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DAFFODIL INTERNATIONAL UNIVERSITY

Internship Report on

**Online Class Observation and Conduction in English during the
Outbreak of**

Covid-19

Submitted by:

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ID:171-10-1513

Batch:40th C

Fall- 2020

Department of English

Daffodil International University

In Partial Fulfillment for the Awarding of The Degree

Of

BA(Honors) in English

Supervised by:

Mr.Md.Ariful Islam Laskar

Assistant Professor

Department of English

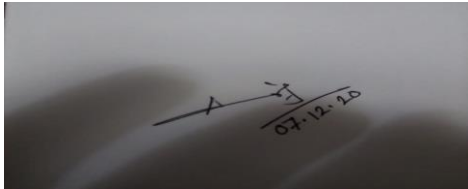
Daffodil International University

Submission date: 7.12.20

Certificate of Approval

I am pleased to confirm that the Internship report on "Online Class Observation and Conducting in English during the Outbreak of Covid-19 done by Khadiza Akter ,Id: 171-10-1513 Daffodil International University , in English Department . She has completed this report under my instructions. She gave much effort to make this report a genuine and unique one.

I really appreciate her effort and wish her a Good Luck to her future!



.....

Mr.Md.Ariful Islam Laskar

Assistant Professor

Department of English

Daffodil International University

Acknowledgement

Firstly I would like to thank my Almighty Allah for giving me the chance to have this very effective experience and also for giving me the ability to complete my Project Paper very successfully. And I would like to thank each and everyone who help me to complete my internship paper.

First of all A very big thanks to Daffodil International University (DIU) to give me such and amazing course that give us a lot of practical experience. Administrators who organize this Project paper course which help me in my future.

A very Special thanks to my mentor **Mr. Md. Ariful Islam Laskar, Assistant Professor, Department of English, Daffodil International University** who continuously guide me in every step. And also Tina Ma'am to give me the chance to observe her class.

Furthermore, I would also like to thank the batch of the 43rd section B students to be a big part of my Project paper as I have conducted a class with them. And another part is Batch 46th Section C students as I was lucky to observe a class with them.

Khadiza Akter

Id: 171-10-1513

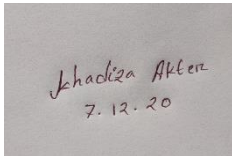
Batch:40th C

Daffodil International University

Declaration

I do hereby declare that the concise Internship report submitted to the Department of English, Daffodil International University is an authentic work to complete the course ENG 334 in the program of B. A. (Honors) in English. The Internship report On Online Class Observation and conduction in English in the situation of Covid-19 is done under the supervision of under **Mr.Md.Ariful Islam Laskar, Assistant Professor**, Department of English, Daffodil International University.

Yours Sincerely

A rectangular box containing a handwritten signature in cursive that reads "Khadiza Akter" and the date "7.12.20" below it.

Khadiza Akter

ID:171-10-1513

Batch:40th

Sec: C

Department of English

Daffodil International University

Abstract

This internship report depends on my observation and conduction of classes which organized by Daffodil International University for the students in this Covid-19 situation. Because of Covid-19 situation the world become paralyzed and under control of Internet. Every School, College, Universities have organized all their curriculum on digital platform.

During this almost 9 months many things have changed specially in the educational sector. Every Schools Colleges and universities have been instructed to take classes through online. So, as the result Daffodil International University also started to take class through a online platform which is Google meet and giving many task to the students through Blending Learning Center(BLC).

This Internship report represents my observation of two classes and a very effective experience on conducting one class through Google meet app. When I observed the classes I pointed out some advantages and disadvantages of online classes. The major advantage is – students are experiencing a new method and can learn more about software of learning and can continue their education during this pandemic. But the major disadvantage is facing difficulties to buy internet, and because of weak internet connection many students could not able to continue their regular class. And we all know that, this current situation affect a deep gap in our overall approach to education.

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Chapter – I: Introduction

Language is the only way to build a society and by which a society can exist. It is the only system through human can communicate with each other. There are different kinds of languages in one society for examples- mother tongue is called as first language. And for Globalization there is used so many languages as second language. Among all now English is the International language. It keeps a vital role in our life. To know more about teaching practice in Bangladesh we need to observe academic images and materials.

