MSJ



***Contents***

# Internship/ Thesis Manual

1. Checklist
2. Guide to CV Preparation
3. Internship Calendar
4. MSJ internship report writing guidelines
5. Assessment Form for Host
6. Plagiarism Declaration Form General Internship Guidelines MSJ General Internship Instructions

### 1



**Checklist**

1. □ Sign-up with CSO for Internship
2. □ Send CV to CSO
3. □ Registration for Internship
4. □ Collect Forwarding letter from CSO
5. □ Submit letter of acceptance from Internship Host to CSO.

### 2



**Guide to CV Preparation**

### Do not use a fancy font – they are difficult to read and may put some employers off. Use standard fonts like 12 pt New Times Roman or 11 pt Arial. Use consistent formatting style. For example all headings should look similar (same size and type of font, same indentation, spacing, etc).

* + There is no hard-and-fast design template. Try to keep it to one-two pages. NEVER go beyond two pages.

### You should highlight what is BEST about yourself, mention your achievements, but also don’t oversell yourself.

* + Be concise, use active verbs, do not have long sentences, try not to use abbreviations.

### Start with the most recent employment and education details and work your way backwards.

* + Describe what you did using active verbs: "Taught" "Designed" "Implemented"

### Don’t leave gaps between education and employment details. If you have been travelling or using time to volunteer make sure you mention it.

* + Use headings in bold type to help the reader navigate.

### Do not use personal pronouns like “I” or “We” in the wording of the document.

* + Use courtesy titles when referring to people (such as your References). Eg. Dr. Anisul Islam, Mr. Fahad Rahman or Ms. Jahanara Anwar.

### Keep the career objective brief, impersonal (don’t use “I” or “my”) and to the point. Don’t just put together several objectives you have read somewhere and liked the sound of. Long, complicated, objective statements put off the reader right at the beginning.

* + Do give examples of memberships of clubs and activities you participated in. These make you stand out among the crowd and show the employers who you really are.



### Do not include names of your father and mother.

* + - Do not include permanent address.

### There is no need to mention height, weight, blood group etc unless you know these are needed for the job you would like to do. Personal information should be kept to a bare minimum. District, etc, are not necessary.

* + Do mention your expected date of graduation.

### Know when to use capital letters. Always use capitals in names of people, schools, colleges and places (Eg. University of Liberal Arts Bangladesh not University of liberal arts Bangladesh)

* + Do not use abbreviations such as “&”. Use the full form of the word – “and”. Remember that the CV is a formal document.

### Do not include personal qualities, as they are your opinions, not necessarily facts about yourself (eg innovative, hard working, goal oriented). Put emphasis on facts in the CV. Emphasis what you did, what your achievements, activities and interests have been over the last few years.

* + Put a simple border (nothing fancy!) around your digital photograph.
	+ It goes without saying that everything you mention in the CV needs to be accurate and true. **There is no need to sign off on the CV with statements such as “All information given in this CV is accurate to the best of my knowledge”.**

### Leave lots of white space.

* + Make sure you spell check.

### NEVER LIE!



#### Farhana. Q. Student

House 56, Road 4A @ Satmasjid Road Dhanmondi, Dhaka 1209

Email: f.q.s@hotmail.com Mobile: +880-171-111-2222

**Objective**

To serve in a media house, in a well-fitted position and develop my career in news reporting section.

**Professional Experience**

April 2009-Documentary on Seed Collection and Preservation

* + - Assisted cameraman , shot footage , operated boom and recorded sound
		- Took photos of subjects at work on SLR digital camera.

July 2008- Documentary film on ‘Water Pollution’

* + - Created the original concept about the story.
		- Took photos of subjects at work on SLR digital camera.

February 2008 - Documentary film on ‘21st February’

|  |  |  |
| --- | --- | --- |
|  | Shot footage on HDV video camera Interviewed sources |  |
|  | Wrote Bangla language script detailing history and culture of February. | Ekushey |

**Education**

BSS in Media Studies & Journalism : Graduating Fall 2010 (Concentration in Journalism) CGPA 3.93 out of 4.00 University of Liberal Arts Bangladesh

H.S.C Humanities group : 2006, CGPA 4.50 Dhaka College

S.S.C Science group : 2004, CGPA 3.83 Model Academy Mirpur

**Language Skills**

Fluent in Bangla and English.

