



Daffodil
International
University

**An Internship Report on
Working Experience as an Intern Video Editor
at JMC Media Lab**

**Department of Journalism and Mass Communication
Daffodil International University**

Supervised by

Mr. Md. Rashedul Islam

Lecturer

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

Prepared by

Md. Masudul Alam

ID: 171-24-591

Batch: 30th

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

Submission Date

17 December, 2020

Letter of Transmittal

Date: 17-12-2020

Mr. Md. Rashedul Islam

Lecturer

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 months 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. The report covers all necessary data which I have gathered during my internship 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,



.....

Md. Masudul Alam

ID: 171-24-591

Batch: 30th

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 **Md. Masudul Alam**, bearing ID No: **171-24-591** of the Department of Journalism and Mass Communication has been approved for presentation and defense. Md. Masudul Alam has worked with Media Lab as an intern under my supervision. He has completed the work during the Fall-2020 semester.

I am pleased to certify that the data, the findings presented in the report are the authentic work of Md. Masudul Alam.

Md. Masudul Alam bears a good moral character and a very pleasing personality. I wish him all success in life.

A handwritten signature in black ink, appearing to be "Md. Masudul Alam", is written over a dotted line.

Academic Supervisor

Mr. Md. Rashedul Islam

Lecturer

Department of Journalism & Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Acceptance of Internship Placement

TO WHOM IT MAY CONCERN

This to certify that Md. Masudul Alam, Student ID No- 171-24-591 has completed his internship in the Media Lab successfully. He worked here from 13th September 2020 and ended on 5th December 2020. 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.



.....
Industrial Supervisor

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. Md. Rashedul Islam, Lecturer, 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. Sourav Roy, Asst. Admin Officer, Mr. Ismail Hossain, 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.

Executive Summery

An Internship Report on Working Experience as an Intern Video Editor at JMC Media Lab as required by the Supervisor **Mr. Md. Rashedul Islam**, Lecturer, Department of Journalism and Mass Communication, Daffodil International University. The objective of the report is to describe my experiences during my internship at **JMC Media Lab**. This report is divided into five chapters.

The **chapter one** of the report deals with introduction that presents the background of media lab and internship along with the meaning and duration of internship. My activities during internship are presented in **chapter two**. The **chapter three** deals with the knowledge and learning that I gathered and tools that I have used during my internship. A qualitative difference between academic learning and practical work, my skill development and experiences along with future career possibilities are presented in **chapter four**. I have done a SWOT Analysis on the organization and gave few recommendations in **chapter five**. I have developed few skills which includes making documentary, promotional and news as well as video production for any sort of media during my internship. Which enables career possibilities for me in video production organizations and ad farms. I would like to recommend the authority to increase the internship period.

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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 works for Daffodil Group. Media Lab capture all program footage and edit all that. It also preserves 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 fall 2020 semester, I have 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 12 weeks. My internship period started from 13th September 2020 and ended on 5th December 2020.

Chapter Two

Activities during Internship

2.1 Work place log



Department of Journalism and Mass Communication
Intern Attendance Form

Name of the Intern: Md. Masudul Alam

Place of Internship: Media Lab

Name of the Supervisor: Shaik Md. Abdur Razaque subject: Video editing

SN	Date	Check in (Time)	Check out (Time)	Work Status
1	13 th September to 19 th September	9.00am	2.30 pm	
2	20 th September to 26 th September	9.00am	3.15 pm	
3	27 th September to 3 rd October	9.00am	3.00 pm	
4	4 th October to 10 th October	9.00 am	3.15 pm	
5	11 th October to 17 th October	9.30am	2.30 pm	
6	18 th October to 24 th October	9.30am	3.00 pm	
7	25 th October to 31 st October	9.00am	2.00 pm	
8	1 st November to 7 th November	9.00 am	2.30 pm	
9	8 th November to 14 th November	9.00 am	3.15 pm	
10	15 th November to 21 st November	9.30 am	3.00 pm	
11	22 nd November to 28 th November	9.30 am	3.00 pm	
12	29 th November to 5 th December	9.00 am	3.00 pm	

Shaik Md. Abdur Razaque

2.2 List of Weekly Activities:

First Week (13th September to 19th September)

- ❖ Introduced with my Industrial Supervisor.
- ❖ Got few instructions from my industrial supervisor.
- ❖ Got some idea about news and program editing.
- ❖ Got knowledge about video editing software.

