An Internship report on

"Report on Online Class Observation and conduction in English during the Outbreak of Covid-19"

Prepared by:

Sumaiya Eyasmin Nuri

ID: 171-10-175

Department of English

Faculty of Humanities and Social Science

Under the Supervision of

Dipty Rahman

Lecturer, Department of English

Faculty of Humanities and Social Science

Daffodil International University

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This Internship Report is submitted to the department of English, Daffodil International University, for the partial fulfillment of Bachelor of Arts (BA) in English Degree.

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Declaration

I, hereby, declare that, this internship project has been completed under the supervision of Dipty Rahman, Lecturer, Department of English, Daffodil International University. I also declare that neither this project paper nor a part of this project paper has been submitted elsewhere for award or any other degree.

……
Sumaiya Eyasmin Nuri
ID: 171-10-175
Department of English
Daffodil International University

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Certificate

This is to certify that, Sumaiya Eyasmin Nuri, ID: 171-10-175 is a student of English Department of Daffodil International University, Ashulia Campus. She has completed her internship project under my supervision and worked hard to prepare her report.

I wish her success in her future life.

…….

Supervised by

Dipty Rahman
Lecturer, Department of English
Daffodil International University

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Acknowledgement

I would like to express my heartiest gratitude to Dipty Rahman, Lecturer, Department of English, for her endless support to finish my internship project.

Her endless patience, scholarly guidance, encouragement, constructive criticism, valuable advices, reading inferior drafts and correcting them in all stages have made possible to complete this project paper.

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Abstract

An exercise on effectiveness of Online Study of English Language and Literature was done to find an alternative way of learning language. The goal of the project is to understand the changes faced due to shifting from direct method of classroom teaching to a remote or virtual teaching environments with benefits and effectiveness of the evolving process. The project aims to put an observation on proper delivery of the subject matter and knowledge sharing. Effectiveness of virtual learning in such developing country with less connectivity and mixed environment in observed during the analysis. Developing a proper course outline within a short period of time and not risking the education life of thousands of students was a challenge to face by every organization due to social distancing. The project concludes with class observation reports and teaching such class with recommendation and findings.

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Table of Contents

Contents	Pages
Declaration	
Certificate	
Acknowledgments	
Abstract	
Chapter – I – Introduction	1
1.1 Introduction	
Chapter – II – Objectives of the Internship	3
2.1 Objectives	
Chapter – III – Methodology	5
3.1 Selecting an Institute:	
3.2 Selecting Class:	
3.3 Selecting Facilitator:	
3.4 Classroom Observation:	
3.5 Using Checklist	
3.6 Conducting a Class	
Chapter – IV – Institution Details	8
4.1 Institution Details	
Chapter – V –Class Observation Report	10
5.1 Observation on Class 1	
5.2 Observation on Class 2	
Chapter – VI – Teaching a Class	12
6.1 Teaching Experience	
Chapter – VII – Overall Findings	14
7.1 Subject Matter Content	
7.2 Organizations	
7.3 Attendance	
7.4 Lesson delivery	
7.5 Use of Language	
7.6 Students Management	
7.7 Target Achievement	
Chapter – VIII – Recommendations	16
8.1 Recommendations	
Chapter –IX – Conclusion	18
9.1 Conclusion	
Appendices	
Appendix -1-Photograph	21
Appendix -2-Photograph	22

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Chapter – I – Introduction

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1.1 Introduction

English has become a mandatory skill to have for everyone in most of the developing country. There are many reasons why people decide to learn English as a second language. This is one of the most widely used language in the world and it became the common platform through which people can share information and understand each other. Working in a multinational company, traveling around the world, working abroad, communicate with people from different country all things possible because people decided to learn English as common language.

Bangladesh is growing in every aspect continuously and it is mandatory to learn English from the first day of school life. It gives a child the first push toward communicating with rest of the world. Environment plays a big role to learn and practice the language to be proficient. People in Bangladesh put a big effort to understand the language and by the same time working for their dream to achieve.