As the part of Graduation, My Internship report authorized: the observation and conduction of class in English during the outbreak of Covid-19: is depend on my observation of two classes on English Language and Literature and my experience of teaching an online class on Advanced English Grammar.

I took the class of Eng-425 Advanced English Grammar of the batch 43rd section (B), Department of English, Daffodil International University. To speak or write knowing grammar is must. Correct use of grammar makes anybody more smart and attractive to others. Also smart speaking of English can increase one's confidence. So, for my teaching part Afroza Akhter Tina Ma'am ; senior Lecturer Department of English ;Daffodil International University – gave me two topics- one is-

Usage of the verb Tenses

And another is Joining Sentences with Relative Pronouns.

Chapter – II: Objectives

The Objectives of the Report:

- 1.** To gather the advantages and disadvantages of online classes during the outbreak of Covid-19.
- 2.** To gather experiences about taking class.
- 3.** To observe the strategies and weakness of students.
- 4.** To feel the responsibility of teachers.
- 5.** To measurement my capability.

Chapter – III: Methodology

The methodology of Internship:

I was guided with some instructions to sum up my Project paper report task. At first I got a mail from my English Department by which I came up to know that **Mr. Md.Ariful Islam Laskar** Sir is my supervisor in Project paper course. Then very happily I called Sir to inform him that I am under his supervision. Then Sir instructed us to make an online group to communicate each other about project Paper.

Observation of Online classes: According to the rule of the course I need to observe two classes. And I have to convince course teacher which course I want to observe. Later on I was able to convince Afroza Akhter Tina Ma'am, Senior Lecturer, Department of English, Daffodil International University. Then Ma'am has permitted me to observe Eng-425; Advanced English Grammar course with the batch of 43rd section (A) which she was taken. And for another class observation I convinced my supervisor **Mr.Md.Ariful Islam Laskar Sir**, Assistant Professor Department of English, Daffodil International University. So that I observe His ENG-322; Literature in Film and Media class with the batch of 46 section (C). During this observation I have pointed some essential information which I wrote down in detail in Checklist about my observation which was given by my supervisor. And I also noted down so many tips which helped me in my conduction of class.

Selection of Topics: After First part, now I need to convince one teacher again to take permission to conduct one of her\ his class as the very essential part of Project paper report. So that I convinced Afroza Akhter Tina Ma'am again, and she permit me to conduct one class of Eng-425 Advanced English Grammar. And also she gave me two topics on Tenses and Pronoun which I had to teach during my conducting of online class. And I also prepared power point slide and also add some exercise to make my lessons more effective and helpful to the students.

Conduction of Online Class: I took online class of the batch of 43rd section (B), Department of English, Daffodil International University. I took this class on 15 October at 10:00A.M through Google Meet app. I gave my lecture for One and half-hour on two topics- one is Usage of verb Tenses and another topic is Joining Sentences with Relative Pronouns. I was very amazed about the response of students they asked me many questions, and they were very attentive which delighted me that they enjoyed my class.

Conclusion: After finishing the class Afroza Akhter Tina Ma'am also comment and suggest me which was best part. And I noted down the detail. Then I informed my supervisor **Mr.Md.Ariful Islam Laskar Sir** to send him the recorded version of my taking class. Based on this amazing experience then, I started to prepare my report.

Chapter – IV: Institution Details

DAFFODIL INTERNATIONAL UNIVERSITY

Official name of the University: Daffodil International University (DIU)

History

The university was set up on 24 January 2002 with the endorsement of the University Grants Commission (Bangladesh)[5] and the Government of Bangladesh's Ministry of Education under the Private University Act of 1992 and its alteration in 1998.

I am an understudy of this Daffodil International University. Daffodil International University is a private institute located in Dhanmondi, Dhaka, Bangladesh and the permanent campus is located in Daffodil Road, Khagan, Ashulia, Savar which is in Dhaka territory. Daffodil International University was set up in 2002, this university has become a perceptible private university in Bangladesh. The never-ending grounds covers 150 areas of place that is known for land with a wilderness rec center, headway lab, b-ball court, green, dwelling, and various workplaces. The university has every likely place for the multidimensional improvement of the understudies. There are more than 25000 students are doing their Degree. The authority and staff move understudies to come out with imaginative considerations and advancements. Understudies are respectful to their teachers. So the overall circumstance of the school is genuinely adequate.