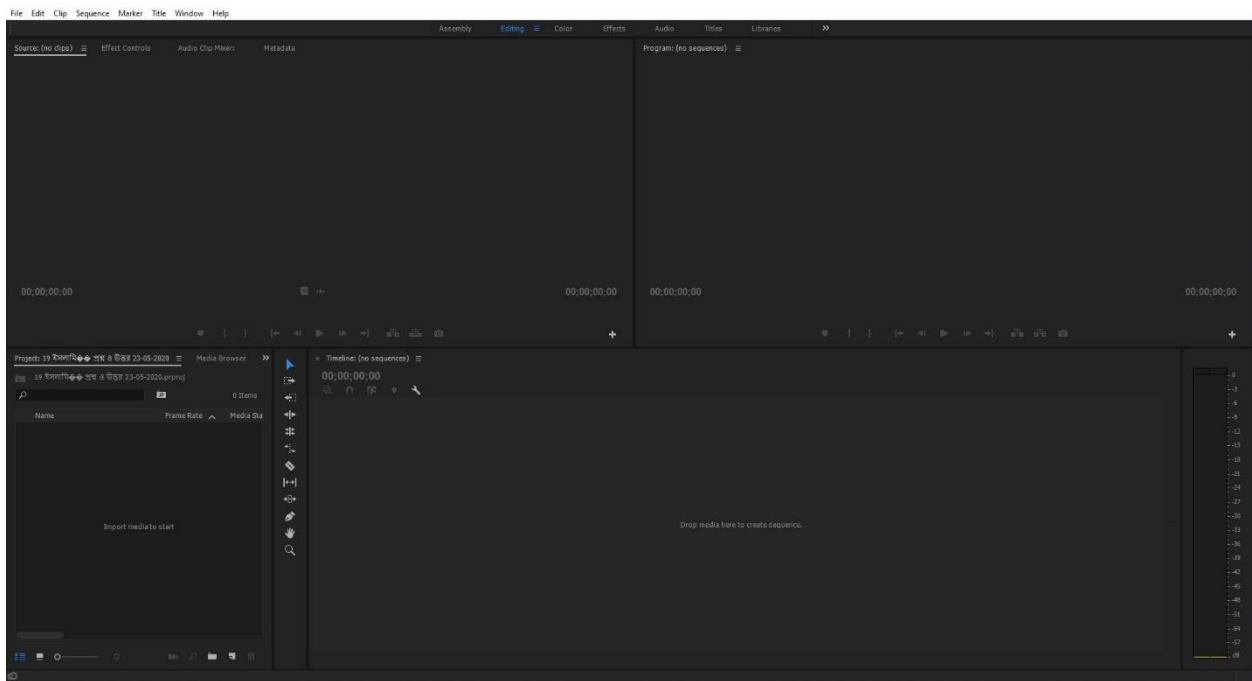


Photo: Premiere Pro CC 2017 Interface

Second Week (20th September to 26th September)

- ❖ Got idea about television news editing.
- ❖ Watched previous video reports, documentaries and promotional.
- ❖ Made documentary on Foundation Class of Fall 2020.
- ❖ Edited recorded class of Art of Living for Department of CIS, DIU.



Photo: Class of Art of Living for Department of CIS, DIU Edited by me.

Third Week (27th September to 3rd October)

- ❖ Industrial Supervisor gave me assignment
- ❖ Got knowledge about advance video editing.
- ❖ Discussed with my Supervisor about my mistakes
- ❖ Got knowledge how to operate video camera
- ❖ Shoot and Edited Central Orientation Program Fall - 2020



Photo: Operating master camera in Central Orientation Program of Fall - 2020

Fourth Week (4th October to 10th October)

- ❖ Learn the use of VideoScribe
- ❖ Done shooting for several programs.
- ❖ Learn the features of promotional
- ❖ Made promotional for Teaching Apprentice Fellowship (TAF-2021) program for HRDI, DIU.



Photo: Promotional for TAF-2021 program for HRDI, DIU made by me.

Fifth Week (11th October to 17th October)

- ❖ Learn about Adobe After effects
- ❖ Done few designs for DSA, DIU
- ❖ Practiced more and more.
- ❖ Edited episode 16 & 17 of Shroi samadhan, a Campus TV program



Photo: Doing rough cuts & Practicing video editing.

Sixth Week (18th October to 24th October)

- ❖ Edited script for a special episode of Campus TV program named ‘Role of Active Principal in Modern Education’.
- ❖ Find out my mistakes and consult with my supervisor.
- ❖ Took advice from senior colleagues.
- ❖ Edited episode 18 & 19 of Shroi samadhan, a Campus TV program