**References**

M. Professor, Assistant Professor Media Studies & Journalism University of Liberal Arts Bangladesh House 56, Road 4/A, Dhanmondi

E-mail:

Z. Lecturer, Lecturer

Media Studies & Journalism University of Liberal Arts Bangladesh House 56, Road 4/A, Dhanmondi

E-mail





# Md. Q. Student

### House 56, Road 4A @ Satmasjid Road, Dhanmondi, Dhaka 1209. Cell: +880 171 222-3333 Email: md\_q\_student@hotmail.com

**Objective:**

A highly self-motivated individual, inspired to work in the media sector to build up a successful career in a reputed organization, using experience I have acquired in my academic and professional career.

**Professional Experience:**

**June 2009 –February 2010: Photographer for Shwapno Abashan (Monthly Magazine)** Took photos, interviews, edit photos in Photoshop CS3, gathered information, communicated with teammates.

**2009: Assistant Director, Cameraman & Editor of student projects, ULAB**

Assisted the Director, captured video on professional Sony HDV camera, edited in Macintosh Final Cut Pro.

**August 2008-March 2009: Photographer for The Daily Shomokal (“NANDAN” Page)**

Took photos, edited photo in Photoshop CS2, communicated with colleagues and supervisors.

**2006-2007: Assistant Director & Producer, MV of Shubir Nondi under Shangita Music** Assisted the Director, fixed shooting locations, arranged props, and managed the whole team in Cox’s Bazaar.

**Academic Qualifications:**

* Currently studying BSS (Hons.) in Media studies and Journalism in the University of Liberal Arts Bangladesh (ULAB), Term 11th. (CGPA-3.93).
* Completed Higher Secondary Certificate from Dhaka Commerce College, under Dhaka Education Board in 2005 from Business Studies with GPA 4.10.
* Completed Secondary School Certificate from University Laboratory School and College, under Dhaka Education Board in 2003 from Business Studies with GPA 4.00.

**Language Skills:**

Fluent in Bangla. Good speaking, reading & writing knowledge of English.

**IT Skills:**

Basic computer operating skills with Office Management & Microsoft Office. Basic photo editing and illustration, using Adobe Design Pack.

**References:**

**M Professor,** Assistant Professor Department of Media Studies and Journalism University of Liberal Arts Bangladesh

Tel.

**Dr. Professor,** Professor Department of Journalism University of Dhaka Phone:

### 6

#### Calendar for Thesis and Internship: Spring 2022

Department of Media Studies and Journalism

***‘Due to pandemic situation dates & details may be changed'***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. | Event | Details | Date | Remarks |
| 1 | Sign Up form Fill Up | Student will fill up Google form for Sign Up. Sign Up form link: <https://forms.gle/6nfb3mAZMRaLvDQq9> | Deadline 17/02/22 |  |
| 2 | Submission of Acceptance letter(For Internship Students) | Send letter of acceptance (Soft/Scan Copy) from your Internship organization to CSO. (careerservices@ulab.edu.bd) | Deadline 3/3/22 |  |
| 3 | Department Orientation | Internship Orientation | 1/03 /22 | Organized by the MSJ department\*Dates are subject tochange\* |
| 4 | Internship Meeting | Internship Midterm Meeting | 12/ 04 /22 | Organized by the MSJ department\*Dates are subject to change\* |
| 5 | Draft Copy for Review | E-mail a draft copy of final report to your supervisor. | 18/ 05/22 |  |
| 6 | Submission of Final Report | **FOR INTERNSHIP STUDENTS:**Submit the soft copy in PDF Format and in one single file and rename the PDF File name according to your Name. | 23/05/22 | No extension of the report submission date will be given under any circumstances. |
| 7 | Evaluation Report by Host Organization | Submit host organization evaluation / assessment form duly signed by host organization supervisor to CSO | 23/05/22 |  |
| 8 | Presentations | Internship Presentations | 26/05/22 | \*Dates are subject to change\* |