As I am the student of English Department, So I would like to write few lines about my Department. English Department is on 5th floor of Main campus, There are almost 20 rooms including Teacher's Rooms. The decoration of English department is so good as there are many photographs, Art, Memories are holding on the wall. And the teachers are the most smartest and gentle. We also have a club called ELC only for English department students. Occasionally ELC arranged some events, Dramas, functions. I am really great full to my Department.

Chapter – V: Class Observation Report-1

Name of observed faculty: Afroza Akhter Tina

Senior Lecturer.

Department of English,

Daffodil International University.

Course observed: ENG-425 Advanced English Grammar.

Batch 43rd (A)

Date of observation: 8 October 2020

Time: 11:30a.m- 12:50p.m

The first class I observed was taken by Afroza Akhter Tina Ma'am on 8th October 2020 at 11:30a.m-1.00p.m. It was the class of ENG-425; Advanced English Grammar and the students were from 43(A) ,Department of English ,Daffodil International University. As the class is taken through Google meet so Tina ma'am send me the class link through e-mail just before the class, when I joined the class ma'am warmly well-come me and do introduced to other students. Then she gently welcome all of the students in her class and started to record the class.

There were almost 33 students present and then Ma'am started her regular lesson. She taught two grammar topics those are- Moods of the Verbs and Sentence elements. After discussing these topics Ma'am gave the students some task regarding the topics. And she also clarify some problems regarding previous homework .Students asked many questions and Ma'am has answered very attentively and easily so that students do not face any other complications. Ma'am keeps all the students busy throughout the class by asking questions ,giving task, so that students can engage with her and feel comfortable in the class.

And lastly Ma'am took the attendance very carefully and mentioned absent Id for two times so that anybody cannot left. As Tina Ma'am is very talented and experience teacher she always try to motivate the students in her every class and the most helpful teacher .Through her effective lecture she make the student to learn more and more and make the class enjoyable.

Chapter – V: Class Observation Report-2

Name of observed faculty: Mr. Md. Ariful Islam Laskar,
Assistant Professor,
Department of English,
Daffodil International University.

Course observed: ENG-322 ; Literature in Film and Media.

Batch 46th C

Date of observation: 14 October 2020

Time: 2:30-4.00p.m

My second -class observation was with **Mr.Md.Ariful Islam Laskar** Sir. I have observed the course Eng-322; Literature in Film and Media with the batch of 46(C) .Before starting the class Sir gave me the online class link through e-mail. Sir was already in the class after one by one almost 24 students joined the class and Sir exchange a warm greeting with the students which is very comfortable and feel ease in the class.

After greeting Sir started to teach his regular lessons ,Sir has discussed about some topics such as- E-colonialism ,Camera ,Angle .And then asked for homework that he provided in previous class, which was a debate part on a film “Golapi ekhn Train e” .Sir gave the floor to the students and students asked questions each other and answer .After that Sir discussed about more topics those are- Importance of angles, photo story, compare and contrast of film and literature etc .And gave them home work to read more on these topics .Then Sir took the attendance of the students and end the class with good luck!!

Chapter – VI: Teaching Experience

University: Daffodil International University
Department: English
Batch: 43rd
Section: B
Number of Students: 35
Course Code: ENG-425
Course Title: Advanced English Grammar
Class Duration: 1 hour
Date: 15 October, 2020
Time: 10:00am-11:00am
Topic : Usage of Verb Tenses and
Joining sentences with relative Pronouns.

Lesson Plan:

Topic	Time	My activities	Students activities
Introductory part	5 minutes	I will welcome them in my class	Hope fully they will welcome me to.
Discussion	20 minutes	I will discuss the topics which I chosen	During these discussion if they have any confusion they can ask me to clarify those problems.
Lecture	30 minutes	I will give them different types of exercises on those two topics. Latter on I will provide them answers too.	They will try to solve the tasks and ask me if there is any confusion.
Conclusion	5 minutes	I will finish the class .	They will give me comment .

