



**Daffodil**  
*International*  
**University**

**Internship Report on**  
**JMC Media Lab as a Video Editor**  
**Department of Journalism Media and Communication**  
**Daffodil International University**

**Submitted to**

**Mr. Md. Rashedul Islam**

Lecturer (Senior Scale)

Department of Journalism Media and Communication

Faculty of Humanities and Social Science

Daffodil International University

**Submitted by**

**Md. Saddam Hossain**

ID: 181-24-646

Batch: 33<sup>rd</sup>

Department of Journalism Media and Communication

Faculty of Humanities and Social Science

Daffodil International University

**Submission Date**

14 Dec 2022

## Letter of Transmittal

Date: 14-12-2022

Mr. Md. Rashedul Islam

Lecturer (Senior Scale)  
Department of Journalism Media and Communication  
Faculty of Humanities and Social Science  
Daffodil International University

### **Subject: Submission of Internship Report.**

Dear Sir,

In partial fulfillment of my BSS (Hons.) in Journalism, Media, and Communication requirements, I am happy to submit the internship report. I have now worked as a video editor for three months at Daffodil International University's Media Lab in the Department of Journalism, Media, and Communication. I am grateful to my academic adviser, my employer, and my university for giving me the opportunity to complete my internship quickly. I am confident that these will help me in my profession. The report includes all of the important information I gathered while serving as an intern.

I would also like to thank you for your excellent guidance, recommendations, and suggestions for how to make the report properly.

Thank you

Yours Sincerely,



.....

Md. Saddam Hossain

ID: 181-24-646

Batch: 33rd

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

## Certificate of Approval



I am delighted to verify that Md. Saddam Hossain's internship report, titled "Experiences at Media Lab as Video Editor," and bearing the Department of Journalism, Media, and Communication's ID number 181-24-646 has been approved for presentation and defense. Under my direction, Md. Saddam Hossain worked as an intern at Media Lab. He completed the assignment during the fall 2022 term.

I am happy to attest that the information and conclusions in the paper are truly the work of Md. Saddam Hossain.

Md. Saddam Hossain is tolerant of good morals and a charming demeanor. I hope he has a successful future.

A handwritten signature in black ink, appearing to read "Rashedul", is placed on a light gray rectangular background.

.....  
Academic Supervisor

Mr. Md. Rashedul Islam

Lecturer (Senior Scale)

Department of Journalism Media & Communication

Faculty of Humanities and Social Science

Daffodil International University

## Acceptance of Internship Placement

### TO WHOM IT MAY CONCERN

This is a certification indicating Md. Saddam Hossain, Student ID No. 181-24-646, successfully completed his internship at the Media Lab. He started working here on August 22, 2022, and he left on November 10, 2022. He was tasked with studying the overall news and program editing process while working in the editing department. The editing department has often given him very positive feedback on his actions. He arrived on time and demonstrated a strong desire to learn. He approached his work with great enthusiasm.

I hope he has a successful future.



.....

Shaik Md Abdur Razzaque

Senior Assistant Director

Media Lab, Department of Journalism Media and Communication

Daffodil International University

## Acknowledgement

I am initially grateful to God for giving me the patience I needed to publish this report. I also want to thank my parents and other family members for their unwavering support. Next, let me express my gratitude to my department and university. I also like to thank my distinguished academic supervisor, Mr. Rashedul Islam, a lecturer at Daffodil International University's Department of Journalism, Media, and Communication on the senior scale. I appreciate my respectable supervisor's advice and counsel very much. I would like to appreciate not only the university professors but also all the staff members as they provided all the necessary things to reach the end of line.

I want to express my gratitude and respect to all the Media Lab staff members, in particular the Editing Department. I appreciate the tremendous assistance I received from my industrial supervisor, Mr. Shaik Md Abdur Razzaque, Senior Assistant Director, Media Lab, Mr. Ismail Hossain, Lab Officer, Mr. Nadim Chowdhury, Mr. Alif Hasan, Mr. Nuruzzaman Anando, Lab Officer, and of course other staff members. They helped me, and as a result, I can now gather data, produce video reports, and use other video programs.

