



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

Dr. Towfique E Elahi

Assistant Professor

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Prepared by

Md. Alif Hasan

ID: 172-24-616

Batch: 31st

Department of Journalism and Mass Communication

Faculty of Humanities and Social Science

Daffodil International University

Submission Date

20 April, 2021

Letter of Transmittal

Date: 20-04-2021

Dr. Towfique E Elahi

Assistant Professor

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. Alif Hasan

ID: 172-24-616

Batch: 31st

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. Alif Hasan**, bearing ID No: **172-24-616** of the Department of Journalism and Mass Communication has been approved for presentation and defense. Md. Alif Hasan has worked with Media Lab as an intern under my supervision. He has completed the work during the Spring-2021 semester.

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

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

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Dr. Towfique E Elahi".

.....
Academic Supervisor

Dr. Towfique E Elahi

Assistant Professor

Department of Journalism & Mass Communication

Faculty of Humanities and Social Science

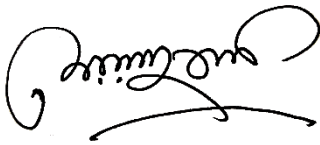
Daffodil International University

Acceptance of Internship Placement

TO WHOM IT MAY CONCERN

This to certify that, Md. Alif Hasan, Student ID No- 172-24-616 has completed his internship in the Media Lab successfully. He worked here from 25th January 2021 and ended on 4th April 2021. He was assigned in editing department to learn the overall news and programs editing process. The feedbacks 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

Deputy 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 Dr. Towfique E Elahi, Assistant Professor, 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, Deputy 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 **Dr. Towfique E Elahi**, who is the Assistant Professor of the Department of Journalism and Mass Communication at 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 include making documentary, promotional and news as well as video production for any sort of media during my internship. This enables career possibilities for me in video production organizations and ad farm. 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 fulfill 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 works for Daffodil International University. It also works for Daffodil Group. Media Lab captures all program footage and edits 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 Spring 2021 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 Deputy Director in Media Lab. He helped me a lot during my internship period. He taught me practically how to collect information and edit video. He gave assignment to me. He also helped me to work in all of vital programs.

1.5 Duration of Internship

I worked as an intern video editor at Media Lab for 10 weeks. My internship period started from 25th January 2021 and ended on 4th April 2021.

Chapter Two

Activities during Internship

2.1 Work place log



Department of Journalism and Mass Communication
Intern Attendance Form

Name of the Intern: Md. Ali & Hasan.

Place of Internship: media lab

Name of the Supervisor: Shaik Md. Abdur Razzaque subject: video editing

SN	Date	Check in (Time)	Check out (Time)	Work Status
1	25 th January to 31 st January	9.00 am	5.00 pm	
2	01 st February to 07 th February	9.00 am	4.50 pm	
3	08 th February to 14 th February	9.00 am	4.00 pm	
4	15 th February to 21 st February	9.00 am	4.50 pm	
5	22 th February to 28 th February	9.30 am	4.00 pm	
6	01 st March to 07 th March	9.30 am	5.00 pm	
7	08 th March to 14 th March	9.00 am	3.00 pm	
8	15 th March to 21 st March	9.00 am	3.30 pm	
9	22 th March to 28 th March	9.00 am	5.00 pm	
10	29 th March to 04 th April	9.00 am	5.00 pm	

Shaik Md. Abdur Razzaque

2.2 List of Weekly Activities:

First Week (25th January to 31st January)