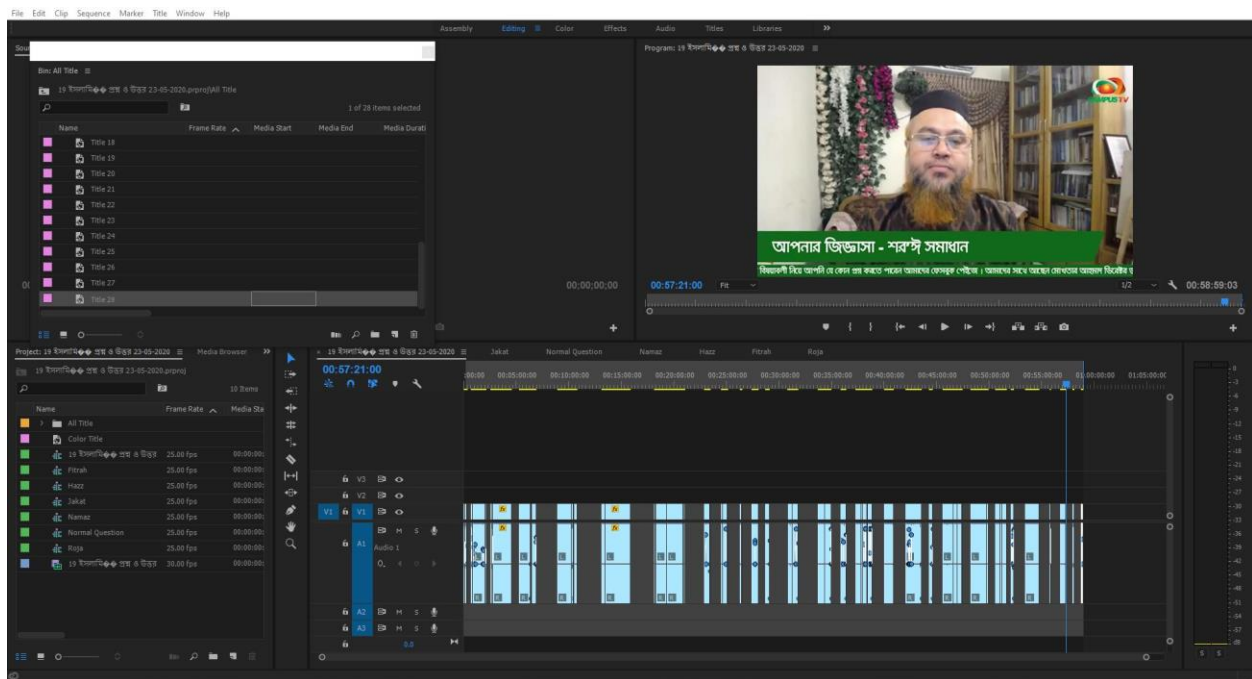


Photo: Editing episode 19 of Shroi samadhan, a Campus TV program

Seventh Week (25th October to 31st October)

- ❖ Learn the use of ProShow Producer
- ❖ Edited episode 20 of Shroi samadhan, a Campus TV program
- ❖ Edited Interview of DIU English alumni Jakariya Muhammad Polash
- ❖ Made documentary on DIU Agricultural Project at Gozaria



Photo: Documentary on DIU Agricultural Project at Gozaria published on DIU official page Edited by me

Eighth Week (1st November to 7th November)

- ❖ Edited episode 21 of Shroi samadhan, a Campus TV program
- ❖ Provided editing support to JMC Students for Advance Video Production Course.
- ❖ Learn how to edit audio in Audacity



Photo: Providing editing support to JMC Students for Advance Video Production Course

Ninth Week (8th November to 14th November)

- ❖ Edited episode 22 of Shroi samadhan, a Campus TV program
- ❖ Made documentary on Mohammadpur Mohila University College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-31
- ❖ Made documentary on Upshahar College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-32
- ❖ Made documentary on Nayabazar Degree College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-33



Photo: Documentary on Nayabazar Degree College Edited by me

Tenth Week (15th November to 21st November)

- ❖ Edited episode 23 & 24 of Shroi samadhan, a Campus TV program
- ❖ Made documentary on Dhaka Imperial College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-34
- ❖ Practice Photo editing
- ❖ Edited Interview of CEO of Daffodil family for Skill.jobs.



Photo: Interview of CEO of Daffodil family for Skill.jobs edited by me.

Eleventh Week (22nd November to 28th November)

- ❖ Edited episode 25 of Shroi samadhan, a Campus TV program
- ❖ Made wish video for Campus TV to wish Professor Nehal Ahmed on becoming the chairman of Dhaka Education Board
- ❖ Edited the footage of Laptop Distribution Ceremony of Fall-2020.