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# Chapter One

# Introduction



## 1.1 Background of Media Lab

With the motto of taking the students to the next level to face global challenges, Daffodil International University has developed one of its finest Modern Media Lab under the Department of Journalism, Media & Communication (JMC). The main objective of the Lab is to spread all the knowledge and modern equipment to the students and wrap up the whole environment in a fantastic surroundings. The JMC lab comes with some finest privileges that can nurture students' ideas to reach towards its highest pick. The basic features are,

### **Environment and lab facilities:**

The room comes with not only sound proof but also echo proof with proper air conditioning facilities. The facility also has proper lifts for communication and also has a power backup in case of emergency. The lighting of the rooms also can provide an immersive viewing experience to the viewers.

### **The prominent Video Editing facilities:**

This unit also comes with full air-conditioned facilities and also has Ultra-Modern Matrox RT.X2 Real-time Multi-format, digital Editing WorkStation alongside the Media Lab, nonstop video editing facilities with Matrox Customized HP Workstation. For viewing professional video and to analyze them properly, **SONYLMD 1420** Professional video monitor is also available.

## Work Overview:

The JMC media lab works like a jack of all trades. From the very beginning, it provides tremendous support throughout every department of Daffodil International University. As of now, the lab is taking care of every event such as video capture, video promotion, and digital promotion and so on. It also conserves all the necessary data of the previous events also.

## Contact Information:

Daffodil Smart City

Ashulia, Savar, Dhaka

## 1.2 What is Internship?

An internship is a temporary work experience that students and graduates can gain from employers. Internships introduce graduating students to a working environment in their field of study, where they can learn and develop a variety of skills. Internships are usually completed in sectors such as engineering, IT, sales, marketing, management, and media and graphics design. Completing an internship under a specific employer allows graduating students to develop their skills in communication, presentation, creative problem solving, influencing and personal effectiveness. Internships can last anywhere between a week to 12 months. They can also be either paid or voluntary, but it is important for participants to know their rights regarding payment before officially starting.

**The best internships consist of factors such as:**

- Providing a clear job or project description for the work experience gained.
- Orienting interns to the organization, its culture and work ethics.
- A part-time or full-time work schedule including no more than 25 percent clerical or
- Administrative duties.
- Offering regular feedback on performances.

### 1.3 Background of My Internship:

Internships bridge a student's academic and professional life and give a glimpse of the environment awaiting them in their place of work after graduation. I completed my internship in the fall 2022 semester at the Media Lab in Daffodil International University. Working and gaining experience in the Media Lab as an intern was a great opportunity for me since I obtained valuable experiences from my industrial supervisor, which will surely guide me in my professional career.

### 1.4 Introduction with the Supervisor



Mr. Shaik Md Abdur Razzaque is the Deputy Director of JMC MEDIA LAB and he was my Industrial Supervisor in my entire internship period. Sir guided me during my internship working days and he also trained me on how to collect video footage information and edit videos through using professional tools. He assigned me every type of work that helped me to work as a professional video editor. He also gave me the opportunity to work in all of the vital programs so that I can learn how to work with cameras, lights and green screens.

### 1.5 Duration of Internship

I worked here as an intern video Editor in JMC MEDIA LAB. I had finalized my Internship period from here by working more than 10 weeks. Not only video editing I also tried to engage with a lot of video production works of Daffodil International University. I tried to help my seniors and did all my tasks complete during my internship period. My internship period started from 22<sup>th</sup> Aug 2022 and ended up on 20<sup>th</sup> Nov 2022.