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

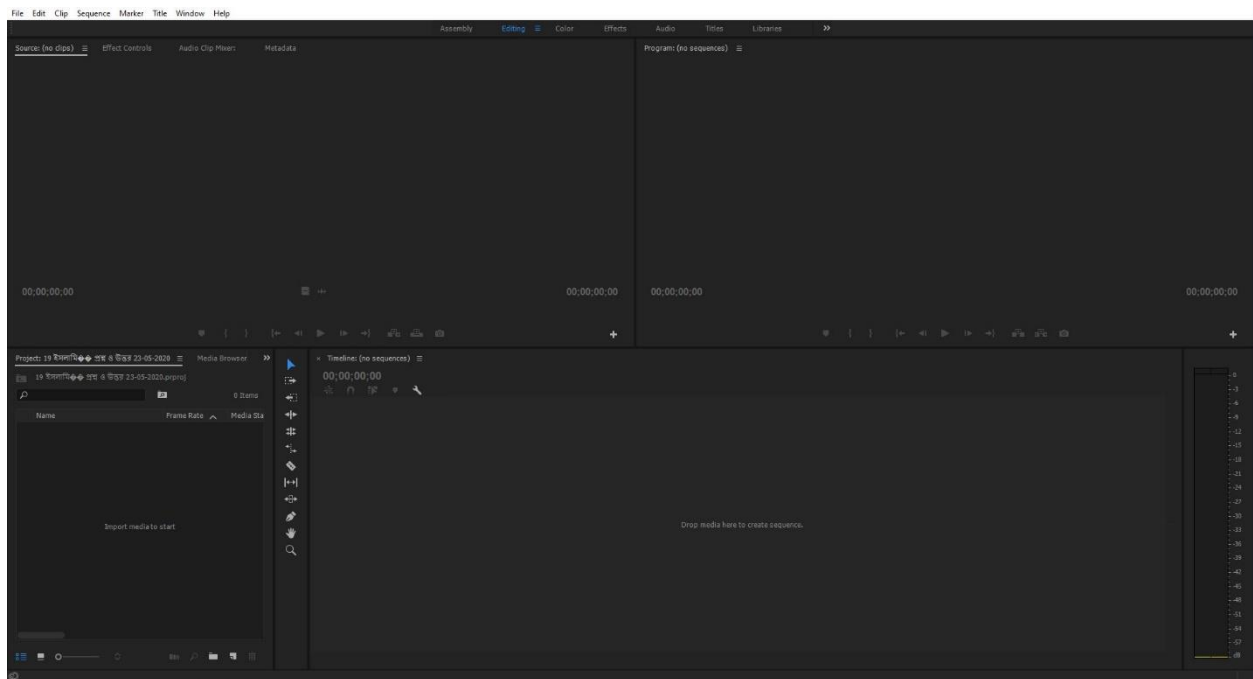


Photo: Premiere Pro CC 2017 Interface

Second Week (01st February to 07th February)

- ✚ I Got idea about television news editing.
- ✚ Watch previous video reports, documentaries and promotional.
- ✚ Made a Program Daffodil alumni “se din r a din”.
- ✚ Edited me Greetings Message from Prof. Achyuta Samanta, Founder of KIIT & KISS, India on 19th Founding Anniversary of DIU.



Greetings Message from



Prof. Achyuta Samanta

Founder of Kalinga Institute of Industrial Technology
& Kalinga Institute of Social Sciences, India
Member of Parliament, Lok Sabha, India

Third Week (08th February to 14th February)

- ✚ Learn about Adobe After effects
- ✚ Done few text designs for DSA, DIU
- ✚ Adobe After effects Practiced more and more.
- ✚ Edited Dean Office FAHS Campus TV program.