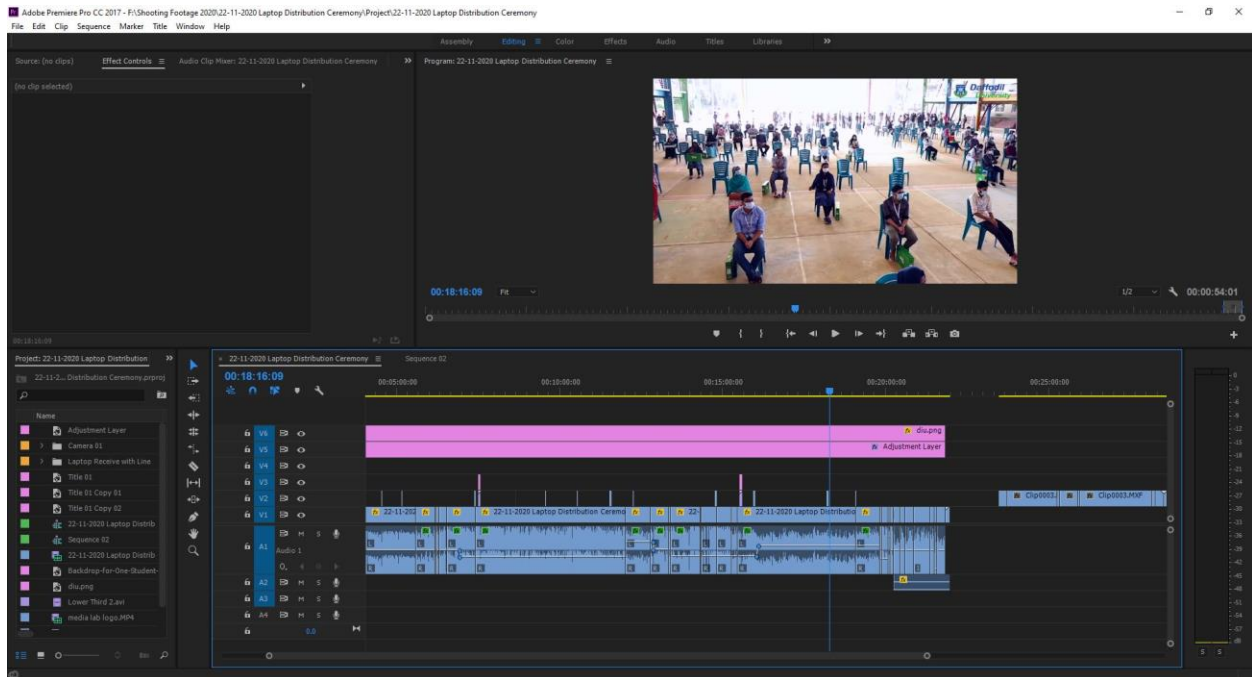


Photo: Editing the footage of Laptop Distribution Ceremony of Fall-2020

Twelfth Week (29th November to 5th December)

- ❖ Edited episode 31 of Shroi samadhan, a Campus TV program
- ❖ Provided editing support to JMC Students for Advance Video Production Course.
- ❖ Made a list of my work output.



Photo: My workplace, JMC Media Lab, DIU

Chapter Three

Learning and Experience

3.1 Knowledge Gathering & Learning:

I have worked as a video editor at Media Lab. During my internship, I have learned many things about editing. Meet with many people and work with my team members as well as other personnel's.

Knowledge about My Work:

As a fresher in journalism profession, I have some academic knowledge. From this internship, I have learned about professional editing. My industrial supervisor always helped me to learn about new techniques in order to improve my editing skills. I always try to follow him. He advise me to see more different types of news, documentaries and promotional from different television and media to gain or devolve my editing skill.

3.2 Tools and Technologies:

During my internship program at Media Lab, I used several tools and technologies for video editing. I use -

- ❖ Adobe Premiere Pro,
- ❖ Adobe After Effects,
- ❖ VideoScribe,
- ❖ ProShow Producer,
- ❖ Audacity,
- ❖ Adobe Illustrator and
- ❖ Adobe Photoshop.

I have learned various uses of computer and used Bijoy software for Bengali typing of my work.

Chapter Four

Evaluation of Learning

4.1 Academic Learning and Practical Work:

I was taught about the job of a video editor in several courses (television Journalism, video production etc). To learn something on classroom and learn something on work place is totally different. Internship is the best way to acquiring knowledge on something specific because there we can find both of our practical and theoretical aspects of learning.

As a student of Journalism and Mass Communication, I got lots of academic knowledge in last four years with lot of fieldwork experience as well. However, the practical working situation and environment is quite different from academic learning.

Academic learning & practical work are different in many ways. I have learned what is journalism, importance of journalism, different theories, news elements etc. from my academic learning. But I have applied my knowledge in work place.

4.2 Skills Developed During My Internship:

During my internship period, I learned many skills from Media Lab. I try to use all of my skill in work place. Such as –

- Video editing
- Video Shooting
- Lighting
- Sound editing
- Planning checklist
- Collecting resources
- Maintain office rules
- Time management
- Learn Bijoy typing
- Learn News editing
- Photo editing
- Developed professionalism and confidence.

4.3 Experiences and Future Career:

Now it is the modern time. Most of the people watch television for news and various programs. In this digital era, all office and organization need video documentary, promotional for their work. As I work as a video editor in this internship period, it will be very helpful for me to get a job in various media and in various video production organizations and ad farms. I think this skill will help me to build a strong resume. I know that, it is impossible to get a good job without a strong resume. All companies or industries likely interested to hire a person who has previous working experience or knowledge.

Chapter Five

Conclusion

5.1. SWOT Analysis:

➤ Strengths:

- Use of latest technological system
- High configuration editing panel
- Always update with modern era.

➤ Weaknesses:

- Insufficient manpower
- Huge work pressure
- Using a single person for various jobs

➤ Opportunities:

- Can be strong in future
- Has potential to support all the students of Daffodil International University
- Scope to engage more skilled people on it

➤ Threats:

- If they don't take more manpower, in future it will be hard to support all students
- Lack of skills of the employees

5.2 Recommendation:

I have worked in Media Lab as an intern video editor for 3 months. I would like to say that, I got the proper monitoring from my supervisor and others. However, the time limit of the internship program is not sufficient to enrich a student's knowledge and experience. I would like to point out the following things as my recommendations after finding the problems.