# **Chapter Two**

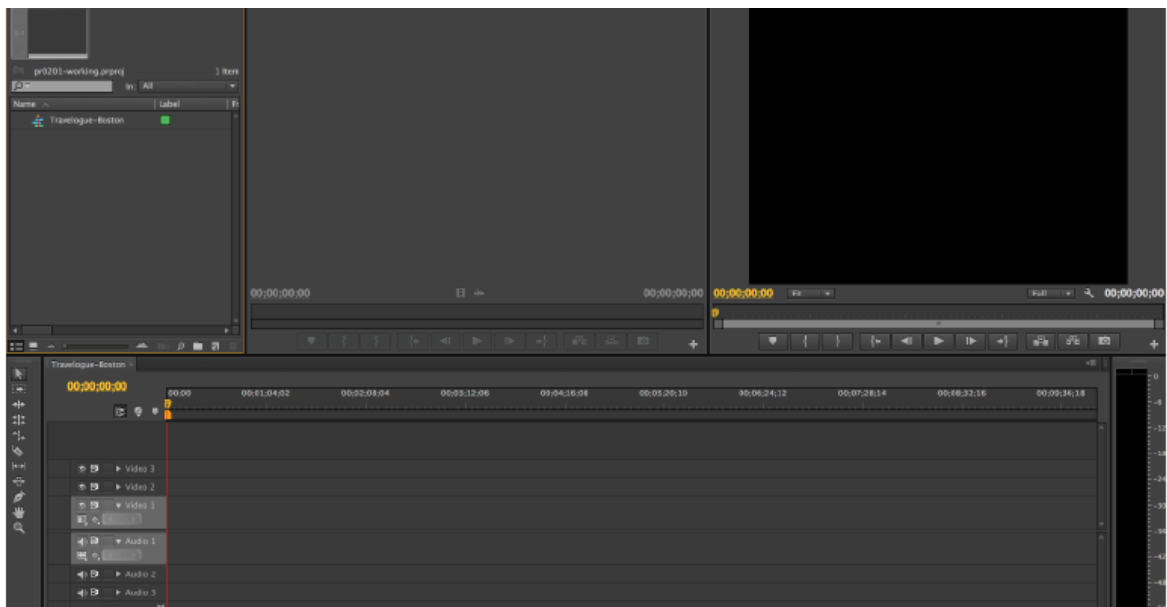
# **Activities during**

# **Internship**

## 2.1 List of Weekly Activities:

### First Week (22<sup>th</sup> Aug to 29<sup>th</sup> Aug)

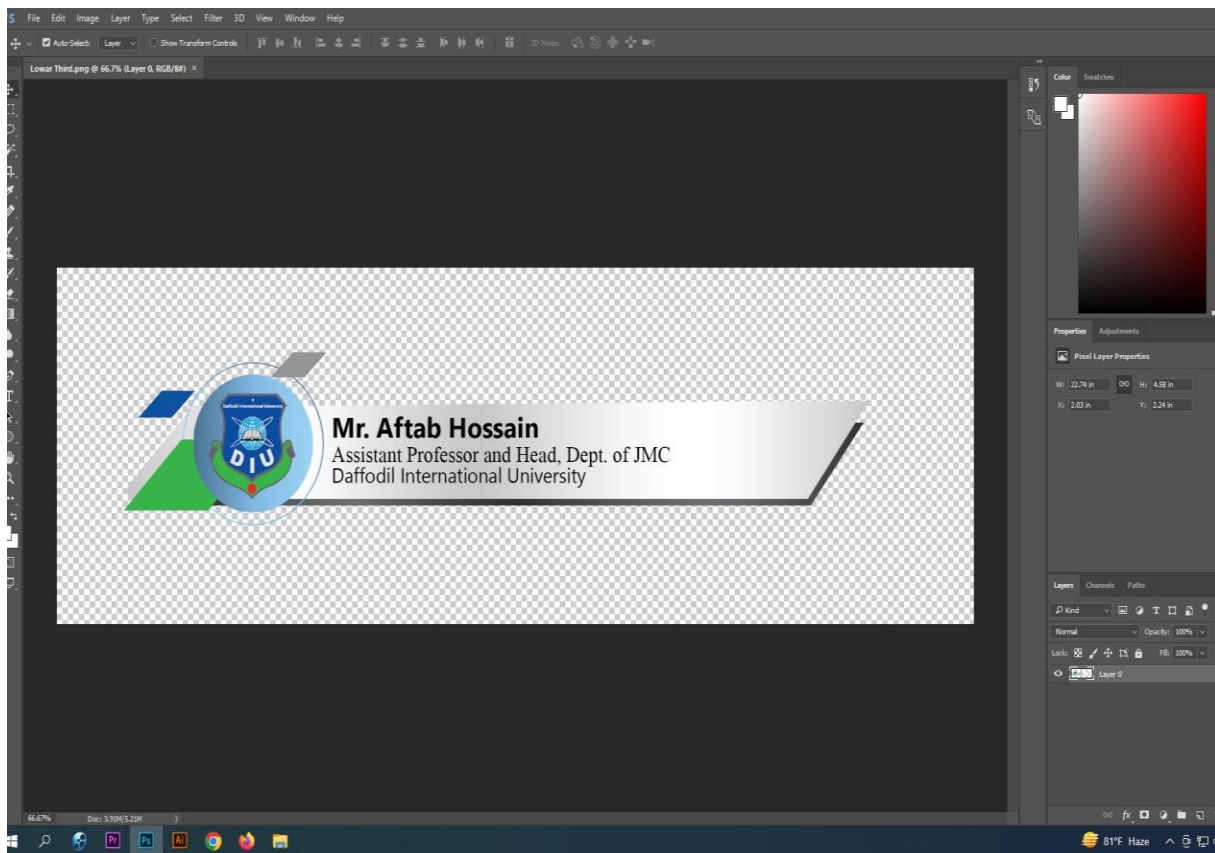
- My Industrial Supervisor was my academic teacher in a course named advanced video production. On the first day of starting, he instructed me all about JMC MEDIA LAB.
- Industrial supervisor suggested to me about the working differences between news editing and program editing.
- I had watched the previous video program that was already edited by Media Lab to know how to work properly on editing.
- Try to gain basic knowledge about some video editing software such as Premiere pro, adobe Photoshop, Illustrator etc.