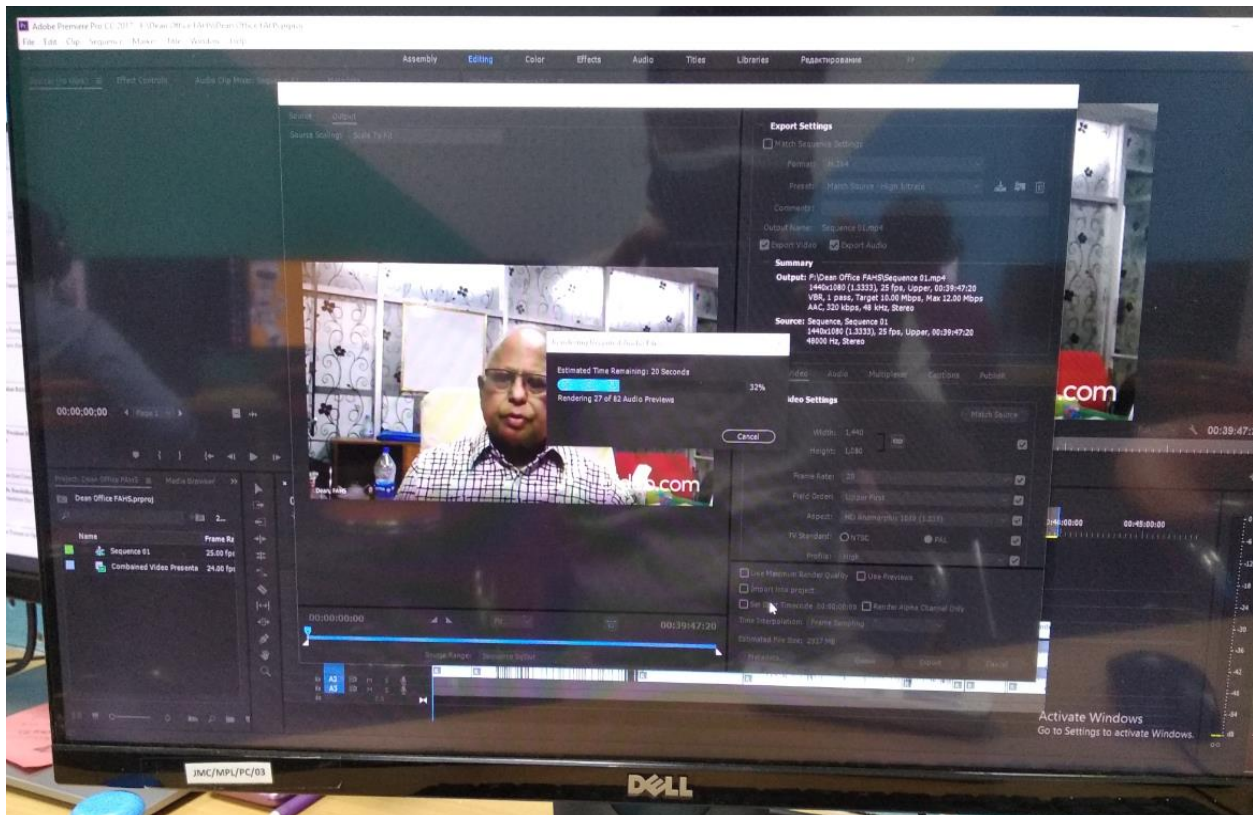


Photo: Doing rough cuts & practicing video editing.

Fourth Week (15th February to 21st February)

- ✚ Learn the use of ProShow Producer.
- ✚ Done shooting for several programs.
- ✚ Learn the features of promotional.
- ✚ Edited for Teaching Apprentice Fellowship (TAF-2021) program for HRDI, DIU.



Photo: ProShow Producer use and made by me.

Fifth Week (22th February to 28th February)

- ✚ 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 Dhaka Chamber of Commerce & Industry DCCI program.



Photo: I was at the time of the interview.

Sixth Week (01st March to 07th March)

- ✚ Edited Testimonial for DIU Students.
- ✚ Text designs for Bachelor of Real Estate Program DIU.
- ✚ Adobe After effects use & Background Remove worked.
- ✚ Edited episode “Narir Sathkahon”, a Campus TV program.



Photo: Editing episode made by me.

Seventh Week (08th March to 14th March)

- ✚ Learn the use of VideoScribe.
- ✚ Practiced more and more.
- ✚ Edited Interview of Dhaka Chamber of Commerce & Industry DCCI all Members.



Photo: Interview DCCI Members Edited by me.

Eighth Week (15th March to 21th March)

- ✚ Learn how to edit audio in Audacity.
- ✚ Adobe After effects Practiced more and more.
- ✚ Edited program Daffodil alumni “sedin ar adin”



Photo: Daffodil alumni this program Edited by me.

Ninth Week (22th March to 28th March)

- ✚ Practiced more and more.
- ✚ Edited HRDI Teachers Training Program Daffodil Smart City part: (01 to 04).
- ✚ Edited Research Award Giving Ceremony -2021



Photo: Research Award Giving Ceremony -2021 Edited by me.

Tenth Week (29th March to 04th April)

- ✚ Edited Japan Language test (class).
- ✚ Practice Photo editing.
- ✚ Adobe After effects logo Practiced.
- ✚ Provided editing support to JMC Students for Advance Video Production Course.
- ✚ Edited Teaching Apprentice Fellowship Program – 2021 all Video Resume.



Photo: Teaching Apprentice Fellowship Program I removed the background and edit by me

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. This is way I learned and gained knowledge.