Class Objectives:

Students will

- Able to know the importance of Usage of verb Tenses and joining Sentences with relative pronouns
- Able to use those correctly
- Able to use those correctly in speaking
- Able to do more and more exercises
- **Able to develop their grammar skill**

Teaching Experience:

Teaching is an intimate contact between the more mature personality and a less mature one -H C Morrison.

During the internship everyone got a huge individual experience. This experience will help individually not only in academically but also personally too.

Personal Development

- Professionalism –how to be professional in different situation with mindset.
- How to manage the time and stress.
- How to delivered a standard conversation.
- Maintain the class environment.

Use of Modern Technology

- Learned to use Google meet software
- How to take an online class.
- Use of digital material.

Classroom Management

- Try to give answer of all the questions
- Able to make class interesting
- To know student's requirements

Adaptation Skill

- Learned how to communicate with students like a teacher.
- Learned how to handle difficult situation in the class.
- Learned how to adjust with a totally new environment.

Teaching Skill

- Learned how to make effective handouts.
- Learned the importance of self expertness about the topics
- Development of studying more and more.

Practice Skill

- Experience the whole act in person.
- Able to understand the whole situation.

Technical Skill

- Learned how to make a power point slide through MS power point and MS Word.
- Learned use of Internet.

Writing Skill

- Learned how to write anything in a fixed format
- Learned how to write a documentary.

Chapter – VII: Overall Findings

The Online classes take place the entire session in Internet. It is opposite of face-to-face or physical classes. Daffodil International University has changed all their schedule to Online platform from physical Activities at the primary stage of COVID-19 situation. After the declaration of lock-down all activities managed through Online service and also gave some basic training to the students. Daffodil International University started to take classes through Google Meet software and take all the task through DIU Blending Learning Center(BLC) and finish their regular class or activities according to the routine .Daffodil International University Believes in “ Distance Does not Mean Disconnected” With this moto they are doing their best for the students.

The Online platform is very new to the Bangladeshi students and teachers .They are not very well known about it .In our university almost 70% of students belongs from middle -class family and after the lock-down every student went their hometown from there it became very difficult to attend regular online classes as the internet connection is not very updated and very few village has 4g connection, and buying mobile data is also very expensive . And also each an every student cannot afford the android mobile or laptop by only which they can continue their online activities .So that many students could not able to continue their Bachelor degree and felt very depresses as well. Even when I observed the classes I did not find 90% attendance because some students fells shy or they are afraid of online exam ,assignment, quiz etc as many of students do not know the use of these modern technologies .Not only students but also teachers also felt very difficulties to take online classes as they do not know weather students understood his\her teaching or not .Also after some time students felt boring because their task is only listening to the teacher as in online platform everybody can not participate at the same time etc. Despite all every thing has a positive and negative side and beside disadvantage I have noticed some advantages of online platform as well.

Online class is also very helpful to the students because they do not need to go to the university which save their energy and time too. During this COVID-19 it is mandatory to stay in home and be safe ,though they are in home but they can continue their education as well through online classes. As we know that “Time and tide wait for none” but in this stopping situation is also very important to continue the education which only possible by online. So that, by online platform learning becomes more learnable and interesting .And also this situation also give us a lifelong learning and that is “manageable” in any situation.

Chapter – VIII: Recommendations

Here I recommend some point on online platform :

- Teachers must need a very friendly or comfortable behavior with all the students.
- University should some online sessions about how to use BLC and Google meet , each an every features should be discussed in that sessions.
- Teachers should be co-operative in the case of using online apps to the students.
- University should provide internet service to the students.

Chapter – IX: Conclusion

With the pleasure I am concluding my report as a part of my internship. This report is my first professional example of work and Daffodil International University is the place where I can finished my first formal work. This report represent my work, sincerity and coordination between this institution and me . I have tried my level best to provide all the information .This is the first door opened to my professional path. Through I have gained public speaking skill adaptation skill, managed skill, observation skill too. And I believe that these knowledge and experience will help me in future.