**Caption: Interface of Premiere pro**

## Second Week (30<sup>th</sup> Aug to 6<sup>th</sup> Sep)

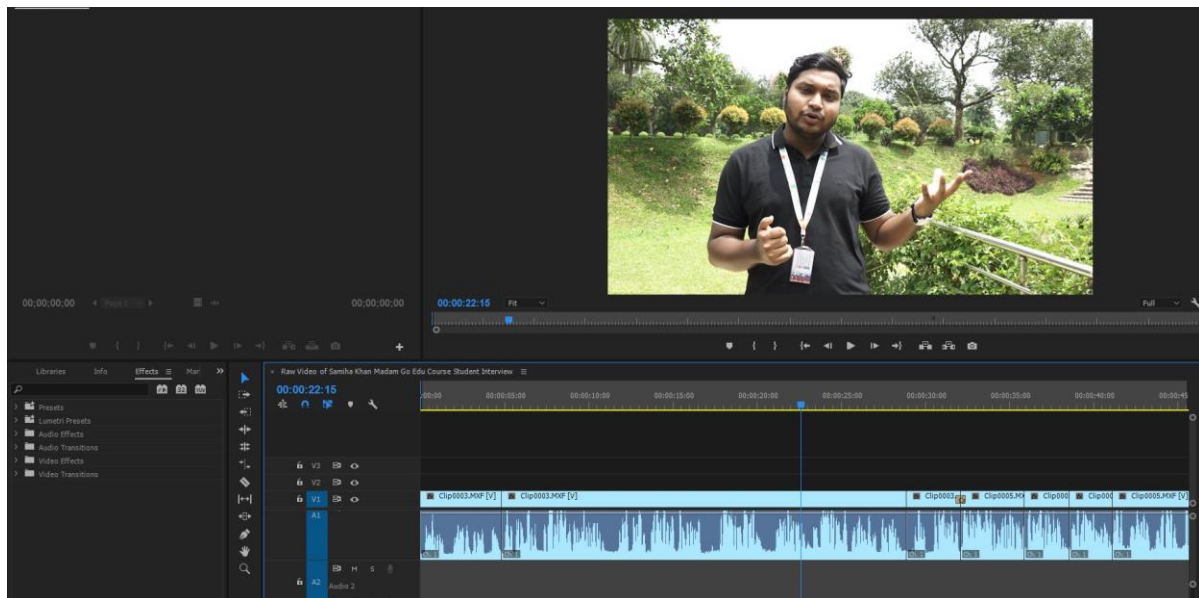
- My Industrial Supervisor gave me tasks every week.
- I watched how to edit a full video from intro to end sitting beside my official senior.
- Whenever I face a problem while editing I get it solved from my official senior.
- Learn about how to edit Lower third and add text on a video.