Knowledge about My Work:

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

3.2 Tools and Technologies:

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,
- Quark XPress 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. Video is the best thing for these media. Most of the print media house also established their online version and there video is the most important part of their news element. And in this digital era all office and organization need video documentary for their work. I worked as a video editor in this intern time, so it will be very helpful for me to get job in various media and also in various video production organizations. I know how to make television news, how to make documentary. So it is easy to me to get a job in media house. The skill of video editing may strong my resume and we know that without strong resume it is impossible to get a fine job. It may strong my resume.

Chapter Five

Conclusion

5.1. SWOT Analysis:

➤ Strengths:

- Use of latest technological system
- High configuration editing panel
- All the time 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 work in Media Lab as an intern video editor for 3 months. I want to say that, I got the proper monitoring from my supervisor and others. 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.
- 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. Bangabondhu DIU Mini Marathon 2021 .
https://drive.google.com/file/d/1hZxNjh_TGcuU0mB8_RMf7aOph-Uz1e5W/view?usp=sharing
2. Greetings Message from Prof. Achyuta Samanta, Founder of KIIT & KISS, India on 19th Founding Anniversary of DIU
<https://fb.watch/4OQnDXVfHn/>
3. TAF Candidate Interview by HRDI.
<https://drive.google.com/drive/folders/1j2SVfAnjlzgmqJwNWHoXGZpsVw47RkmU?usp=sharing>
4. Teaching Apprentice Fellowship (TAF-2021) program for HRDI, DIU. (part -1)
<https://drive.google.com/file/d/1d0jcT6Wu9LOHoa49xOTgDoVwavP61OW6/view?usp=sharing>
5. Promotional for Teaching Apprentice Fellowship (TAF-2021) program for HRDI, DIU (part -2)
<https://drive.google.com/file/d/1d0jcT6Wu9LOHoa49xOTgDoVwavP61OW6/view?usp=sharing>
6. Dhaka Chamber of Commerce & Industry DCCI program.
<https://www.youtube.com/watch?v=CENN7nygAT8>
7. Episode “Narir Sathkahon”, a Campus TV program.
https://fb.watch/4O_VfeAPNL/
8. Guest visit from different industry owners at Daffodil Smart City -
<https://drive.google.com/file/d/1FuUaxIz3N5EHlyhmsam2WlGYZhbP4pAuvEdTyFdUaA6qqzIOev?usp=sharing>
9. Daffodil alumni “sedin ar adin”.
<https://fb.watch/4O-Dw9uqKC/>
10. Research Award Giving Ceremony -2021
<https://fb.watch/4P0Atd2IyC/>
11. Japan Language Test (Class) -
<https://drive.google.com/drive/folders/1tSeh2phJpP4pAuvEdTyFdUaA6qqzIOev?usp=sharing>
12. DIU Laptop Distribution Documentary –
<https://drive.google.com/file/d/1-ktXCzBITbGh6UHR1DQ5n9gdZZVTOaf5/view?usp=sharing>

