



**Internship Report on
Working Experiences at the Reporting Section of Sherpurtimes.com**



Submitted To
Sheikh Mohammad Shafiul Islam
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Submitted By
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LETTER OF TRANSMITTAL

To
Sheikh Mohammad Shafiu Islam
Associate Professor
Department of Journalism and Mass Communication
Daffodil International University

Subject: Submission of Internship Report.

Dear Sir,

This is great pleasure for me to submit the internship report on **Working Experiences at the Reporting Section of SherpurTimes**. I am really pleased and honored that I got an opportunity to work at **SherpurTimes** a renowned private media channel. In **SherpurTimes** I acquired lot of experience and obviously these will be helpful for my future career. In the report I included all of my experiences and knowledge which I gathered during my intern period.

I am really grateful to you for your kind suggestions and advise that help me to prepare the report in a proper way. It would be pleasure for me, if you find this report useful and informative to have an apparent perspective on the issue. If you have any necessary, I will be happy to provide any further clarification about the report or any other relevant issues.

Thanking you,

Yours Sincerely,

Mohaiminuzzaman

Mohaiminuzzaman

ID: 162-24-561

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



CERTIFICATE OF APPROVAL

This is to certify that the Internship report on ‘Working Experiences at the Reporting Section of 'SherpurTimes.com' submitted by Mohaiminuzzaman, a student of the Department of Journalism and Mass Communication, ID: 162-24-561, has been approved for submission to fulfill the partial requirement of BSS (Hons.) degree. Mohaiminuzzaman has conducted his internship successfully at SherpurTimes under my supervision. He has completed his internship during the Summer-2020..

I am pleased to assert that the information and findings included in the report are the sincere work of Mohaiminuzzaman. As a human being, Mohaiminuzzaman bears a good moral character and bright personality.

I wish him every success.

Supervisor

Sheikh Mohammad Shafiul Islam

Associate Professor

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

DISCLAIMER

I, Mohaiminuzzaman, hereby declare that the presented internship report title name as **Working Experience as a Reporter at SherpurTimes** prepared by me. I prepared the report based on my 9weeks 5 days internship experience.

I also mention that, the report is prepared only for my academic requirement purpose. I declare that the report is not allowed to use for any purpose without permission.

Mohaiminuzzaman

Mohaiminuzzaman

ID: 162-24-561

Batch: 28th

Department of Journalism & Mass Communication

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ACKNOWLEDGEMENT

Primarily, I'd grateful to Almighty Allah for giving me the strength and individual to finish the work fruitfully. I would like to convey my sincere gratitude to honorable Manager, Sheikh Mohammad Shafiul Islam, Associate Professor & Head of the section, Department of Journalism and Mass Communication, Daffodil International University. I am thankful to him for his loveable advice and oversight. I am also thankful to my all teachers for supporting me to finish the schooling process properly.

I would love to give thanks and honor to each one the official's authority of SherpurTimes, especially to News and Current Affairs section. I am thankful to Md. Mahiuddin Shohel, Chief News Editor, and Md.Rafiq Mazid, Chief Reporter, SherpurTimes, and of course other staff to their great contribution. By their helping hand now I understand how to gather data, prepare reports along with other journalistic norms.

Finally, I'd like to maintain my gratitude to my parents and household members for their unconditional investment for me.

ABSTRACT

This internship report is not only a report for me; it narrates my experiences of working at the reporting section of SherpurTimes. It was a great pleasure for me that I got an opportunity to work at SherpurTimes, especially in the News and Current Affairs department. As a student of Journalism and Mass Communication, I learned a lot of practical aspects of reporting which has enriched me besides gathering theoretical knowledge from the Department of Journalism and Mass Communication. During the internship, I have learned about the working environment of a TV channel. I learned about report writing i.e. from gathering of information by conducting interviews to preparing the report. In the internship period, I have applied my academic learning very consciously. And by that way, I easily identified the basic similarity, dissimilarity, effectiveness, and other practical experiences. All these things I tried to put in my internship report. Including academic learning, I tried to design the report adding my all experiences what I learned from my internship period at SherpurTimes.