**Caption: Lower third making**

## Third Week (7<sup>th</sup> Sep to 14<sup>th</sup> Sep)

- Gathered knowledge about interview editing and seminar editing.
- Tried to know how to use video transitions and cut paste of editing tools.
- Edited some seminar programs which are done by different Departments of DIU.
- Edited some recorded projects of the Daffodil Family.
- Watched different types of pre-edited videos to improve my editing sense.



**Caption: Edited Interview video of DIU students on Go Edu course**

## Fourth Week (15<sup>th</sup> Sep to 22<sup>th</sup> Sep)

- Learned how to edit DIU seminar Programs.
- I Took advice from my supervisor.
- Gather knowledge about preparing documentary video edit.
- Edited many special programs for Daffodil Group.
- This was my weekly work schedule.



**Monthly Attendance Sheet**  
**Internship Period: Fall 2022 Semester**  
**Work Place: JMC Media Lab, DIU**

**Name: Md. Saddam Hossain**

**ID: 181-24-646**

**Month: Aug - Nov 2022**

<b>Date</b>	<b>week list</b>	<b>Work Details</b>	<b>Time in</b>	<b>Time out</b>
22th Aug to 29th Aug	1st week	Gained basic knowledge about premiere pro and watched tutorial videos of editing.	09 a.m	04 p.m
30th Aug to 6th Sep	2nd week	Lower third making and adding text on video also solved problems that occur at the beginning of editing.	09 a.m	04 p.m
7th Sep to 14th Sep	3rd week	Edited Interview video of DIU students on Go Edu course.	09 a.m	04 p.m
15th Sep to 22th Sep	4th week	learned about how to edit DIU saminner Programs and practice it on random videos.	09 a.m	04 p.m
24th Sep to 1st Oct	5th week	learned how to make a intro of a video and how to give inserts to hide the camera movement from the footage.	09 a.m	04 p.m
2nd Oct to 9th Oct	6th week	Edited a video of a South asian gaming programme.	09 a.m	04 p.m
10th Oct to 17th Oct	7th week	know about searching a suitable background music for a documentary video from the paid site named envato elements.	09 a.m	04 p.m
18th Oct to 25th Oct	8th week	Edited a promotional video on study abroad on Admission.ac.	09 a.m	04 p.m
26th Oct to 2nd Nov	9th week	Edited an orientation programme of the JMC Department.	09 a.m	04 p.m
3rd Nov to 10th Nov	10th week	worked at indoor and outdoor programs at DIU sc.	09 a.m	04 p.m

**Photo: My weekly work list of JMC MEDIA LAB**

## Fifth Week (24<sup>th</sup> Sep to 1<sup>st</sup> Oct)

- Started Practicing with advanced video editing tools.
- Through my seniors, I learned about fixing sound effects and color balance.
- I tried to learn how to make an intro for every video.
- Tried to learn the Bijoy keyboard for making lower thirds.
- Edited programs for the other departments of DIU also.