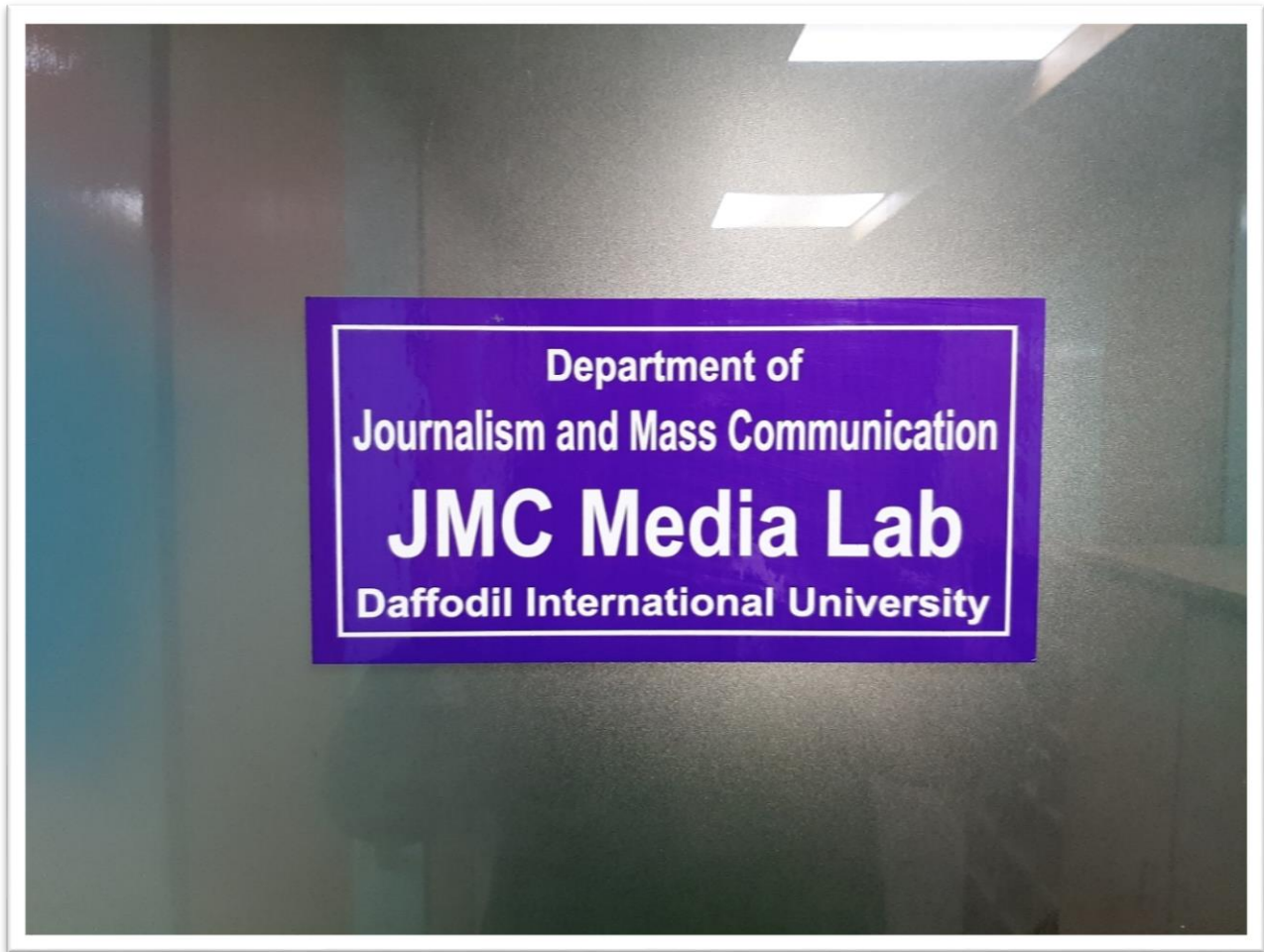


Photo: JMC Media Lab Office

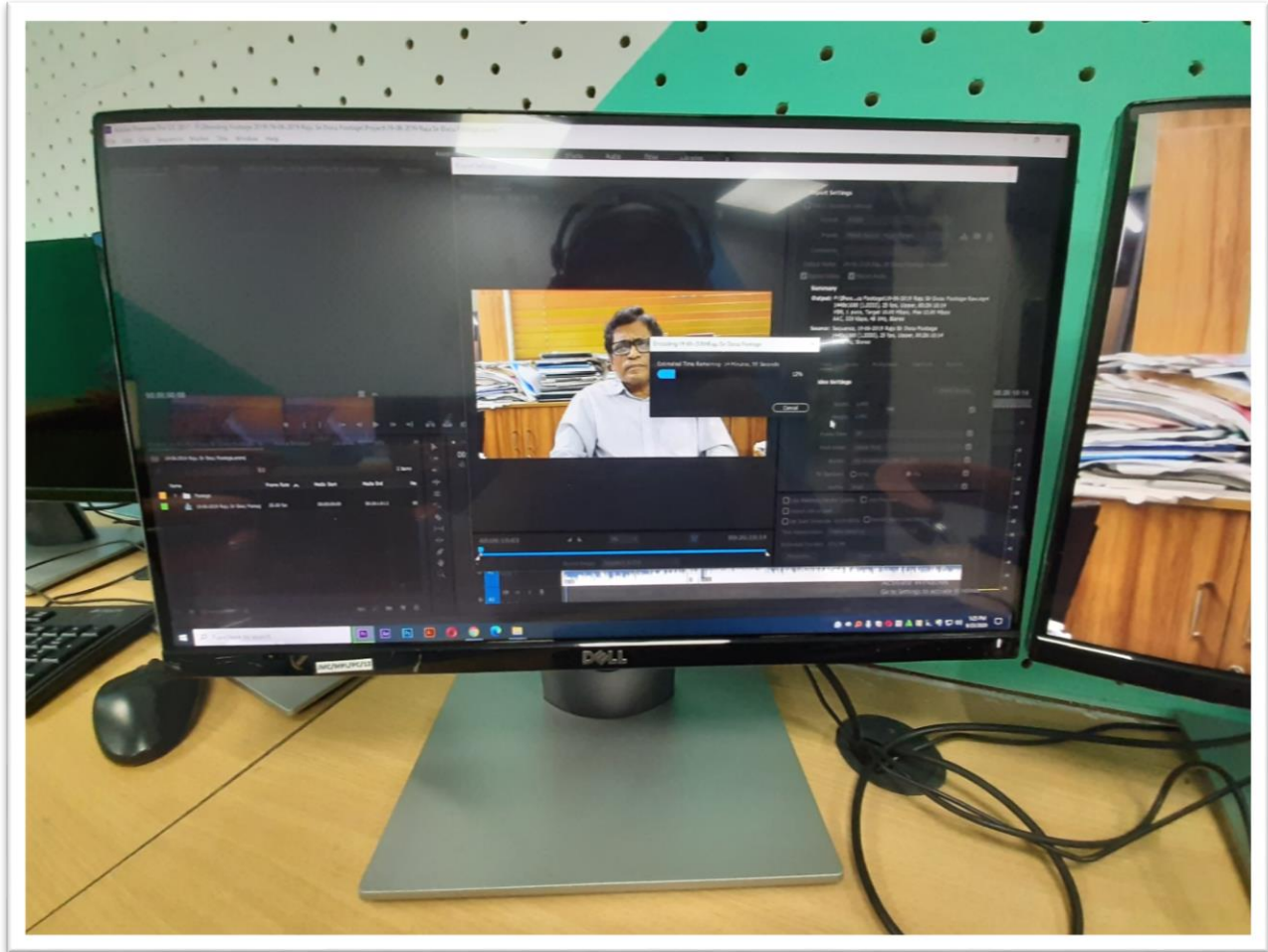


Photo: Post production process in JMC Media Lab