Through this report writing I have learnt a lot. From beginning to ending My supervisor helped me a lot. I could overcome my hesitation ,I learnt how to take a class, How to manage the class or how to present myself. Now I can speak publicly and don not feel discomfort at all. By observing two classes I learnt some tricks from my respectful teachers .Now I am able to write formally or any documentary .I also become to know my strength and could able to correction my weakness in this case my supervisor guide me very patiently.

I believe that this report writing will help me in many sectors in future. As- I can be a manager, I can be a group leader etc .

Appendices

I have included the two classes' observations checklist that I used during observing the online classes at Daffodil International University

Appendix 1: Class observation Checklist

Appendix-1

Daffodil International University

Department of English

Internship on “Online Class Observation and Conduction in English during the Outbreak of Covid-19”

Checklist for Class Observation:1

University: Daffodil International University

Teacher’s Name: Afroza Akhter Tina

Class: 9th Semester; Section: 43rd (B); No. of Students Present: 33

Course Title & Code: Advanced English Grammar (ENG425) Room No: Online Meeting

Peer/Observer: Khadiza Akter

Date and Time: 8th October,2020

Objectives of the lesson (as perceived):

- **To learn how** to use moods of the verbs in the sentence.
- **To learn how** to use different types of Mood in sentences.
- **To learn how to** use sentence element in English Language.

Were the objectives achieved and to what extent (in your view)?

Yes, the objectives were achieved, the teacher is and expert on English Language teaching. She hold all the student’s attention .And discussed the topics elaborately and clarify all the confusion of the students .She also used power point slide to make her lessons more easier .And lastly, all the students were very happy because they understood the lessons.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows great order and information on topic; exhibits broadness and profundity of dominance; attempts to build up an information looking for conduct among understudies)	She started the class by asking previous homework and asked weather they could finished the homework or not; some students asked some questions on homework and teacher clarify the confusion and then run the regular session.
2	ORGANIZATION (sorts out topic; states clear targets; accentuates and sums up central matters, meets class at planned time, starts and completes the exercise appropriately with an alluring warm up and a decisive end-how the destinations of the exercise met/what they have realized today)	She was very well organized as she was just in time . And exchange greetings and all, then asked everybody weather all are good or anybody faces any problems. After that she started her class.
3	RAPPORT (holds interest of understudies; is conscious, reasonable, and fair; gives input, supports cooperation; communicates with understudies, shows energy, both educator and understudies are prepared for the class on topic as well as in way, behavior and mentality)	Students were very happy with the teacher as she is one of best teacher in English language .Interaction between teacher and students were amazing .they respond with the teacher very actively .They try to answer all the question asked by the teacher. Students enjoyed the very much.
4	TEACHING METHODS (utilizes significant showing strategies, helps, materials, methods, and innovation; incorporates assortment, balance, creative mind, bunch association; supports inquiries from understudies and reacts with revenue; is available to thoughts; utilizes genuine models that are straightforward, clear, exact, and proper; remains zeroed in on and meets expressed goals)	She used a very good method to involve the students with her or in class activities .She showed a website to practice the lesson and also share it with the students .Then asked them to do the task .
5	PRESENTATION (builds up homeroom climate helpful for learning; guarantees students' inclinations, keeps in touch; utilizes an intelligible voice, solid projection, legitimate articulation, and standard English)	Her presentation of the class was very good as sit was a online class so she has to more active to active the students and bound them to participate with her in the class. She asked by name for feedback to her any question this is how she could able to make the class live.

MANAGEMENT

<p>Was the time spent properly?</p> <p>- Yes, the time was spent properly.</p>
<p>What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)</p> <p>The main stages of the lesson was on online platform to teach properly and explore the time .During the class teacher gave some exercise to the students.</p>

CRITICAL EVENT (If took place)

Was there any 'critical event' in the lesson? (a point where communication broke down and there was a confusion). How did the teacher handle the situation?

- **Yes, there are some critical events in the lesson. Students were facing problem for their internet connection. Sometimes their microphone was not working and sometime they were disconnected from the class.**

Strengths observed:

1. She had a strong voice.
2. Her speech were clear.
3. She had a good influence over the students.
4. She knew how to handle all the students.