- Internship period should extend and it would be more than three months.
- The procedure for getting permission to work in media lab for students should be easier to maintain smooth academic practices.
- Administration department needs to be more active about intern students.
- Authority must take care of employee's satisfaction to utilize their full potential.
- Authority must put more emphasis on developing the skills of employee's.

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. Foundation Class of Fall 2020
https://drive.google.com/file/d/1eGP0M6JpfT3zxc_c9u9Yfca8ITV2G060/view?usp=sharing
2. Art of Living Class for Department of CIS, DIU
<https://drive.google.com/file/d/1uF9OB080OBzXPea3Y1BWLyJz3yPEStw8/view?usp=sharing>
<https://drive.google.com/file/d/1hq3rdRop5JAh0v3QjY96rWDvBBSbUwVC/view?usp=sharing>
3. Central Orientation Program Fall – 2020
<https://www.youtube.com/watch?v=f0fpTwhTGqM>
4. Promotional for Teaching Apprentice Fellowship (TAF-2021) program for HRDI, DIU
<https://drive.google.com/file/d/1d0jcT6Wu9LOHoa49xOTgDoVwavP61OW6/view?usp=sharing>
5. Islamic Documentary (Shroi samadhan, a Campus TV program)
https://drive.google.com/drive/folders/1KqmeIzoY2-cdK_IVtU-yMeaaNjJtuzaV?usp=sharing
6. Interview of DIU English alumni Jakariya Muhammad Polash
<https://drive.google.com/file/d/1ywV6ArzrNZEDkfxBrObtwEbD-cUITZ5o/view?usp=sharing>
7. Documentary on DIU Agricultural Project at Gozaria
<https://fb.watch/2khAWUJ5zG/>
https://drive.google.com/file/d/1qPOqgvsX3fvdRrd4tM1KhqI_IJq6E6Z7/view?usp=sharing
8. Documentary(A story of Tofa) for JMC Student
https://drive.google.com/file/d/1OAPc03Q-mSs_fcef6v7FT6zVXC7NrFnZ/view?usp=sharing
9. Documentary on Mohammadpur Mohila University College for a Campus TV program titled ‘Role of Active Principal in Modern Education’, Episode-31
https://drive.google.com/file/d/1_JtqlLNgXTkL-M4rPI6cOUBhewc18oN/view?usp=sharing

10. Documentary on Upshahar College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-32
<https://drive.google.com/file/d/1EpoqUdRVczQQC3V68ee0zLjGCAOnJa30/view?usp=sharing>
11. Documentary on Nayabazar Degree College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-33
<https://drive.google.com/file/d/19MKNOAgIJixsAqnQSeOPRq1VPves1wJY/view?usp=sharing>
12. Interview of CEO of Daffodil family for Skill.jobs.
<https://fb.watch/2kgyRP75MW/>
13. Documentary on Dhaka Imperial College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-34
<https://drive.google.com/file/d/1kzlbDE0mkFgzSZqSsg0XzVjNhMRPDFc4/view?usp=sharing>
14. Laptop Distribution Ceremony of Fall-2020
<https://fb.watch/2kgdviAmDR/>
https://drive.google.com/file/d/1u-sWn_eODQZ6rgUK2ug3WUJla4UppIbQ/view?usp=sharing