### Prepared by

Muhammad Aminuzzaman Senior Lecturer and

Internship and Portfolio Coordinator



# Guidelines for the Internship Report

## General Guidelines for writing the report

1. The purpose of the report is for the students to record in detail their internship experience:
	* Expectations/Objectives
	* Week-by-week experience in the workplace
	* Details of the projects worked on
	* Work outcomes
	* Satisfaction regarding the Internship
2. The report should also include, where possible
	* Samples of the work undertaken
	* Photo or video documentation of projects worked on
	* Workplace Daily Logs (Daily Diary)
3. Great Care should be taken with the write up
	* The report should be written in clear and concise language
	* Attention to spelling and grammar is requested
	* The report must be word processed
	* It should be presented in a folder

## Report Format

##### Introduction

Please introduce yourself and your host institution: Name:

Student ID:

Department:

Concentration:

Your career goal:

Internship Host:

Direct Supervisor (at host institution):

Host Business Sector (Advertising, TV Journalism, etc) Internship Start Date:

Internship End Date:

How many hours/week:

##### Expectations/Objectives

This should be written before you start the internship. Here you should state why you want to do the internship and what it is you expect to achieve during the internship. You can return to this when you are preparing your evaluation and discussing the outcomes.

For example: "On the completion of the internship I expected to:

* + Apply knowledge gained at ULAB to specific multimedia projects
	+ Develop further technical skills in the field of multimedia production
	+ Acquire new production skills in multimedia
	+ Develop an understanding of business practices in the field of multimedia"

##### Tasks

List your daily or weekly tasks at the internship.

##### Project Details

Provide in-depth details of any projects you worked on, such as an advertising campaign or a multimedia brief for a NGO. Please provide evidence here of work, if possible, such as print ads, scripts, photos or video.

##### Outcomes

Comment on the *advantages* of doing your internship at your chosen host. Also comment on the

*drawbacks* of doing your internship at your chosen host.

List the things you feel you have *definitely achieved* as a result of participating in the internship. That is, what lessons have you learned during the internship?

For example: "As a result of the internship…

* + I now have a clear understanding of the way which a multimedia company operates
	+ I acquired the following additional skills…..
	+ I have begun to create a network of contacts in the area that will benefit my employment chances in the future."

## Appendices (include along with the report)

##### The Workplace Log

Ideally, you would keep a daily dairy of your activities but periodic entries are acceptable. Please turn in the original or a photocopy of your diary. Do not re-type on the computer. Here you record what you actually do on the internship. For example:

***Day 14***

9.00 am – attended a meeting about new project. The team leader outlined the terms for the project and assigned roles. I was assigned to storyboard the ad.

10.00-4.00 pm, Rafiq and I bounced ideas of one another and then translated them into the storyboard.

4.00 pm, Rafiq and I worked on improving the storyboard (see attached examples)

##### Host Evaluation

Included in the Internship Pack is a Evaluation form that your supervisor at your host organization must fill out. It is confidential and must be returned to the Internship Coordinator in a ***sealed*** envelope.

##### Internship Appraisal

*Please answer questions as honestly as possible. Your feedback, both positive and negative, is valuable to ULAB and its internship program. Your feedback will not affect your grade.*

1. On a scale of 1 to 10 (1=lowest and 10=highest), how would you rate your internship experience? Please support your answer.
2. Please list any suggestions you have for ULAB, the internship program or your internship host.

## Guidelines for the Presentation

1. Submit your internship report to your Internship Advisor on or before the prescribed deadline.
2. The internship presentation is conducted in public. This means that anyone can observe the internship presentation.
3. The main participants to the internship are the intern and an evaluation panel – MSJ Head, Student Internship Advisor and another MSJ Faculty.
4. The internship presentation usually lasts for 40 minutes – 15 minutes for presentation and 25 minutes for question and answer.
5. During the internship presentation, the intern must make sure of the following:
	* PowerPoint presentation
	* Short video presentation (if appropriate)
	* Exhibit of work samples in the venue (if appropriate)
	* Dress appropriately
6. During and after the presentation, the panel may ask questions to the intern. The intern will be given some time to answer the questions raised.
7. After the question-and-answer, the intern and the audience (if any) will be asked to leave the room in order for the panel to deliberate on the grade. After deliberation, the intern alone will be called in to listen to the evaluation of the panel. The Student Internship Supervisor will explain the basis of the evaluation to the student.