The traditional way of education system is Bangladesh is very much dependent on direct method where, there should a proper classroom where students and lecturers will come and proceed with education. Online version of education was very rarely used as direct method was convenient. The world got hit by a pandemic situation of NOVEL CORONA VIRUS aka COVID-19, which make people to stay home, maintain social distance and areas to be locked down. The whole world become at a stall condition. In such situation online media become a small way forward through which some day to day communication was could be established. To avoid backlogs from student's online education become a new relief so that in the lock down period they can continue their study and some who are on the last semester of their study can finish their degree.

To complete internship on Online Class Observation and conduction in English during the Outbreak of Covid-19, a university was chosen who are continuing their classes online. Under supervision of the supervisor and with the help of a facilitator online was observed and conducted. Strict checklist and guideline needed to be followed to fulfil the task.

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Chapter – II – Objectives of the Internship

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2.1 Objectives

i. To understand the concept of virtual teaching process
ii. Analysis of the effectiveness of different technique of online education
iii. Apply teaching techniques and method in real life scenario
iv. Understanding the feedback from online learners

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Chapter – III – Methodology

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Methodology

3.1 Selecting an Institute:

To complete the internship project A Private University was chosen. It was a perfect institute for observing online classes and facilitating all the support in pandemic situation shall be proper in this institute.

3.2 Selecting Class:

Two classes were chosen under separate faculty in different class teaching separate topic in consecutive classes to understand proper feedback from learners.

3.3 Selecting Facilitator:

One active facilitator has ensured proper support as for observing classes and completing internship task.

3.4 Classroom Observation:

First class that was observed was about Comprehension writing in English language. Number of attendees was thirty-five. Target observation was about getting proper attention from listeners and getting everyone involved with the topic including getting feedback.

Second class was observed about Receptive Skill of English Language. Number of attendees was Thirty-five. Here the basic agenda was how a lesson plan is prepared and covered during teaching a class. Ensuring everyone understand and get clear idea about the topic.

3.5 Using Checklist

A standard checklist approved by supervisor was followed to observe classes and collecting information.

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3.6 Conducting a Class

With the help of our facilitator and under supervision of project supervisor a class was conducted on English grammar. The class time was divided into three part and conducted by a group of three persons. Learners response and lesson deliverables ware observed closely. Every member had to prepare a proper lesson plan with power point presentation. Target was to get listeners involved with the topic, delivering proper information and getting feedback from the audience.

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Chapter – IV – Institution Details

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4.1 Institution Details

Selected University is recognized in independent government assessments as one of top graded private universities in Bangladesh. The university has been founded with the approval of the Ministry of Education under the Private University Act of 1992 and its amendment in 1998.

To be among the very best in Bangladesh which is the most challenging goal, has been set for the university. This has done so because it is only through working, we can achieve the very highest level of standards in curriculum, teaching, faculties and other activities that can realize the full potential of the academic community. The vision reflects the service to the society. The mission is to pursue research, learning and teaching of international distinction for the benefit of the nation. The university operated with more than 500 faculty members divided into eight faculty teaching about 4000 students.

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Chapter – V – Class Observation Report

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Two classroom discussion was observed for understanding the procedure and approach of teaching. A checklist was supplied by the project supervisor for taking noted and points to be careful about.

5.1 Observation on Class 1

First class observed was in a reputed private university of Bangladesh, department of engineering 2nd semester on 20th July 2020 evening 7:15pm to 7:45pm. Due to COVID-19 lockdown situation a group of five member joined online to observe the class. The class was about writing comprehension which will be during writing project report for final year students. The class was held in google meet video conference software where everyone was able to ask question and clear doubts. About 35 students attended the class with proper attention. The slides were informative enough so the students were understanding the topic and also putting their feedback. Teacher had a proper approach with clear voice with friendly attitude. Teacher maintained a simple sentence construction and pronunciation was clear also was able to hold student attention till end of the class. Finally, the class was ended by some task given to students to perform.