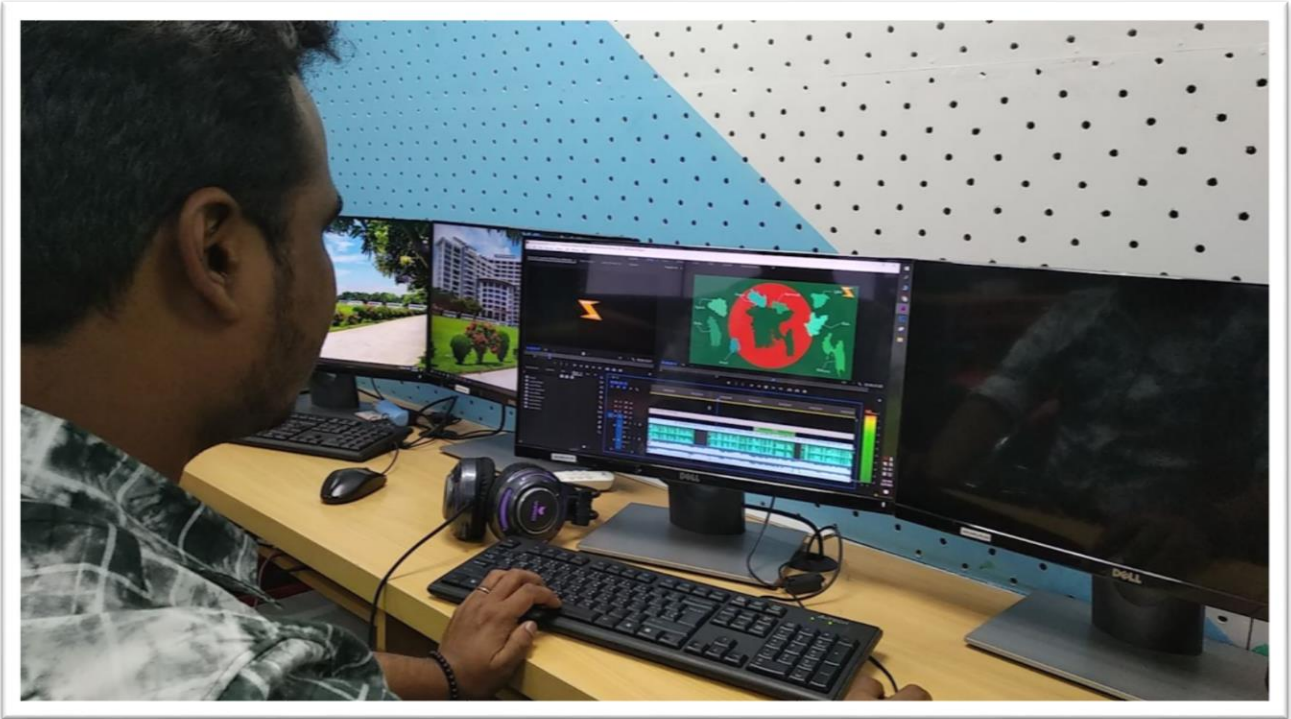


Photo: Daily work and practice video editing in JMC Media Lab