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Chapter- One

Introduction to My Internship Project

1.1 What is an Internship?

Internships offer students a time of technical experience in various organizations depends on their subject of academic analysis. The internship period can be part-time or full time also it depends mainly on academic institution question. To gain work experience for qualification students occasionally must work without any payment. Experiences of intern period readily create a person specialist confidence. Because of specialist learning in the real world, these experiences improved a candidate CV and assist to adjust in associated job industries. Therefore it can say, an internship is a short time job experience that facilitates the intern individual in a variety of ways.

The National Association of Colleges and Employers defines an Internship as- “A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. An internship allows students to gain valuable, applied experience and to make connections in professional fields they are considering for career paths. They also allow employers to guide and evaluate talent.

1.2 Importance of an Internship

An internship is just one of the most effective methods to learn about your field from real-world aspects. At the classroom certainly teaches pupils vital info and strategies. But at the real-life experience, there is something different about the implementation of those teachings. There's a big difference between the learning and execution of information in life. By working within a business pupils understand how they could apply their understanding in the real circumstance. The internship is a big opportunity for pupils to realizes the work industry.

Internships can help decide a person's right path to proceed. Working in an academic subject related field students can easily understand the area having good potential or not. Then students can pick a curious and different field to create a good livelihood. Another advantage is that it develops the pupil's great communication and networking attributes. The internship period enhances student's discipline-oriented skills and knowledge. Not only field associated sectors but also other industries some abilities are transferable.

In Some Time these points are noted-

- Applying academic learning attained a professional and practical expertise.
- Self-understanding, confidence, maturity and also many benefits are acquired.
- Produced professional communication and networking confidence.
- Enhanced positive mindset to keep organization rules and regulations.
- Demonstrated occupational efficiency through challenging and physical actions.
- Developed solid professional skills and knowledge for your future career path.

1.3 An introduction to my Internship

My profession placement was a private News portal called SherpurTimes. Besides, I have some adventures to functioning in the News workplace or Editorial Department. Each day I needed to see in various areas for gathering information on several different occasions. Due to collecting information, I have got a lot of adventures in accepting interviews. A succinct description of this News portal particularly News and Current Affairs Reporting section details is provided below.

1.3.1 About SherpurTimes

SherpurTimes is a local online newspaper of Sherpur, Bangladesh. It launched on 26th March 2013. It is mainly focused on Entertainment and Business types programs. It is located at RaghunathBajar, Sherpur. Mrs.Sabiha Zaman Shapla is the owner of the SherpurTimes. It is 24 hours running an online news channel and on-air various programme and news bulletins. Film, drama, music, dance, religious programs, health, and talk-shows are daily events of Sherpur. SherpurTimes committed to providing the best entertainment and information programs to all the viewers.

1.3.2. News and Current Affairs Department

Besides entertainment program SherpurTimes broadcast news bulletins. Every day five times news bulletins and two times the top 5 local news broadcast in the channel. In the NCA department, around 15 employees work every day. Local and National special and daily events update information are publishing there. Political, economic, crime, sports are some of the popular news bit. Depends on daily popular event, one of the finest live talk-shows named Table-Talk is broadcast on the channel. All the employees are connected to each other to giving the viewer updated information. Indeed employees maintain a good communicative manner for the betterment of the online news portal.

1.3.3. Duration of my internship

Internship duration mainly depends on academic organization policy. In fact depends on professional degree Internship duration can be 9 to 53 weeks. My internship duration was 9 weeks and 5 days. I did my internship in the summer semester, 2020. I worked at SherpurTimes as an intern from 3rd June 2020 to 13th 2020. Every day I worked there for 5 hours to 8 hours. In a week including Friday almost 6 days, I was present in my office.

Chapter 2

My Activities, Learning and Experience

2.1 My daily activities at the SherpurTimes

During my internship program every day I worked 5-8 hours. In the News and Current Affairs department I was assigned in the reporting field and that's why beside other activities my most of the experiences were on reporting side. In reporting, department employee's work schedules are divided into two categories. One is from 9 am to 5 pm and another scheduled time is 2 pm to 10 pm. I had the experience to work on both schedule times. A short description of my daily activities are given below-

For the first 15 days, I was assigned as an assistant reporter. These days my initial work was after the reporter how the reporter prepares him/her-self for a report writing. On those days every day, I had been going with the reporter and visited different areas. Finally, after two days I was assigned as the main reporter.