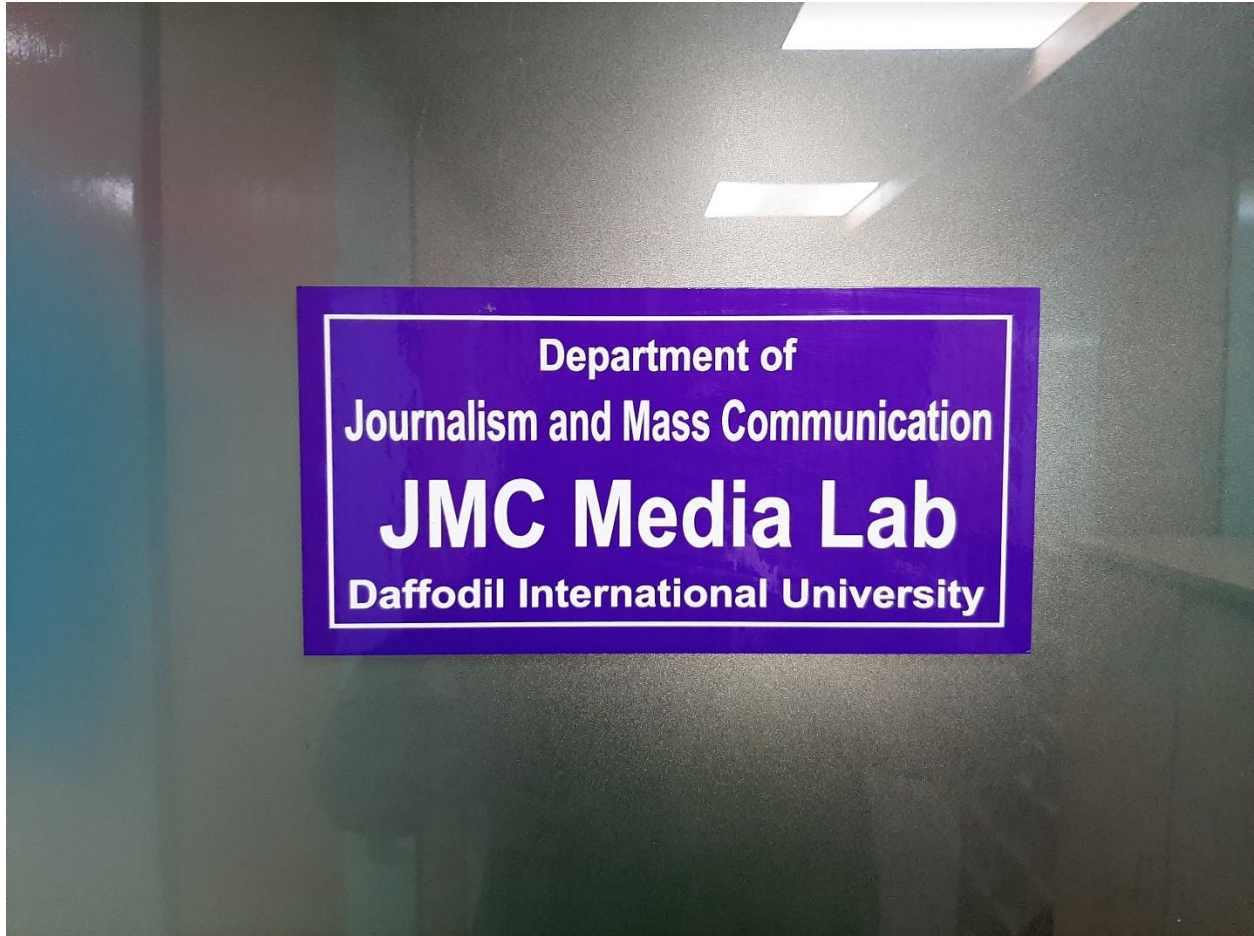


Photo: JMC Media Lab Office

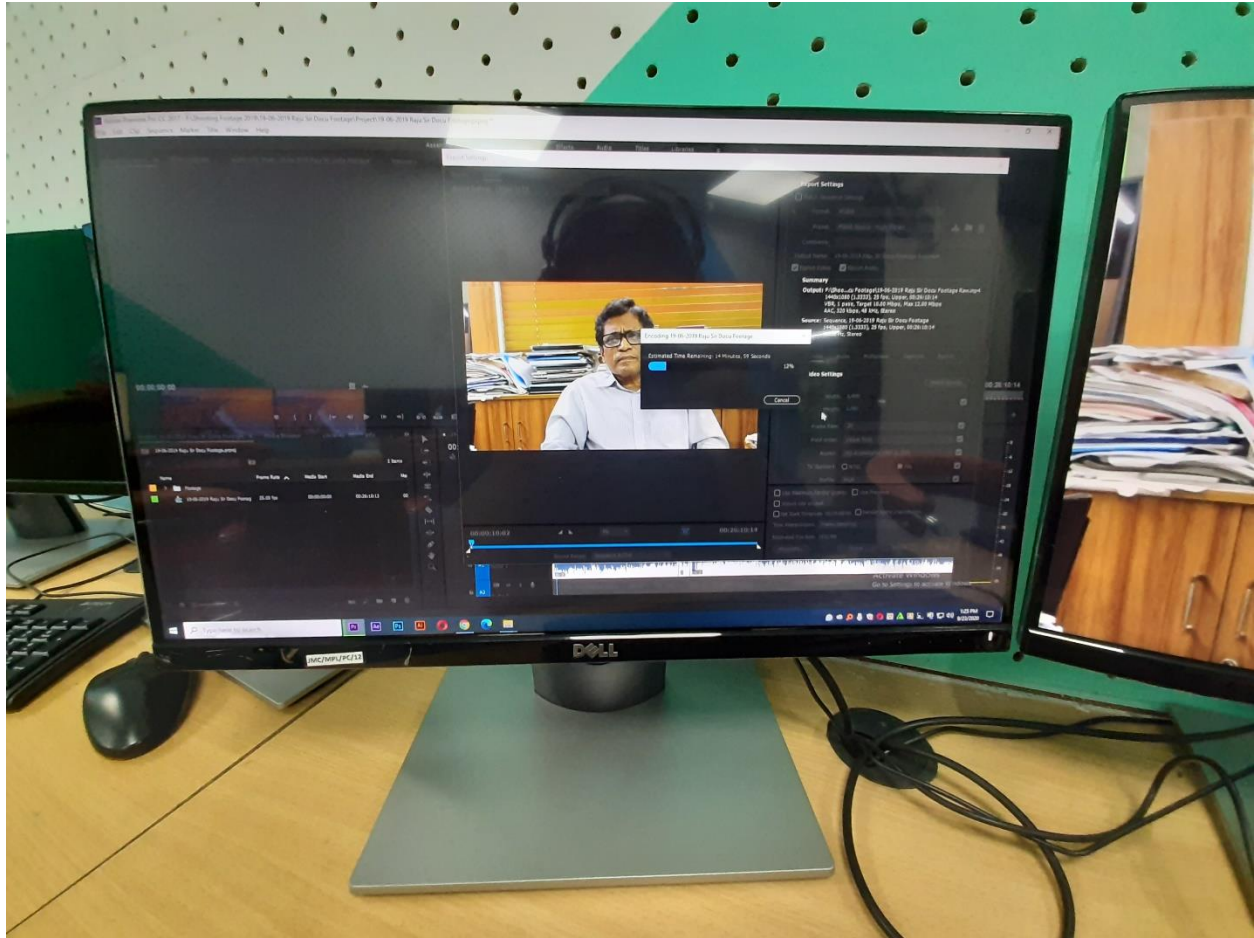


Photo: Post production process in JMC Media Lab



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



Photo: Understanding camera settings from senior colleague in JMC Media Lab

