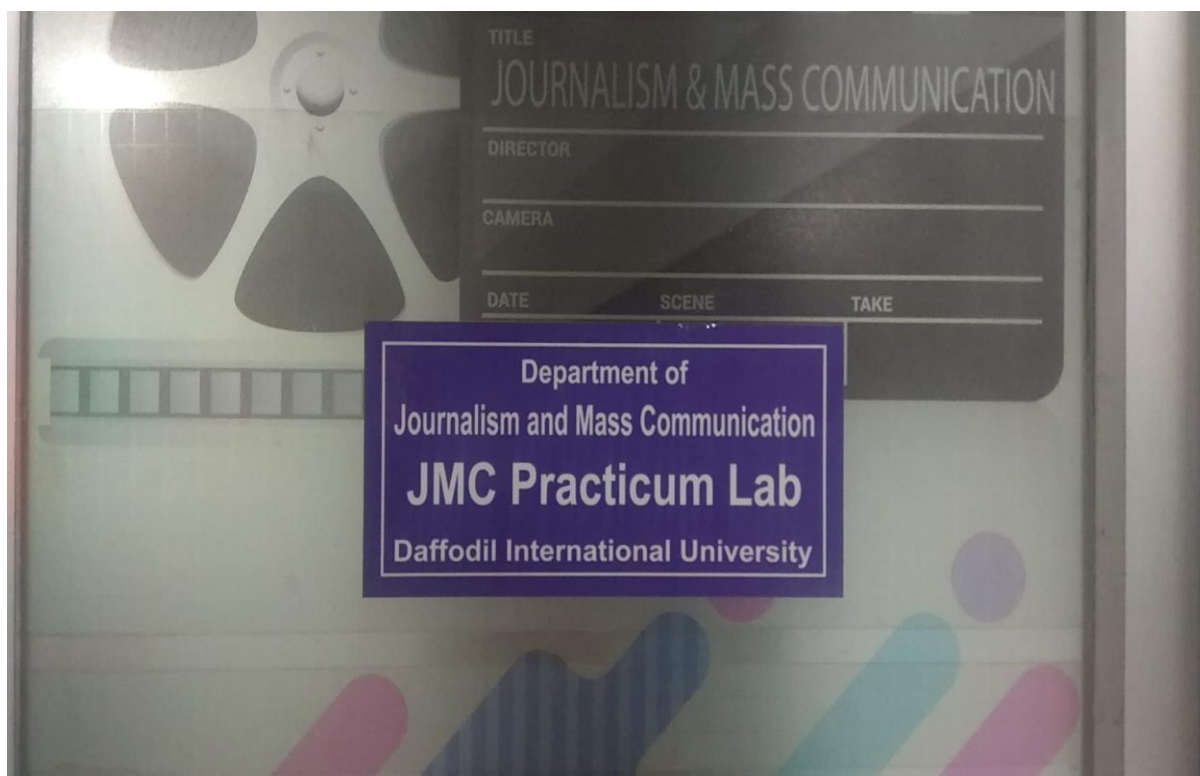


Photo: New Practicum Lab added with Media Lab

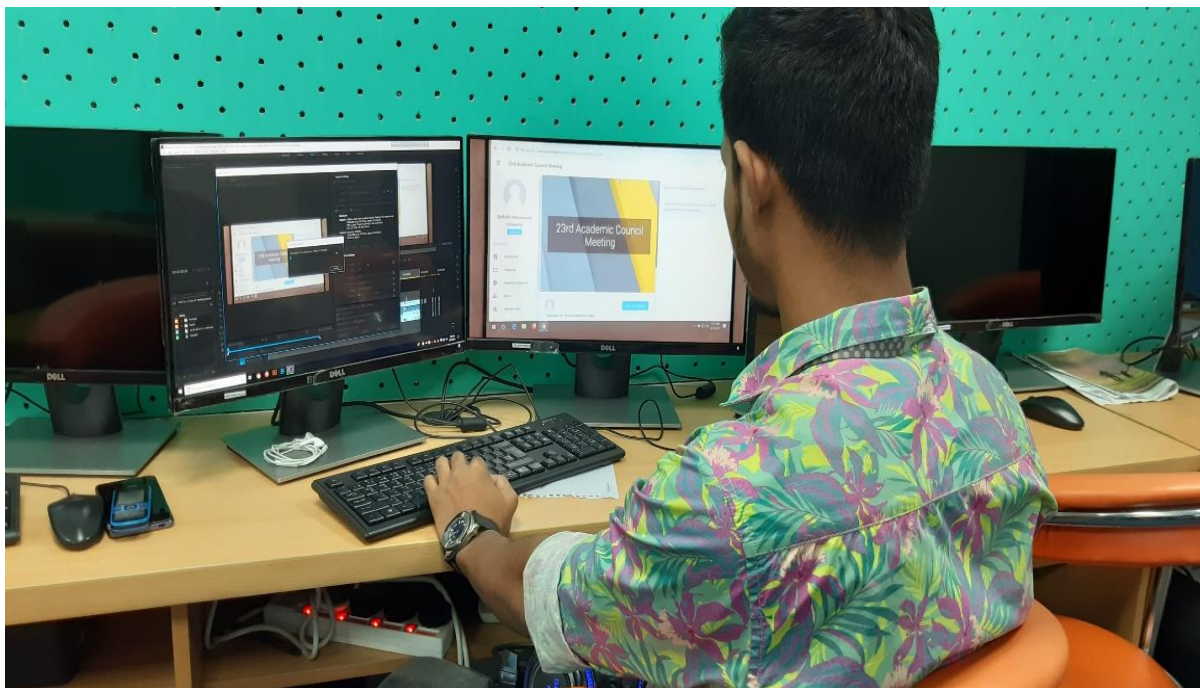


Photo: Daily work and practice video editing in JMC Media Lab

