



Internship Report on

Online Class Observation and Conduction in English during the Outbreak of COVID- 19

Submitted by

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Submitted to

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Declaration

With self regard, I am declaring that I have completed my internship report in my own on a project paper and submitted to the Department of English, Daffodil International University. It is a real work of mine for the completion of my course titled '**Project paper**' (course code: ENG 334) , B.A. (Honours) in English. I was given a task to complete the project paper on '**Online Class Observation and Conduction in English during COVID-19**' and my respected supervisor Ms. Shahrina Afrin Siddique, Lecture, Department of English, Daffodil International University, has guided me to complete the whole part of the project paper.

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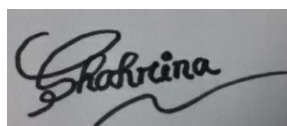
Daffodil International University.

Certificate of Approval

It is my pleasure to certify that this internship report entitled “Online Class Observation and Conduction in English During the Outbreak of COVID-19” submitted to the department of English, Daffodil International University is a unique and original piece of work done under my supervision by Md. Emtiakh Foisal Emon, student ID: 173-10-1642.

I recommend this work for viva-voce and academic commendation.

I wish him every success in life.



Shahrina Afrin Siddique

Lecturer, Department of English

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Acknowledgement

Now a days, we are going through online platform due to COVID-19. Our life has become a cell, but still all activities are going on for the blessings of online platform. For this, we are able to do our daily works. This is a great opportunity to seek knowledge because all sources are available in the internet. Even my study is also still ongoing and it is not being hampered. That is why first of all, I am thankful to the almighty Allah. Now, I am in the last semester of under graduation study and I have done my internship under the department of English, Daffodil International University. My supervisor, Ms. Shahrina Afrin Siddique has helped me

a lot and she is a very helpful. From first to last, she has continuously helped me to complete the project paper. That is why, I am also thankful to her. Without her help, it would not be possible to complete this. Not even that, my peers Tasnim Sultana, and Rabby Bhuyan are very co-operative and smart. They allow me to observe their classes and their classes were quite good. I must have to thank the students of the department of Electric & Electronic Engineering, 211 batch. They are also quite co-operative, active, and responsive. Their responses were quite good. Overall, my internship was very successful.

Abstract

As we are in a pandemic, we cannot go outside. That is why, completing the internship report in real life , is not possible. I have to do it online. The Project paper is on ' Online Class Observation and Conduction in English during the Outbreak of COVID-19'. MS. Shahrina Afrin Siddique was my supervisor. From the first to the last, I had to communicate with her for many important information. For the online education platform, I have been able to conduct a tertiary level class. I took permission from my respected supervisor for conducting one of her classes and she gave me permission. I conducted my class on 6th March, 2021 using Google Meet. In this class, my respected teacher and the students helped me a lot. Then I observed two classes of my peers. In these class observations and conduction, I gathered many experiences of teaching method, drawing attention, giving and getting ideas, etc.

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Chapter – I

Introduction

There is no doubt that English is the world's number 1 lingua franca. In this modern world, English language has become an essential part in our life. It is spoken all over the world. If we look into job sector, we can see that how much demanding language it is. Not even in the job sector, the education sector is also depended on this language. The online education system has changed the era of learning. All sources are available online. This platform has opened the opportunity of advanced learning. This is why, the demand of English language is being increased day by day. We are going through an outbreak of COVID-19. In this situation, we are doing almost every activity through online. I am a student. So I am doing my classes and study online. Those who are job holders, they run their activities online. Even business, banking, meeting etc are being conducted online. As I am a student of English department of the semester, I have to do an internship online. As there is no scope of going outside, I had to do it online and I conducted one class and observed two classes. By this class conduction, and observations I have gathered many experiences, skills, techniques etc.

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Objectives

This task has the following objectives:

- i. To observe online teaching and learning.
- ii. To observe how can online class be effective.
- iii. To attain teaching experiences.
- iv. To observe how to make a strong relationship between teachers and students through online class
- v. To observe the advantages and disadvantages of online class.