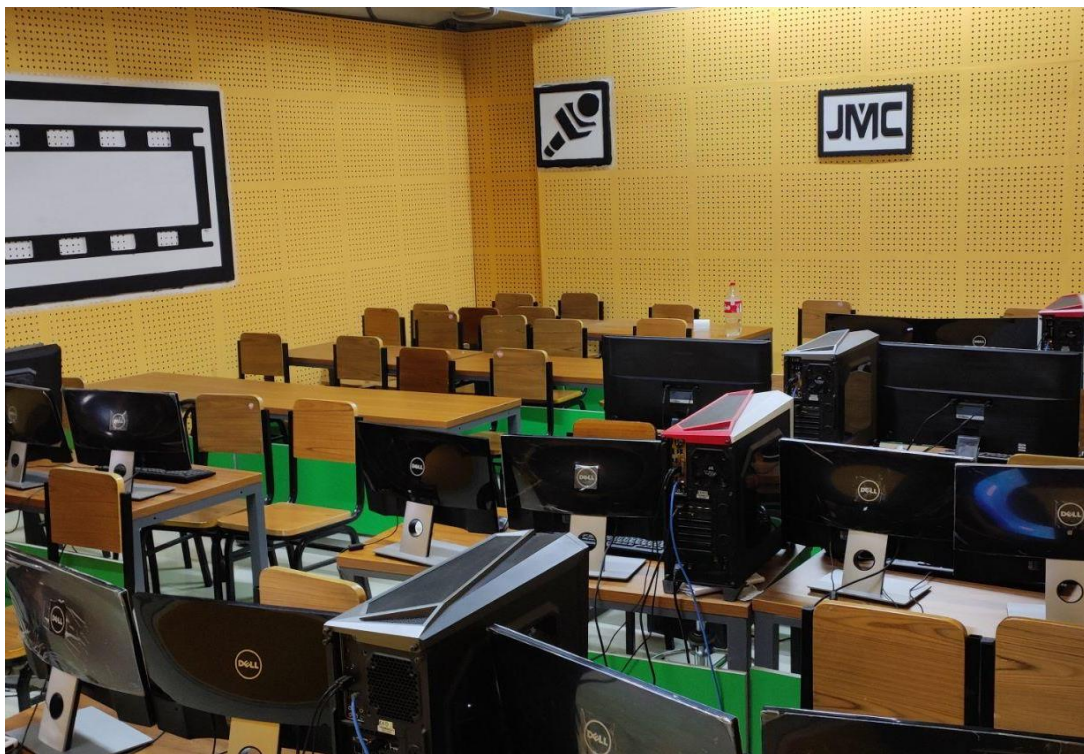


Photo: JMC Media lab where I have worked

## Sixth Week (2<sup>nd</sup> Oct to 9<sup>th</sup> Oct)

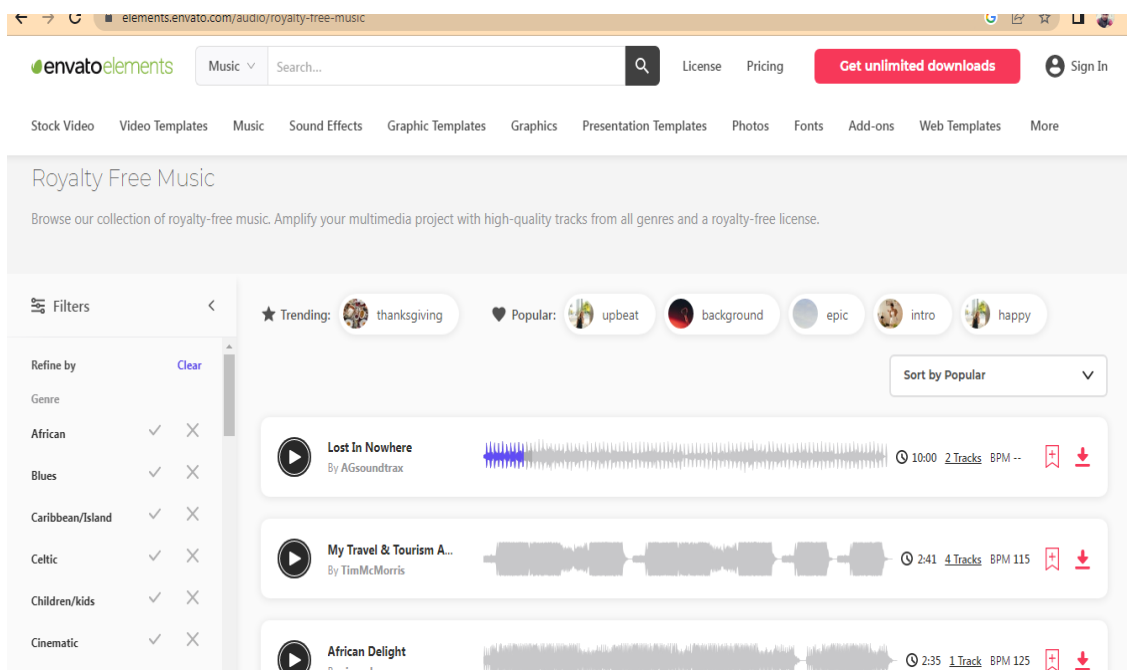
- Practiced photo editing on Photoshop app.
- Used stock footage and made inserts.
- Edited a promotional video of a south Asian gaming programme.
- I learned how to do program editing.
- Also learned how to make full video footage into a short clip.