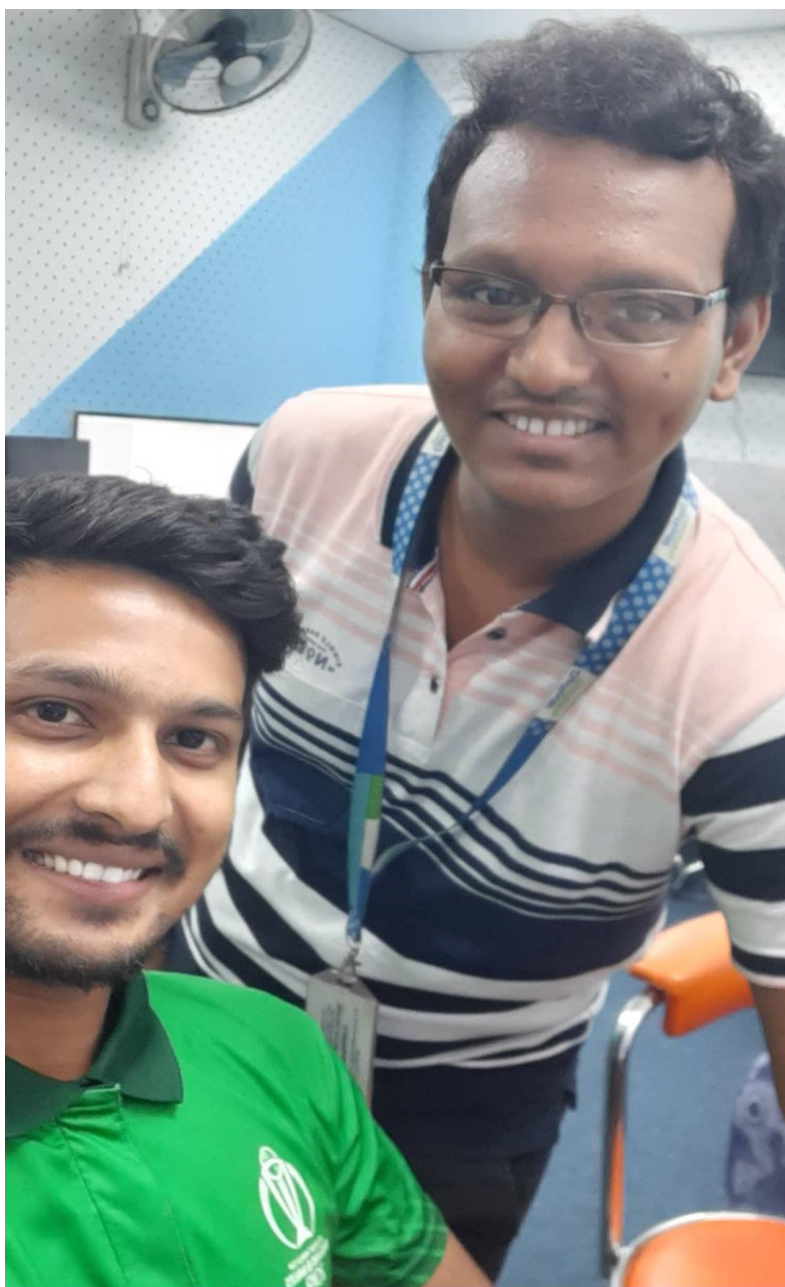


Photo: Break time with my senior Colleague



Photo: Captured Video footage full program of Teacher Requirements



Photo: Work with Senior Office Members in Media Lab office.