![Z:\Admin & Faculty Directory, Forms, Logo\Career Services Office logo [Converted].jpg]() CS001

**INTERN ASSESSMENT FORM**

## (To be filled up by Internship Organization)

ULAB ID:

Name of Intern:

Host organization Supervisor: Designation: Organization:

Using the following scale please assess the intern on the criteria listed below:

KEY: 5 = Excellent 4 = Very Good 3 = Good 2 = Satisfactory 1 = Not Satisfactory

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Performance Criteria** | **5** | **4** | **3** | **2** | **1** | **Unable to Assess** |
| Time Management |  |  |  |  |  |  |
| Communication Skills |  |  |  |  |  |  |
| Ability to Work in Team |  |  |  |  |  |  |
| Ability to Work Independently |  |  |  |  |  |  |
| Leadership Skills |  |  |  |  |  |  |
| Self Motivation |  |  |  |  |  |  |
| Commitment to the Task Assigned |  |  |  |  |  |  |
| Creativity |  |  |  |  |  |  |

Comments on where the intern can improve:

Signature of Supervisor & Date:

**Please send the completed form in a sealed envelope to:**

Career Services Office, University of Liberal Arts Bangladesh

House # 56, Road # 4/A, Dhanmondi, Dhaka – 1209, Bangladesh Tel: 9665686, 9661255, 01711298916

CS001 (00) Page 1 of 1

CS007

PLAGIARISM DECLARATION

1. I know that plagiarism means taking and using the ideas, writings, works or inventions of another as if they were one’s own. I know that plagiarism not only includes verbatim copying, but also the extensive use of another person’s ideas without proper acknowledgement (which includes the proper use of quotation marks). I know that plagiarism covers this sort of use of material found in textual sources and from the Internet.
2. I acknowledge and understand that plagiarism is wrong.
3. I understand that my research must be accurately referenced.
4. This assignment is my own work, or my group’s own unique group assignment. I acknowledge that copying someone else’s assignment, or part of it, is wrong, and that submitting identical work to others constitutes a form of plagiarism.
5. I have not allowed, nor will I in the future allow, anyone to copy my work with the intention of passing it off as their own work.

Name \_\_\_\_ (BLOCK LETTERS)

ULAB ID #\_\_\_\_\_\_ \_ \_ \_\_

Signature \_\_\_ \_ \_ \_ \_ \_ \_ Date \_\_\_\_\_ \_ \_ \_ \_

CS007 (00) Page 1 of 1



# General Internship Guidelines for ULAB Students

The University of Liberal Arts Bangladesh (ULAB) believes that:

##### Its students should have a well-rounded education – a balance between theory and practice; academic knowledge and practical skills.

1. **Its students should be able to participate in the practical application of their skills. This is partly fulfilled through the internship.**

To that end, ULAB has made internships a mainstay of its co-curricular life. In their final semester of study, students are required to seek out a suitable organization for an internship to appreciate and experience the dynamics of working in a real organization.

These may usually be unpaid or occasionally paid, depending on the employer. The duration of the internship is usually from 8 to 12 weeks. Students are expected to work the employer’s requested hours, except any class time required on ULAB campus. This is to be negotiated between the host institution and the students.

Suitable employers include any reputable organization in a field related to the student’s course of study at ULAB, including the students Major or Minor. The student internship advisor will approve the suitability of the host institution for the student. Then, a recommendation letter will be given to the student as a potential candidate for the host institution.

If the host institution agrees, they will send a letter of acceptance to ULAB. If the student cannot find a suitable placement, the department will assign a supervised project work or look for a suitable placement. The host institution is requested to fill out an evaluation of the student upon the completion of the internship.

The student is expected to write a report detailing their internship and any lessons learned from it. This report will be presented before a panel of ULAB examiners and will be graded.

The best internship will be the one where a student can obtain their goals, while benefiting the host institution.

ULAB students are expected to take the internship as seriously as they would in any job and conduct themselves in a mature manner. They are expected to be able to work both independently and in a team, and be flexible, proactive and enthusiastic.