Suggestions for improvement:

1. Students should be more careful and serious about their class and activities.

Overall impression of teaching effective:

Afroza Akhter Tina Ma'am is very smart and very well organized .She give her students a lot of sheets handouts, website which can help the students.

Apendix-1
Daffodil International University
Department of English
Internship on “Online Class Observation and Conduction in English during the Outbreak of Covid-19”

Checklist for Class Observation:2

University: Daffodil International University

Teacher’s Name: **Mr. Md. Ariful Islam Laskar**

Class: 6th Semester; Section: 46th (C); No. of Students Present: 24

Course Title & Code: Literature in Film and Media (ENG-322) Room No: Online Meeting

Peer/Observer: Khadiza Akter

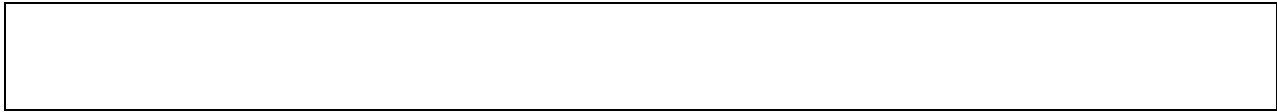
Date and Time: 14 October,2020

Objectives of the lesson (as perceived):

- To learn how to take online class
- To learn how to achieved students attention.
- To learn how to talk without hesitation.

Were the objectives achieved and to what extent (in your view)?

-Yes the objectives were achieved. Students listen the teacher’s command and do as he said. They all asked many question and Sir has answer very attentively.



Review Section	In what ways? (Specific examples/ clarifications)
SUBJECT MATTER CONTENT (shows uncommon solicitation and information on point; shows broadness and centrality of intensity; tries to build up an information looking for lead among understudies)	The teacher is the master of literature. So he knows how to make his lesson more effective and how to deal with the students.
ORGANIZATION (collects subject; states clear goals; underscores and sums up central issues, meets class at masterminded time, starts and completes the action fittingly with an enchanting warm up and an irrefutable end-how the complaints of the movement met/what they have recognized today)	The class was well organized .He was on time in the class After greetings to everyone he started the class and explain all the topics very clearly.
RAPPOR (holds income of understudies; is conscious, reasonable, and impartial; gives input, supports adventure; accomplices with understudies, shows energy, both educator and understudies are prepared for the class on topic similarly as in way, lead and way)	As the teacher is very experienced so that he can manage the communication between teacher and students which was very good and easy to the students. He gave the floor to the students for a small debate and students were talking very spontaneously.
TEACHING METHODS (utilizes significant showing systems, helps, materials, techniques, and progression; solidifies blend, balance, creative mind, pack thought; empowers demands from understudies and reacts with pay; is open to insights; utilizes authentic models that are immediate, clear, cautious, and fitting; remains zeroed in on and meets imparted goals)	Teaching method was very good everybody participated in the class discuss with one another and clarify confusion from the teacher .So, it was the method of Communicative learning Method.
PRESENTATION (creates homeroom air obliging for learning; guarantees understudies' propensities, remains in contact; utilizes a justifiable voice, solid projection, legitimate clarification, and standard English)	Teacher was very clear about his lecture. Shape and clear voiced. Overall he is a fantastic teacher.

MANAGEMENT

Was the time spent properly?

-Yes, the time was spent properly.

What were the main stages of the lesson? What tasks and activities did the teacher do during each stage? (Optional: Draw a diagram to show main stages of the lesson and time spent on each)

The main stages of the lesson were -How students can freely participate in the class conversation. And learn the topics very clearly.

The teacher gave a homework on a film “Golapi Ekhon Train E” and students discussed with each other about it.

CRITICAL EVENT (If took place)

Was there any ‘critical event’ in the lesson? (a point where communication broke down and there was a confusion). How did the teacher handle the situation?

Yes, there was some network issue some students faced. Rather then this everything went well.

Strengths observed:

- Very confident and experienced teacher.
- Well organized on lecture as well as answering questions.