Every night I got a working schedule on SherpurTimes online group, where my next day Assignment time and location have been dispersed. Depend on office time that I had been moving to my office punctually. In-office beside mission my critical task was after the main editor and chief author control. Every day I needed to handle a unit to get a successful mission. That is why each time I needed to prepare my own camera a vehicle, flourish, cable, tripod, lighting, and other desirable instruments. For mission purposes, I needed to see different areas. Seeing every area my first obligation was listened and observed closely concerning the program.

Before the special guest speaker, I kept my boom and cable on the desk. I had to write some notes for preparing my final report. Then I return to my office. Within a short time, that I prepared my report. After that in the production desk I asked for a video editing panel and in there with my leadership video editor cut down the footage and core speech. Sometimes at the exact same time, I had to cover two or more news events. Every day I did the task very carefully. Almost my sixty up news stories on the air in SherpurTimes. Most of the time I pay political, business bit events. Sometimes I had to pay for crime and entertainment events. In my intern period, I really did different kinds of news stories. I used to package, OOV, OOV+SOT, IV+SOT format for making the news stories. Before report writing, chief/joint/senior news editor select the format. Then the reporter has to keep the news editor management. News format generally depends on its worthiness.

2.2 Tools and Techniques Applied

Till the end of my internship period, I tried to apply numerous tools and techniques for getting the best feedback. Using these tools and techniques I really enjoyed my activities. Some of the beneficial tools and techniques are given below.

Tools:

Tripod- Tripod is generally using for balance the camera. For reporting purpose every day I was used to carrying a tripod.

Boom & Cable- Boom is one of the vital tools for recording speech. For news purpose every day I was used to carrying one boom with me. For using the boom a long cable connection must be needed every time.

Light- In the low light condition camera person must need a light. Sometimes I helped the camera person to put the light with me.

Car- During my internship period, I used several cars for collecting news information. By the car I had to visited different places with my camera person.

Computer- In the NCA department, there has several computers. My boss gave me an opportunity to use one of the computers. Every day after collecting information, I used the computer. In computer mainly I used Microsoft office word for report writing. Otherwise I used Mozilla firefox for Gmail and online news portal browsing. These helped me to provide numerous data and information about news.

Voice Panel- Voice panel is mainly using for voice record. Besides that, raw footages are input there. In the voice panel beside practice my voice I was input raw footage several times.

Printer- I used office printer to printing my reports and important data every day.

Video editor panel- After complete the printing; I just used the video editor panel for cutting my footage accurately.

Techniques:

I was able to impress my seniors by my working techniques on report writing and a lot more. In my academic institution, I have a great learning session on Bijoy Keyboard (Bengali writing front) writing. In Bengali news media understanding that writing front is actually important. In the report writing process sometimes I used an online news portal. From the news portal, I brought accurate information, especially the spelling of distinct institution name. Otherwise on the report writing process when I visited a different place I wrote some short notes. These helped me to write a better report. Occasionally I listened to the recorded voice for knowing the accurate info. When I wrote the report lead sentence, I tried to locate the speaker's core speech related to recent events. Otherwise on each political occasion initially my first task was to put up the boom on the speaker table or desk.

2.3 Persons met and interviewed

Depends on the event every day, I had to meet so many people. Generally in every event, firstly I had to meet with the public relations officer than other guests. In the political program, I have a lot of experience to meet with so many politicians. For news purposes, I have taken a lot of interviews with politicians, police, celebrity, and different top-level business institution chairman or managing director and other people. I enjoyed a lot to meet with these people. Otherwise, my first duty was to meet with people and collect information through interviews.

2.4 Places/Offices visited for gathering information

- During my internship period, I have to visit so many places. Because every reporter's first task is to visit a place and collect information. That is why, as a reporter, I achieved a lot of experience in different places.
- **Anti corruption bureau of Mymensingh-** For the case of Rice-embezzlement of 2UP chairman, I have to visit there.
- **Jhinaigati Thana-** For a report based on entertainment news beat (Sherpur-Adivasi-Rally), I went there.