Past Media Studies and Journalism interns have found placements in the following host institutions:

* Adcomm
* ATN
* Audiovision Films
* Channel 1
* Computer Barta
* Concern Universal Bangladesh
* Culture Craft
* Daily Star
* Desh TV
* Devnet Limited
* Dhansiri Communications
* DRIK Picture Library
* Ekushey TV
* Ittefaq
* Jamuna TV
* Jugantor
* Kazi Morshed, filmmaker
* Madonna Advertising
* Probaho Media House
* Prothom Alo
* Samakal
* SW Multimedia
* UCEP-Bangladesh (NGO)
* Zanala Bangladesh

# Internships through the MSJ Department

**Course Description.** All students studying at the MSJ Department will undertake an internship in an area of media and/or communication that interests them. The objectives of the course are to familiarize the student with the demands of actual workplace, to develop contacts/networks in the industry and to apply their academic knowledge/skills into practice.

**Internship Course Codes and Credits.** The MSJ Department has a six credit internship course with course codes: MSJ 498 and MSJ 499.

**Eligibility.** MSJ students are eligible to take their internship if they are on their last term of study and if they have only one other course (maximum) in the said term. For this particular term, the student should focus on their internship. It is not advisable to take a course at the same time as an internship.

**Internship Orientation.** The MSJ Department will schedule an internship orientation for students who are likely to be eligible to take their internship at least four weeks prior to the commencement of the internship proper. This is to give students time to explore internship placements. During the orientation, students will learn about the goal of the internship, general guidelines, timelines, report requirement, presentation requirements and internship advisors.

**Curriculum Vitae.** Students will be asked to submit their curriculum vitae a week after the internship orientation. Please see attached format for details.

**Internship Placement.** MSJ students are encouraged to seek out and arrange their own internship. However, your Internship Advisor must assess and approve your recommended placement. Once your advisor gives approval and once you have been accepted in your host institution, the MSJ Department will arrange a letter to be sent to them. If a student finds it difficult to arrange for a placement, the MSJ Department may assign the student a supervised project work or may find a work placement.

**Student Internship Advisor.** All MSJ interns will be provided with an internship advisor. The duties of the internship advisor are as follows:

* To assess the proposed internship placement of the student – whether it is in accordance with the goals of the course.
* To monitor the progress of the student during the course of his/her internship.
* To act in consultation with the MSJ Department Head in case the student encounters problems during the course of his/her internship.
* To participate in evaluating the student’s performance in the internship.

**Internship Period.** The internship period is usually from 10 to 12 weeks. Students are expected to work during the host institution’s requested hours, except the class time required by ULAB. This is to be negotiated between the host institution and the student.

**Internship Decorum.** The internship is a serious undertaking. Students are expected to work hard since their performance reflects on ULAB. Students are expected to abide by the rules and regulations of their host organization.

**Internship Report.** Students are expected to submit an internship report on the prescribed date and the prescribed format of the MSJ Department.

**Internship Presentation.** Students are expected to present their internship report on the prescribed date and prescribed format of the MSJ Department.

**Internship Evaluation.** A panel will evaluate the student’s performance during the internship. The panel consists of the Department Head, internship advisor and a faculty member. The panel will consider the following in evaluating the student: Internship Report, Internship Presentation, Intern Self-Evaluation, and Intern Evaluation by Host Institution Supervisor.



# General Internship Instructions

1. Carefully read the Internship Packet provided by ULAB Career Services Office (UCSO).
2. Refer to the calendar where important dates & tasks are clearly marked; stick to the dates as they usually remain unchanged (if there is any change, ULAB Career Services Office will send you an email).
3. You must sign up at the UCSO. Fill-out the sign-up sheet clearly and carefully.
4. You must register for Internship during Pre-Registration with your regular advisor.
5. Send your CV to UCSO at **careerservices@ulab.edu.bd** by the specified deadline. Write your department name (DEH/CSE/ETE/MSJ/USB) and the upcoming term in the subject line. For example, **Subject: MSJ Summer 2016 CV**
6. Use a professional-looking email id, e.g. *abdul.alim@live.com*
7. Check your email regularly as UCSO will provide info and updates via email.
8. If your mobile phone number or email address changes, update UCSO immediately via email. Do not forget to mention your full name & ULAB ID.
9. Keep in touch with your faculty supervisor on a regular basis.
10. Mention your full name, department & ULAB ID with every email you send to UCSO.

1