Observation

i. Teacher maintained proper class timing.
ii. Followed a steady approach in going depth of the topic
iii. Students felt inclusive in the discussion and class.

5.2 Observation on Class 2

Second class was observed in the department of textile engineering, 2nd semester on 12th August 2020 from 2:00pm to 2:30pm. As like the earlier observation class it was also held on google meet teaching about Receptive Skills of English Language. About 95% of the students joined the class on time and rest of the students could not attend due to lack of internet speed. Teacher has taken proper preparation and used a very informative slide for taking the class. The topic itself is quite generic where students had to communicate and ask lot of question for proper understanding. The teacher maintained a clear voice through the class and its was visible about the preparation and knowledge about the topic. The teacher was able to get complete concentration of the students.

Observation

i. The teacher was punctual about maintaining class schedule.
ii. Teacher was prompt enough on taking question and answering to students.
iii. The subject was properly covered and delivered.

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Chapter – VI – Teaching a Class

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6.1 Teaching Experience

A class was selected to be Conducted under supervision of the supervisor and facilitator with a preselected topic related to the course outline of the class.

Name of the topic: Parts of Speech

No of Attendees: 33

Duration: 30 Minutes

Objective of the lesson:

i) Detailed discussion on parts of speech.
ii) Covering the first four classification of parts of speech (Noun, Pronoun, Adjective, Verb).

At first, a brief introduction with all the attendees was done with initial briefing about to the class exercise and topic to be discussed within the initial 3-4 minutes. Moving on to the topic discussion instead of speaking to them and open-ended question was asked so that listeners can join in the discussion which continued for next 10 minutes discussing and gradually covering all the classification such as Noun, pronoun etc. At the end of the session class was clear about the 1st four classification of parts of speech. During the class everyone was very communicative and co-operative.

Success in Teaching

i. Got interest of all the attendees.
ii. Subject matter was delivered properly.

Failure in Teaching

i. Due to time limitation, everything was not discussed in details.
ii. There is a lot to learn about managing a class.

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Chapter – VII – Overall Findings

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Overall Findings

Based on the observation of two classes findings one class was taken and the findings are stated below.

7.1 Subject Matter Content

In both classes the teachers maintained proper time distribution was maintained and covered complete subject matter content. Students had engaged enthusiastically.

7.2 Organizations

During the pandemic situation also the communication with teachers and students were proper. Class scheduling was based on everyone's convenience.

7.3 Attendance

Most of the students and teacher was on time for class and attendees ware more than 90%. Due to internet connectivity 10% student could not attend.

7.4 Lesson delivery

As the class was online and direct eye contact and student feedback was not possible, resulting the teaching material such, slides, lesson plan etc. were systematic and detailed.

7.5 Use of Language

During the teaching process lecturer used simple form of sentence structure so everyone can easily pick up the meaning and get more clarification about the topic.

7.6 Students Management

Presenter was successful to get proper engagement of students and listeners were comfortable to ask questions and get the confusion cleared.

7.7 Target Achievement

Both during class observation and teaching the target was to deliver the information about the subject. It was properly achieved and audience was clear about the topic of the discussion.

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Chapter – VIII – Recommendations

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8.1 Recommendations

i) Ensuring proper internet connectivity and everyone to join is mandatory for online education.
ii) Proper recording of the class helps students to recall the things discussed should be uploaded in a cloud network and made accessible to the students.
iii) Slides should be very much detailed.
iv) More detailed lesson notes and class material should be made available in the portal.
v) Class duration should be long enough to cover all the subject matter.

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Chapter –IX – Conclusion

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9.1 Conclusion

Online is a vast platform where different kind of development and discussion can be done. During this COVID-19 situation people also felt the necessity to communicate from a remote location. Network infrastructure also plays a big role in such system to be followed. Online method of teaching created a new way to ensure proper guidance and continuation of study in different situation.