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Methodology

During my internship, I have gone through a procedure. After doing registration at spring 2021, I got an email from my university regarding a project paper and I found my group and supervisor at student portal. Then I collected my respected supervisor's number and contacted with her. Then she said to me to send her an email that I am in her group and I mailed her. She replied through some instructions and told me to create a Whatsapp group for our communication. I created a group and I with my peers did our first meeting. The meeting was very helpful. In that meeting she gave a detailed idea about our project paper and told me to create a lesson plan. I created that. Then she gave us some topics on class conduction and told us to choose a topic for class. I chose my topic and make a PowerPoint slide to conduct my class. Then she selected a date to let me conduct the class. I conducted a class on professional English on 6th March of the department of Electric & Electronic Engineering. The experience of my class conduction was very good because my supervisor continuously helped me and the students were also very co-operative and quite responsive.

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Institution Details

Name	Daffodil International University
Address	Daffodil tower, shukrabad, Mirpur road, Dhanmondi-1207
Established	2002
Number of campus	3
Number of teachers	More than 1000
Number of students	More than 30000
Education system	Classroom and online
Online platform	Blended Learning Centre (BLC), Google classroom and Google Meet
Library	Yes
Shift	Yes
Teacher's Room	Yes
Cultural activities	Yes
English Lab	Yes
Computer Lab	Yes
Vehicles	Yes
Auditorium	Yes
Playground	No
Security	Yes
Canteen	Yes
Prayer room	Yes
Sports activity	Yes
Staff room	Yes
Mosque	Yes
Website	www.daffodilvarsity.edu.bd

Chapter-v

Class observation reports

First online class observation: One of my peers Tasnim Sultana conducted a class on 20th March, 2021 at 4.00 p.m. She conducted a class of the students of Pharmacy department, and they were in 1st semester. My respected supervisor Ms. Shahrina Afrin Siddique gave me and my peer permission to observe the class. Tasnim conducted a class on question making. Her topic was a very important topic. She decorated her PowerPoint presentation slides very elaborately and clearly, but at the first time, she started her class with a nice video which was a very informative video. In this video, I got an overall idea of question making. She gathered a lot of information in her presentation slides. There were many formulas of question making and also there were many exercises. She was explaining every slide properly and in a smart way. She was always trying to give example and asking questions for a good communication with students. She kept a lot of practical sessions for understanding this topic quite broadly. She utilized her time effectively. Not even that she kept some URL links for extra practice. At the last stage of the class, she played a game with students. The game was buying and selling. Which is a perfect game of question making and the students were very enthusiastic to play the game and they played well. The students were very co-operative and intelligent and also Tasnim's voice and teaching method were excellent. In a nutshell, the class was very cognitive and interesting and I enjoyed her class a lot.

Second online class observation: I observed the second class on 01 April, 2021 of my peer Rabby Bhuyan. He conducted a class on 'Cover Letter and CV Writing' of the department of Civil Engineering . He started very well but his voice was very low. For that reason, the students not understand the topic properly. That is why, so much time wasted for repeating and explaining. Even his internet status was very poor. But he was trying to clear every matter. His PowerPoint presentation slide was informative. Poor internet status was not his fault. It was a technical issue. For this reason, inspite of having a good PowerPoint presentation slide, he could not utilize his time.

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Teaching Experience

When I heard that I have to conduct a class, I was very much anxious because I have never conducted a class before. Even I have not ever stood in front of audience. Shyness was one of the reasons of not standing in front of audience. But my respected supervisor Ms. Siddique gave me courage to conduct the class. Even I did not know the etiquette of online class, but I have been doing online classes for one year due to the pandemic of COVID-19. That helped me a lot to attain teaching etiquettes. So I conducted a class on 6th March, 2021. The students were of the department of 'Electric and Electronic Engineering'. The class duration was 1 hour and 10 minutes. I divided this class into three parts. First five minutes were for warming up, then next 40 minutes were for overall discussion, next 15 minutes were for exercise and last 10 minutes were for questioning, and problem solving. I conducted the class on 'conditional sentences'. I experienced that conducting a class is very tough. Drawing the students' attention, making them comfortable to ask question, creating enthusiasm are very tough. That is why, firstly I took 5 minutes to make them comfortable by gossiping and that helps me to conduct the entire class very easily. Before the class conduction, I created a PowerPoint presentation slide to let the students understand very clearly as this is a pandemic situation. When I was giving lecture on Conditional sentences, I was always giving examples on particular structure of the sentence, and instant exercises. Even sometimes I told them to create their own sentences. That idea was very effective. In the last part, I gave them a floor to ask me questions and they asked many questions on this topic and I answered them. Then I took some feedbacks on the overall class, lacks, improving the class etc. Then I finished my class by wishing them all the best.