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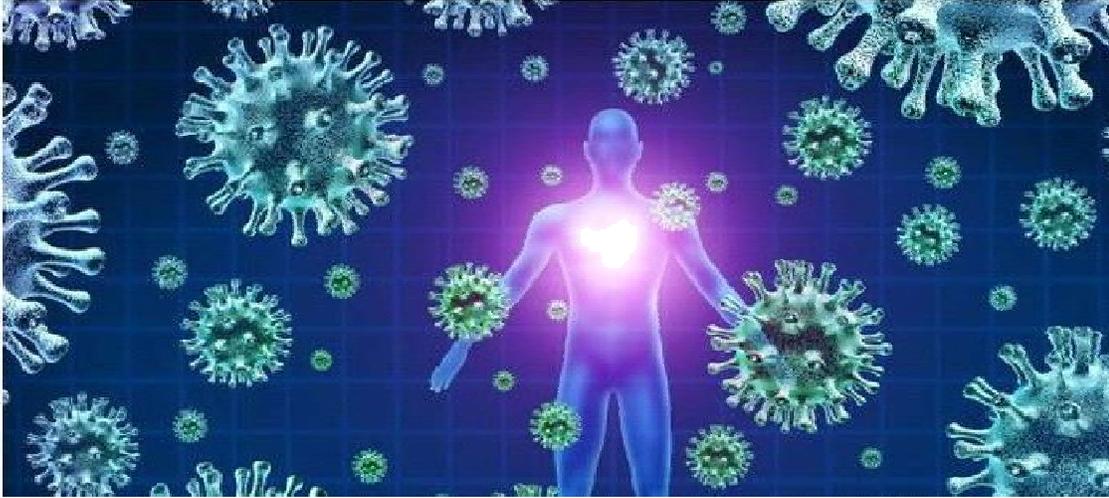
- **Sherpur Zilla BNP Office-** Once I visited New Market BNP office . There BNP Joint secretary general Ruhul Kabir Rizvi briefed about political situation.
- **DC office Sherpur-** I visited several times at Sherpur DC office for current Corona Situation, Public Awareness about Corona ETC.

শেরপুরে করোনা ভাইরাসে আক্রান্ত হয়ে এক ব্যবসায়ীর মৃত্যু

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2.5 Reports prepared

During my internship time, I prepared so many reports. Among these, my 95 percent reports are published or on aired. For writing purpose I prepared these on different formats depend on channel requirement. I covered different categories of reports. I worked in a general bit and that is why, from political to business, crime, health, entertainment, and almost the entire bit I touched and worked spontaneously.

Political Reports- I prepared so many reports based on Awami League, Bangladesh National Party (BNP), and Jatiyo Party programs. Among these events, 15 August meeting of Awami League at Sherpur Party Office.

Business Reports- I prepared so many business reports based on J&S Groups, Bajaj Motorcycles.

Crime Reports- I have prepared reports on rape case issues.

Education- I have prepared two educational reports about varsity departmental programs.

2.6 Other Activities

A reporter has a lot of responsibilities besides information gathering and reports writing. A reporter needs to be conscious of what happening around the planet. As an intern, I read a few files about journalistic things. Sometimes I composed scroll news on the PC. This time punctuation correction is one of the important tasks. Few days I captured abroad cricket games and important events on the computer. Because some places weren't possible to exist. With the direction of a news editor, I learned so many things. I left a few correspondents reports. Though they sent all of the data and footage, only I had to finish the last touch.

Chapter 3

Evaluation of My Learning

3.1 Similarities and differences between academic learning and practical work

First of all, it was a great opportunity for me to work in SherpurTimes. From my short time experience, I can say that besides similarities between academic learning and practical work has some differences also.

Similarities:

- Academically, I have to learn some important definitions. When I was going to function in the technical field I have to needed to understand these definitions.

In each semester, I did some missions according to my academic topics. And in the academic area same manner I did mission based on deferent topics.