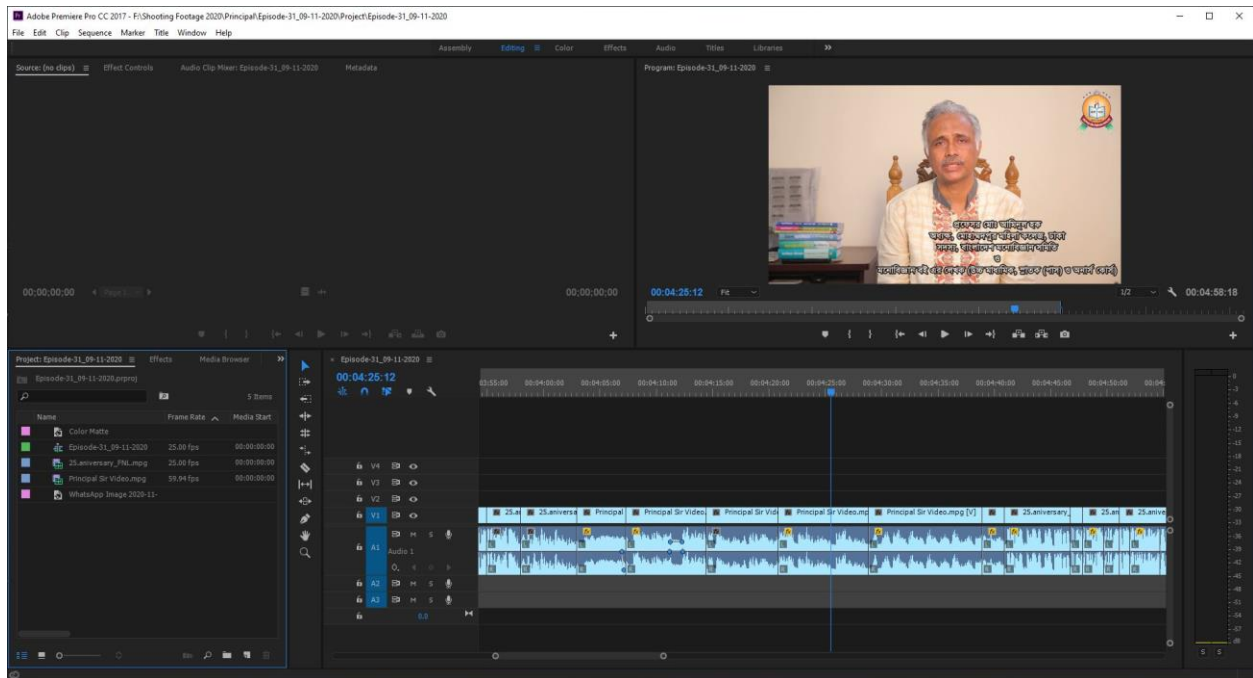


Photo: Editing documentary on Mohammadpur Mohila University College for a Campus TV program titled 'Role of Active Principal in Modern Education', Episode-31



Photo: Checking camera settings before the shoot of Central Orientation Program of Fall - 2020