**Photo: Edited a video of a south Asian gaming programme.**

## Seventh Week (10<sup>th</sup> Oct to 17<sup>th</sup> Oct)

- I have finally edited a documentary video of Real Estate Department
- Searched for background music from a site named Envato elements.
- Practiced how to give a background music properly mixed with a video.
- I learned how to give sound effects in an accurate way.
- Worked with color correction in Premiere Pro 2017.



**Photo: Used Royalty free music station envato elements.**

## Eighth Week (18<sup>th</sup> Oct to 25<sup>th</sup> Oct)

- Edited a promotional video of Admission.AC student testimonial for, UK.
- Fixed the speed and duration of every footage and speech.
- Asked a senior video editor about the background music as a suggestion.
- Practiced video color correction in premiere pro.



**Photo: Edited a promotional video on study abroad of Admission.ac**



## Ninth Week (26<sup>th</sup> Oct to 2<sup>nd</sup> Nov)

- Edited an orientation programme video.
- Analyzed and learned more about the necessary tools for editing.
- Worked with sound effects and colormates.
- I Received feedback about my work from my seniors in the media lab.
- Edited some script wise videos for Daffodil Family.



**Photo: Edited an orientation programme of JMC department**

## Tenth Week (03<sup>rd</sup> Nov to 10<sup>th</sup> Nov)

- Worked as an assistant cinematographer with my seniors.
- I learned about the use of professional cameras from my coworkers.
- Worked in Free Laptop distribution programme and club carnival 2022.
- Also Worked in some indoor programs as a camera person in DSC.



**Photo: In a Conference of every faculty member from all departments, DIU.**

# Chapter Three

# Learning and

# Experience



## 3.1 Knowledge Gathering & Learning

During my internship, I worked as a video editor at the Media Lab. I observed and learned from all the video productions held in Daffodil International University during that time and gained valuable experience on things such as collecting news materials and editing TV news, documentaries and official programs and conferences. I bonded with my coworkers and the experience I gained at the Media Lab helped me understand the workplace atmosphere.

### Knowledge about My Work

Being a student of Journalism, Media and Communication, I obtained academic knowledge from my university. Although I lacked the professional knowhow of working in my field, I gained that knowledge and experience from the Media Lab at Daffodil International University. My supervisor constantly guided me on all kinds of media-related work. I also met other helpful people who guided me in the Lab and gave me insights into future careers in my field. The experience I gained from my internship will greatly help me in the upcoming professional life in my field.

## 3.2 Tools and Technologies

I worked in Media Lab as a video editor, so I adopted a few tools and technologies to edit video:

- Adobe Premiere Pro,
- Adobe Photoshop,
- Adobe Illustrator,
- After Effects,
- Sony 4K Camera controlling,
- Panasonic-Boom-Microphone-EM-2800A.

I know proper use of computers and also know how to use Bijoy Keyboard software for Bangla typing which helps me to make lower third for video.

# Chapter Four

# Evaluation of

# Learning

## 4.1 Academic Learning and Practical Work

The internship period is considered one of the core bridges between professional and academic life. So When I entered the lab facilities I could relate the learnings that I learned from my past academic knowledge.

The core things about production life cycles of audio video, and media production, I learned all the things from this facility.

## 4.2 Skills Developed During My Internship

During my internship, I assembled some skills from Media Lab. Such as –

- Planning and executing checklist
- Resource collecting and gathering
- Maintain office rules and regulations
- Time schedule management
- Increased Speed in Bijoy typing
- TV News show editing
- TV Program package editing
- Documentary making
- Developed professionalism and confidence.
- Developed Communication
- Operating a 4k Video Camera

These skills will help me build-up my career more effectively.

## 4.3 Experiences and Future Career

As we live in the age of science of technology, it is quite common that every day we are getting biased towards the use of new techs. So in order to compete with the changing world, our digital media lab paves the way of our thinking process to another level. Not only the lab focuses on only the academic curriculum but also it enriches our potential in many activities like, playing video games, making creative content, arranging some voluntary works and so on.

Video is one of the most influential mediums to connect people. Almost every multimedia house established their online version to make their platform digital. Apart from media houses, most of the offices and organizations such as government ministries, NGO, and private companies have their online platform in social media.