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Appendices:

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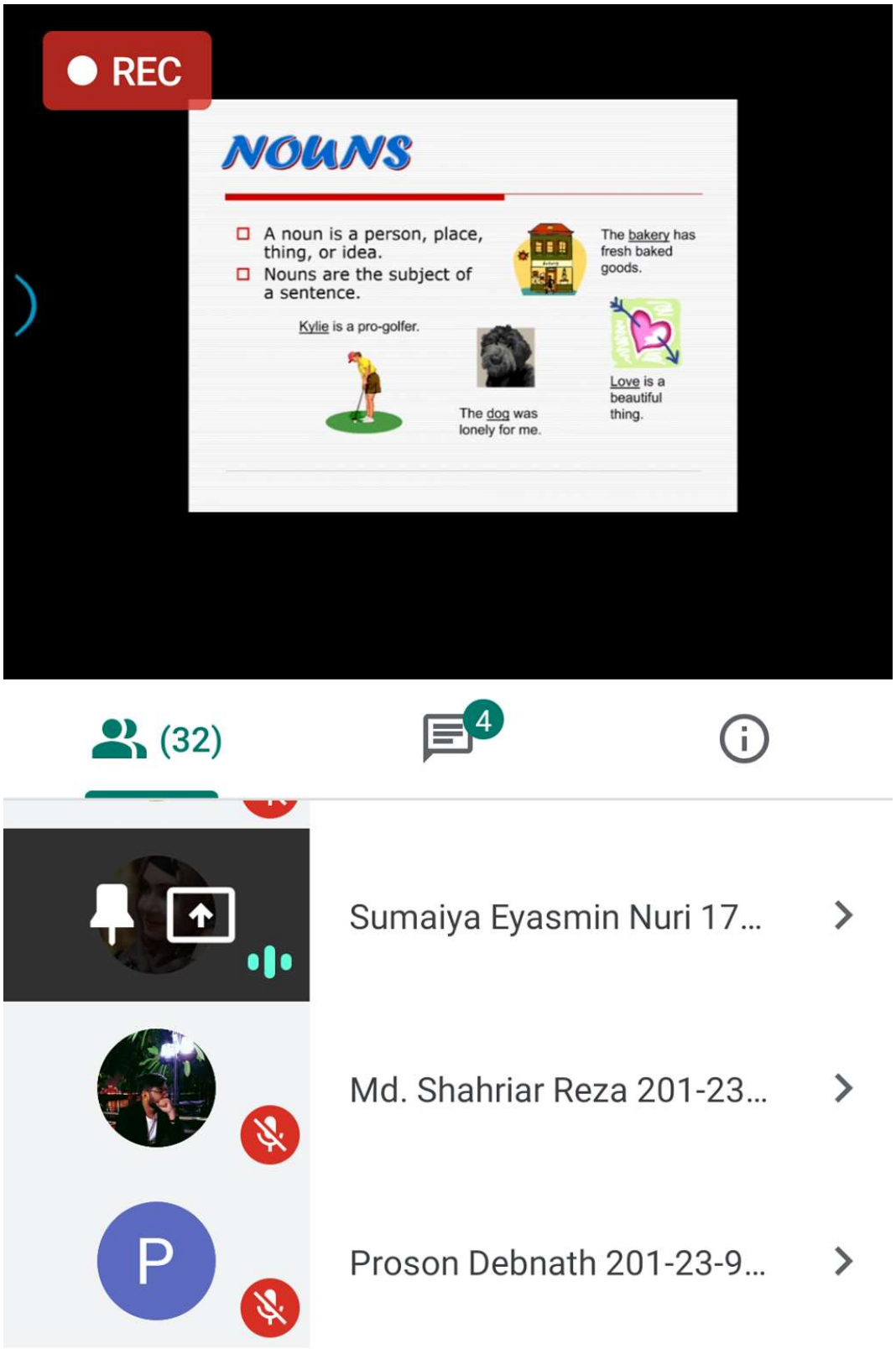