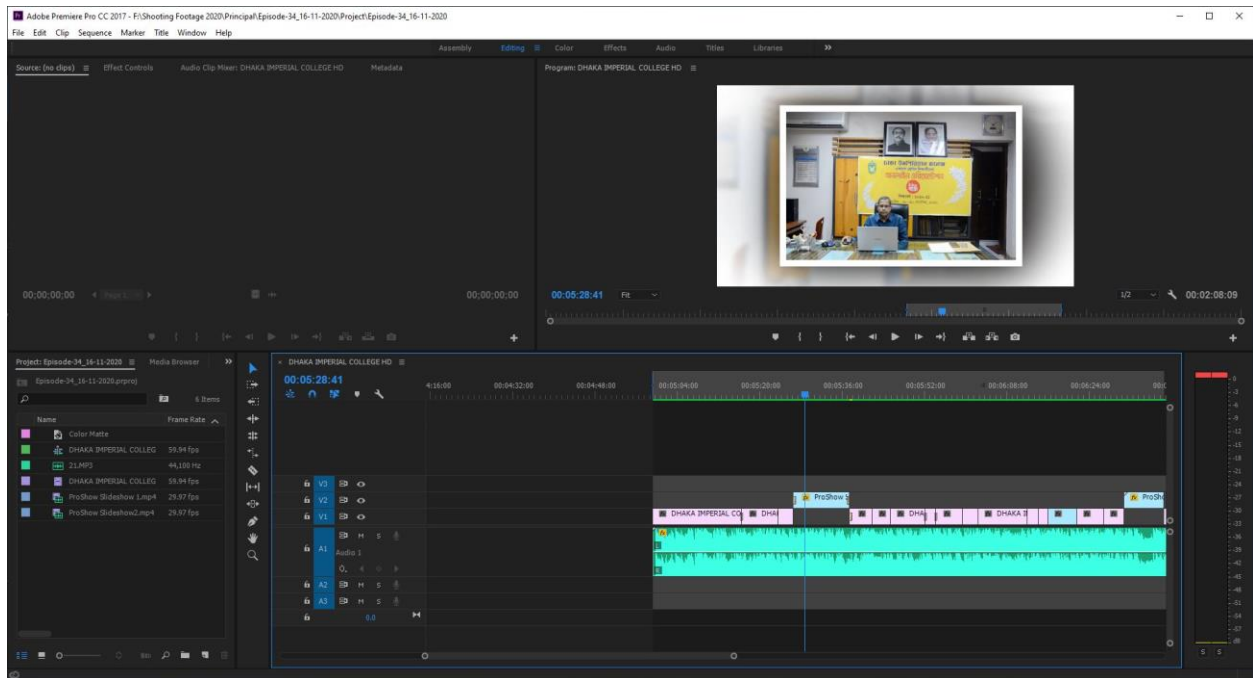


Photo: Editing documentary on Dhaka Imperial College for a Campus TV program titled ‘Role of Active Principal in Modern Education’, Episode-34

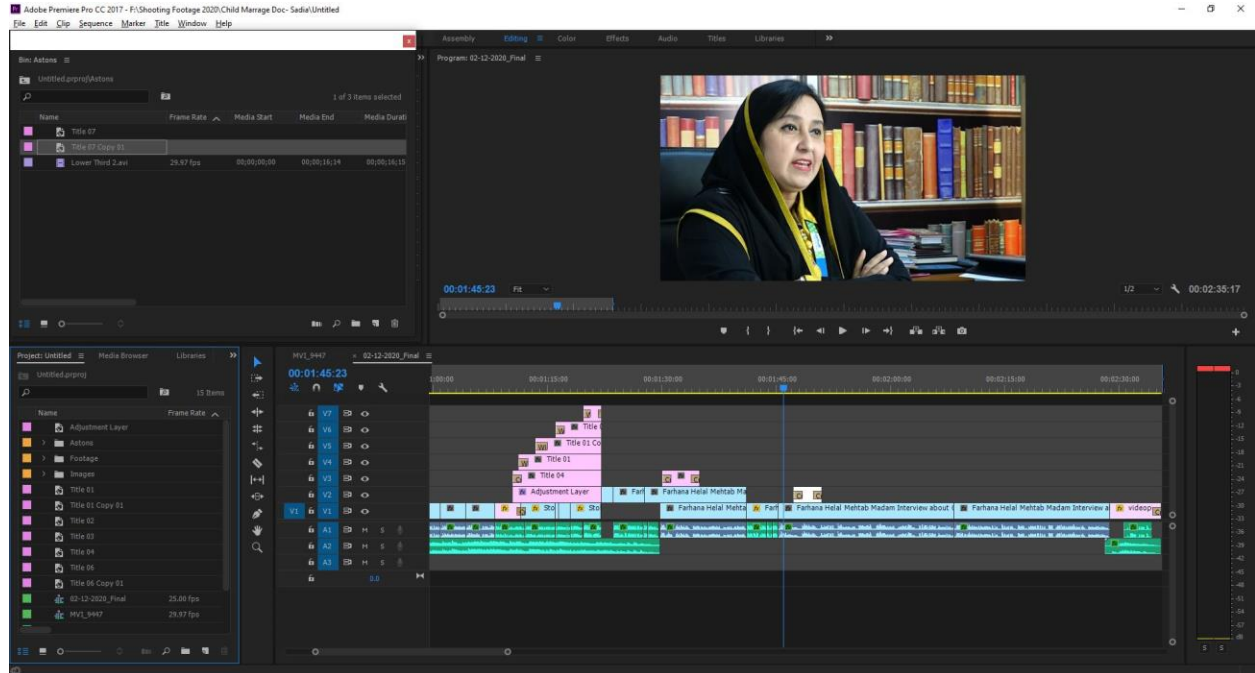


Photo: Providing editing support to JMC Students



Photo: Working with colleagues in JMC Media Lab