Photo: Editing Dhaka Chamber of Commerce & Industry DCCI in JMC Media Lab

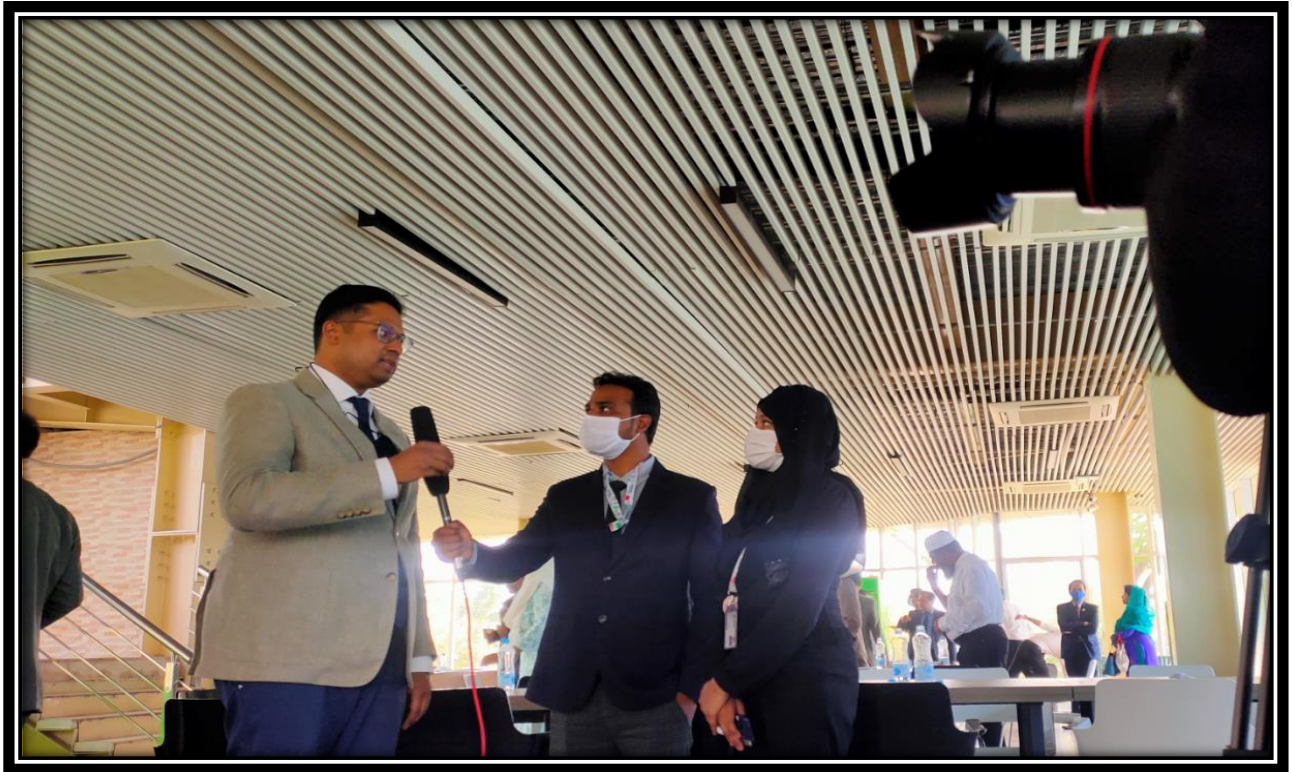


Photo: When I receive interview DCCI Member