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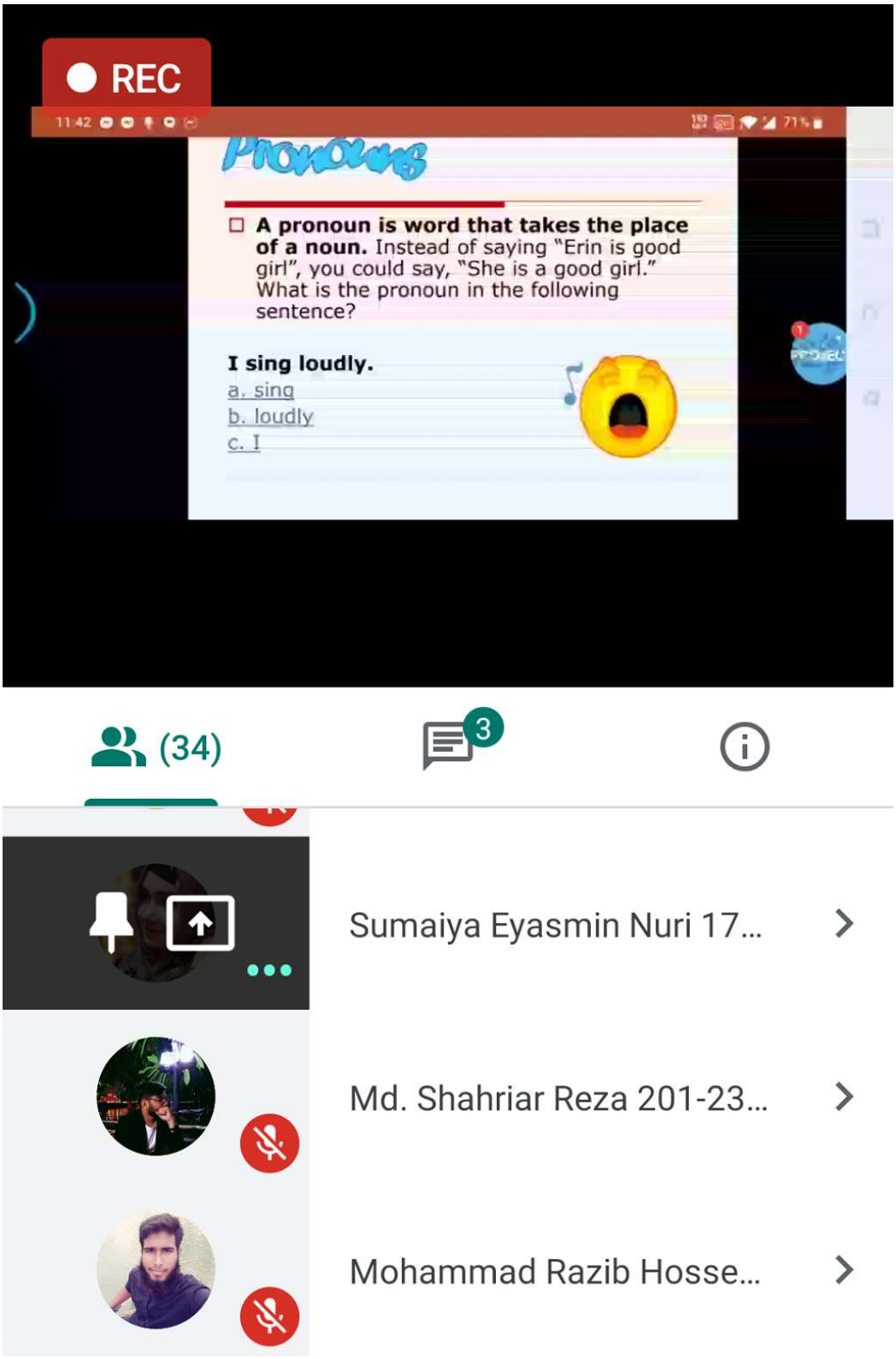

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