My overall experience was very nice. The students were very co-operative and enthusiastic, which actually created a good environment in the class.

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Overall findings

There is no alternative of physical classroom. But as we are going through a pandemic situation, we have to do many activities online, such as online education. But as I have conducted a class, I have found some observations at online platform. The observations are given below:

- i. Some students did not have strong internet connection.
- ii. Some students were not active.
- iii. Most of the students were very responsive and co-operative.
- iv. Students did not feel bored.
- v. Some students did not do any exercise.
- vi. Online teaching is not an easy job.
- vii. Teachers are trying to do their best on this platform.

Chapter-viii

Recommendations

Online class is very new to us. We have not been accustomed to this. Even in our country, internet connection is very poor in the rural area. At our University, we did our class with joy. We could gossip, play, wander after class. We could do class with attention, participated in many cultural programmes etc. but for this pandemic, we are being deprived from these wonderful activities. If I did my internship in real life, it would be more enjoyable, but as We can not do this we have to make online platform more effective. Student have to have a strong network connection so that they can come to video class because I have observed that many students do internet browsing or anything else. So my recommendation will be 'try to manage the classes through video mode'.

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Conclusion

By the grace of Allah, I have successfully completed my internship. I am grateful to almighty Allah. Before the class conduction, I thought that teaching is a piece of cake, but by conducting a class, I have understood that how much tough job it is. I want to thank again to Ms. Siddique because without her I could not be able to complete my project paper. Whenever I sought her help, I found her. She never did miserliness. After finishing my project paper, I realized why teachers are called the builder of a nation. We should always respect our teachers. By conducting the class, I have attained many experiences, gathered many ideas and learned some teaching skills. As we are going through a difficult time, we all are depending on online platform. So I hope that we will use this platform for wellbeing and do a proper use of this

Appendices

Appendix-1: Class Observation Check List.

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

School / College/University: Daffodil International University.

Teacher's Name: Tasnim Sultana.

Class: 211

Section: Day

No. Of Students Present: 21

Course Title & Code: English Language (ENG 101)

Room No: N/A (Online class)

Peer/Observer: Md. Emtiakh Foisal Emon.

Date and Time: 20th March, 2021.

4.00p.m – 5.00p.m.

Objectives of the lesson (As perceived):

- i. To give an elaborated idea of question making.
- ii. To create the occupancy on question making.
- iii. To create the enthusiasm of learning.

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

Yes, all the objectives were achieved. Her class conduction process was good. She conducted her class in a very friendly environment. She had a good occupancy on her topic. Her class was very organised. Overall, she did a good job.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behavior among students)	I saw a good command on speaking and had a good idea and knowledge on the subject matter. She demonstrated her skills through her class and created a knowledge seeking enthusiasm among the students.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	Her class was very organised. She started her class by showing a video. She met the class at scheduled time and finished properly. She ended the class with an attractive game.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	She had been able to hold interest of the students. Many students asked her questions and she tried to answer immediately. Even she was questioning again and again not to keep any confusion and providing feedbacks. Yes, the teacher and students both were ready for the class.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety,	She started her class by a video to provide an overall idea of the subject matter, which was excellent. She decorated her slide very well and organised. She used

	balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	her time and tried to let the students think out of the box.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	She has a great presentation skill. That is why, her presentation was very nice and she had been able to make a good relationship with students. Her voice was clear. But she didn't use English language properly.

Management

Was the time spent properly?

- Yes, the time was spent properly for the good communication skill.

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)

- She conducted her class on 'question making' . The main stages were 'WH question', making question with auxiliary verb and use of question mark. In each stage, she gave the student exercise for question making, asking questions, taking WH sentences from the students, playing video and game.

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, sometimes someone's internet was dropping and he/she joined again in the class asked to let him/her understand again. So, she again explained them without being disturbed.

Strengths Observed:

- i. She conducted the class step by step.
- ii. She has a good teaching skill.
- iii. She had a good communication with the students.
- iv. She had enough patience.

Suggestions for improvement:

- i. Standard English should be used properly.
- ii. Ensure a good internet connection.

Overall impression of teaching effectiveness: Tasnim Sultana conducted her class as good as she could. As her first class, she tried to do a good job and she did it. She utilized her time, created a good bonding with students, encouraged to learn, gave the detailed idea of her subject and maintained a good etiquette. I enjoyed her class a lot.

Class observation check list
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.

School / College/University: Daffodil International University.