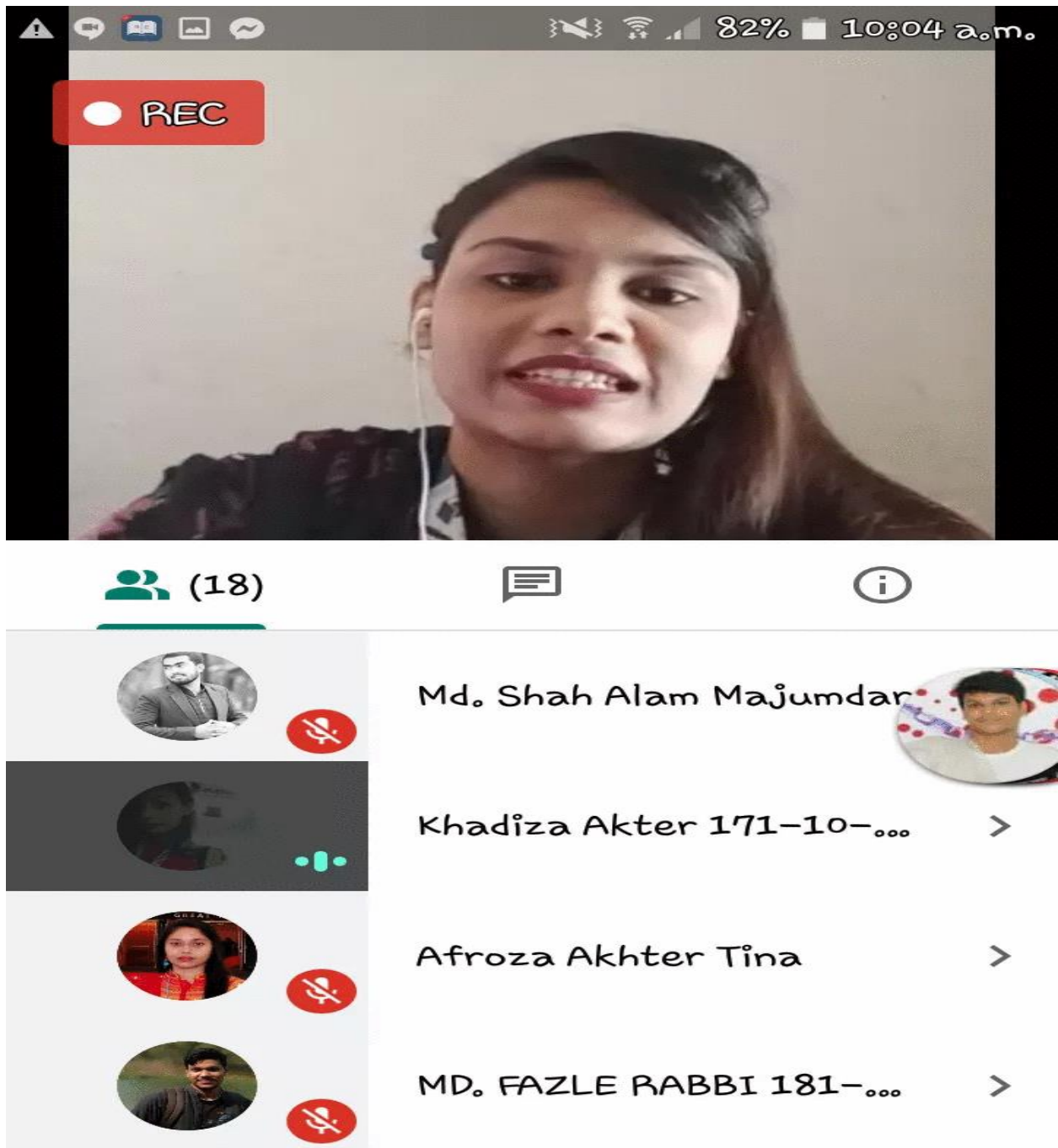
Suggestions for improvement:

- **Students should be more serious as they did not did homework properly.**

Overall impression of teaching effectiveness:

Mr. Md. Ariful Islam Laskar is very well known and experienced teacher in Literature. He is doing hard work for the student’s needs and does it very proficiently.

Class taking Photograph:



ClassLink:

<https://drive.google.com/file/d/1Phktx8GohWfNFSeNAN2qG53jkmyEBAUm/view?usp=drivesdk>