Video has currently emerged as a revolutionary means of fostering human connection. Therefore, if we look at the globe now, we can see that every media outlet is fully utilizing video technology and disseminating the greatest news possible. They use photos and videos to advertise themselves. These businesses and organizations thus require staff to produce video documentaries for their advertising. During my internship, I gained knowledge on how to produce documentaries and TV news. My resume might be strengthened by the knowledge I gained at Media Lab.

# Chapter Five

# Conclusion

## 5.1. SWOT Analysis of DIU Media Lab

### ❖ Strengths:

- Used upgraded technologies.
- Can work with video and audio editing software.
- Can work with social media.
- Can provide script writing and video editing.

### ❖ Weaknesses:

- Lack of manpower.
- Lack of space for student's practical classes.
- Slow internet and frequently load shedding.

### ❖ Opportunities:

- Can appoint a few more employees.
- Improvement of facilities.
- Can produce TV/Radio programs.
- Can work as a media house.

### ❖ Threats:

- New online competition.
- Identity theft and hacking.
- Copyright issues of any audio or video content.

## 5.2 Recommendation:

I worked at Media Lab as a video editor for almost 3 weeks. So I can definitely assure that I got the proper monitoring from my supervisor and others. But in this short time it is very hard to be a professional in learning video editing. I would like to point out the following things as my recommendations for finding the problems.

- Internship period should extend.
- Need to develop a workplace with more powerful equipment.
- Administration department needs to be more energetic about intern students.
- Authority must take care of employee's satisfaction.

## 5.3 Conclusion

DIU Media Lab is not only a lab it is becoming a phenomena day by day. During all the period of my journey, I learned many tiny lessons from each block of the lab. I am quite lucky enough to experience all the modern technologies, which will expand my possibility to establish my position in the industry.

## 5.4 References

- [https://www.google.com/search?tbm=isch&sa=1&ei=phC\\_XPb6Ou3jz7sP0p2a4A4&q=daffodil+international+university+logo&og=daffodil+international+university+logo&gs\\_l=img.12...0.0..25002...0.0..0.0.0.....1.....gws-wiz-img.pBmyLMXr3Dw](https://www.google.com/search?tbm=isch&sa=1&ei=phC_XPb6Ou3jz7sP0p2a4A4&q=daffodil+international+university+logo&og=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](http://www.wikipedia.org)
- [www.daffodilvarsity.edu.bd](http://www.daffodilvarsity.edu.bd)
- <http://internship.daffodilvarsity.edu.bd/?app=home>
- <https://daffodilvarsity.edu.bd/lab-detail/jmc>
- <https://daffodilvarsity.edu.bd/article/media-lab>

## 5.5 Annex

Here are some of my works that I have edited during my internship:

1. Department of Real Estate Connecting alumni with the students.

<https://www.facebook.com/watch/?v=1169983877267574>

2. Admission.ac Student testimonial for UK

[https://drive.google.com/file/d/1FZHYVp9xqvkHnxVI6XvTCH6dCzkH8KOg/view?usp=share\\_link](https://drive.google.com/file/d/1FZHYVp9xqvkHnxVI6XvTCH6dCzkH8KOg/view?usp=share_link)

3. CSE, “E-Sports” Seminar on Career Opportunities in Gaming Industry

[https://drive.google.com/file/d/1Hwaljr7vVmwAJBC6rMG32js5fFr43rWk/view?usp=share\\_link](https://drive.google.com/file/d/1Hwaljr7vVmwAJBC6rMG32js5fFr43rWk/view?usp=share_link)

4. Raw Video of Samiha Khan Madam Go Edu Course Student Interview

[https://drive.google.com/file/d/1nTvuyJ4hu3Vkf\\_uDwdXV2a-j5zUOSluF/view?usp=share\\_link](https://drive.google.com/file/d/1nTvuyJ4hu3Vkf_uDwdXV2a-j5zUOSluF/view?usp=share_link)

5. JMC Orientation Fall.

[https://drive.google.com/file/d/1WK2I7KYGc4gaxOkbaiPbAoI5IEVzfEYN/view?usp=share\\_link](https://drive.google.com/file/d/1WK2I7KYGc4gaxOkbaiPbAoI5IEVzfEYN/view?usp=share_link)