Teacher's Name: Rabby Bhuyan.

Class: 201

Section: Day

No. Of Students Present: 19

Course Title & Code: Professional English- III (ENG 200)

Room No: N/A (Online class)

Peer/Observer: Md. Emtiakh Foisal Emon.

Date and Time: 1st April,, 2021.

2.20 p.m. – 3.20 p.m.

Objectives of the lesson (As perceived):

- i. To provide a method of cover letter and CV writing.
- ii. To explain the necessity of cover letter and CV writing.
- iii. How to create a good impression by a CV.

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

- No, the objects were not achieved. He had a good preparation but there were some technical issues as voice and network problem. The students could not understand him properly, because sometimes the class was being stuck. That is why the class was lagged. For this reason, he could not utilize his time.

S/N	Review Section	In what ways? (Specific examples/ clarifications)
1	SUBJECT MATTER CONTENT (shows good command and knowledge of subject matter; demonstrates breadth and depth of mastery; tries to develop a knowledge seeking behaviour among students)	His subject matter was clear. He demonstrated a good PowerPoint presentation slide. He organised his slide very well. There was a bunch of information in his slide. He tried to develop a nice environment of teaching.
2	ORGANIZATION (organizes subject matter; states clear objectives; emphasizes and summarizes main points, meets class at scheduled time, starts and finishes the lesson properly with an attractive warm up and a conclusive end- how the objectives of the lesson met/ what they have learned today)	Though his subject matter was clear but he could not emphasize and summarize main points due to network issue. Even he did not attend the class timely for the network issue and could not finish on time properly. For this issue, he could not start and finish with a attractive warm up. This is why, the lesson was not clear to the students.
3	RAPPORT (holds interest of students; is respectful, fair, and impartial; provides	He failed to hold interest of the students, because the sound was very low. That is why, the students were being bored. He did not give them feedback properly

	feedback, encourages participation; interacts with students, shows enthusiasm, both teacher and students are ready for the class not only on subject matter but also in manner, etiquette and attitude)	and the interaction was not good. Even he could not be able to encourage participation. These all happened for the technical , but both teacher and students were ready for the class.
4	TEACHING METHODS (uses relevant teaching methods, aids, materials, techniques, and technology; includes variety, balance, imagination, group involvement; encourages questions from students and responds with interest; is open to ideas; uses real life examples that are simple, clear, precise, and appropriate; stays focused on and meets stated objectives)	He conducted his class through a PowerPoint presentation slide. He used communicative teaching learning method. He conducted the class through Google Meet. He used a website for exercise and also he kept an exercise part in his slide. But he did not encourage the students to question. But when someone asked question, he responded with interest. He used real life example which was simple and clear.
5	PRESENTATION (establishes classroom environment conducive to learning; ensures learners' interests, maintains eye contact; uses a clear voice, strong projection, proper enunciation, and standard English)	He could not be able to establish a classroom environment because in the entire class, there was poor network and sound issue. Students were not so interested for this reason. He couldn't use a clear voice. There was a lack of proper enunciation for the lagging of the class. Even he did not use standard English when he was giving lecture.

Management

Was the time spent properly?
- No, I do not think that 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 'the key points of cover letter, structure of a cover letter and CV writing'. The teacher did a few activities in the classroom. He covered the Class with giving them the ideas of cover letter, then he showed a structure and an example of a cover letter. Then he gave the students an exercise to know that if they understood or not. Similarly, he clarified, how to write a CV and then demonstrated a CV.

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 a very bothering situation in the entire class. That is the sound issue. The sound was very low and vague. It created an uncomfortable situation. And as it is online class, there was also network traffic. Sometimes, the class was stuck. But the teacher tried to speak, which was sometimes effective.

Strengths observed:

- i. He was very polite that helps to create a polite classroom.
- ii. He had a good teaching style.
- iii. He had a good knowledge, idea and preparation on his subject.

Suggestions for improvement:

- i. To ensure a strong network connection.
- ii. To ensure a loud voice.
- iii. Standard English should be used.

Overall impression of teaching effectiveness: He started his class well. His PowerPoint presentation slide was informative. He was well prepared. His word choice was good, but the sound issue made the entire class very slow. Otherwise everything was overall good. If there were no sound issue, the class would be more interesting.

Recorded Class Link

https://drive.google.com/file/d/1oJl_7YYKR2M0Yz-tHk5MuYVg9alyJCWB/view?usp=drivesdk