Academically, I heard discipline, regulations and rules. When I worked at the practical area I had to maintain the discipline, rules and regulations. Same way in the workplace, I was prepared to follow my boss/sir's directions. That time, I did every work with complete Responsibility. Academically, all the teachers were friendly and caring. I felt the same way in my intern period.

Differences

- Academically I learned a lot of new theoretical and practical things but when I was an intern I had to do some works repeatedly.
- Academic learning time is not fixed and a very short time but office time was fixed and sometimes had to do over duty.

- In the academic learning process maximum works are theoretical. But in the professional field especially during my internship period, every task was practical.
- Academic learning mainly developed knowledge and on the other hand through my intern period besides knowledge I developed my skills.
- In academic learning process, I did very few assignments. But in the workplace, I did so many assignments.

3.2 Experience, academic learning and practical work

Throughout my internship period, I had been involved with a lot of tasks and professional people. This developed my confidence level and will help me in my future career. Due to fulfilling opportunities with various people my communication ability also has grown. Before combined SherpurTimes, I had no experience of functioning in a professional atmosphere. From the opportunity, I learned how to act with a specialist in a professional position. I learned many organization's atmospheres and how they organize a program. Now I understand how to complete a job within a limited time. Because I functioned in the journalism profession, I needed to learn a lot of stuff.

By the internship I understood better sentence making processes, different language uses, and plenty of stuff. Through that, I also developed my Bengali typing rate. I discovered how to work under extreme stress, how to write a better thought. Everyone was concerted and so much favorable. Apart from my academic learning within my profession, I learned how to select proper footage, the way to take an interview, how to talk about unfamiliar with communicative way, the way to face crowd scenario, how to collect data within a brief time, the way to correct unique places with complete confidence and so many matters. I know how to convince an unknown person for interview purpose.

In my academic learning period, I learned how to write a different report; press release, and other subject oriental topics. Otherwise, I learned the news, news sense, about different news components, about an interview, PTC, Pay off along with other newsworthy items. And all those things helped me correlate with internship works. Internship helps me to used academic knowledge and developed my skills practically and fruitfully.

3.3 Usefulness of the learning from internship-

Learning from the internship-

• In the internship, I learned how to compose perfect news script/reports. The best way to communicate with public relations officer, along with other guests especially for carrying interview. The best way to meet different standing people and comprehension different circumstance with proper manner. Developed news sense especially which sentence or word ought to be utilized for lead paragraph of a report.

Without preceding information, I learned so many things and those have quite worthy usefulness. These help me in my future career. My internship studying every technique has positive feedback and these must be useful for any type of job or work. It develops my abilities and confidence level to handle every pro situation.

3.4 What should have been learned more?

- How to give a proper piece to camera (PTC), voice and other sensitive issues.
- Using official instruments specially camera backpack for live on air.
- How to manage critical condition specially fire event or fighting events.
- Physically present on a field or stadium how to cover a sport event.

3.5 Limitations

To begin with, at work I wasn't a permanent official. That's the reason why I confronted a few limits during my internship period. Then I adjusted it quite easily. Every day time present in the office and at times doing over obligation was harder for me to the first day or two. Otherwise, Official didn't let me cover some special events due to less expertise. Due to authority restriction on intern students, my voice wasn't allowed to on-air in SherpurTimes.

Conclusion

Reporting is one of the greatest components in Journalism. It was a great opportunity to function as a reporter in SherpurTimes. As a student of Journalism and Mass Communication, how readily I utilized my academic learning from the channel very voluntarily. As a reporter, I prepared so many reports and footage master things. Because of coverage, I have seen so many places. From various areas, I experienced different standpoints, especially how to interview, how to communicate with a fruitful way, the way to manage press releases, the way to control information within a brief period, and so on. These things are really assisted me to build up my skills and practical knowledge. I know how almost handle expert discipline, rules, and regulations.

Through this internship program, I've differentiated the knowledge of association and professional learning. Definitely, internship improved my communication skills and other attitudes of professionalism. Despite fewer restrictions, I'm thankful to SherpurTimes for giving me the opportunity of internship. I feel that in the future life it encourages me to do a better thin