



ULAB
UNIVERSITY OF LIBERAL ARTS
BANGLADESH

Media Studies and Journalism Department

Internship Report

Name: Jaed Ibn Gias

ID: 193012005

Term: Fall 2023

Course Code: MSJ 11498

Submission Date: 13/12/23



ULAB Communications Office

	Table of Contents	page
i.	ACKNOWLEDGMENT	4
ii.	Plagiarism Declaration	5
iii.	INTERNSHIP REPORT APPROVAL FORM	6
iv.	Introduction	7
v.	EXPECTATION & OBJECTIVE	8
vi.	HOST ORGANIZATION:	9
vii.	ORGANOGRAM	10
viii.	TASKS AS AN INTERN	11
ix.	PROJECT DETAILS	
x.	Project 01	13
xi.	Project 02	18
xii.	Project 03	25
xiii.	Project 04	32
xiv.	Project 05	40
xv.	Project 06	47
xvi.	Project 07	52
xvii.	Project 08	56
xviii.	THE WORKPLACE LOG	60
xix.	INTERNSHIP OUTCOME	65
xx.	SELF ASSESSMENT FORM	66
xxi.	PROFESSIONAL COMPETENCIES	68
xxii.	CONCLUDING REMARKS	69

Student Details	
Name	Jaed Ibn Gias
Student ID	193012005
Department	Media Studies and Journalism
Major Concentration	Digital Film and TV Production
Minor Concentration	English
Career Goal	

Internship Details	
Host Organization	ULAB Communications Office
Name of Supervisor	Asifur Rahman Khan
Designation of Supervisor	Interim Head
Internship Start Date	October 22, 2023
Internship End Date	February 21, 2024
How many hours a week	48 Hours

Acknowledgement

The start of the internship was a daunting task for me for so many reasons. I would like to start by being grateful to Almighty for being kind to me and helping me in bad situation.

I would next like to be thankful of my family for their continuous support.

I would like to show my appreciation to my faculty members who at ULAB taught me so many different aspects of life changing aspects which will help me in the future endeavors. The knowledge I acquired while completing many of the major and minor courses helped boost my confidence.

I am really appreciative of Ms. Nandita Tabassum Khan, my internship advisor, for giving me helpful advice on how to finish my internship. My internship would never have been finished without her. I want to also express my gratitude to Md. Aminuzzaman Sir for organizing the internship process in such a seamless and effective manner.

My profound gratitude goes out to Asifur Rahman Khan, Interim Head, Communication Office, who oversaw my internship and provided constant support, direction, and feedback. His knowledge and insights were very helpful in determining how this report and my internship turned out.

I would like to thank all of the people that I have had the honor of working with on this and related projects. They include Maksudul Islam, the assistant manager of the communication office, who has provided me with a great deal of both professional and personal supervision, and Mahmud Al Faisal, the officer of the digital content planner, who shares insightful knowledge about both life in general and audiovisual production making in particular.

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: Jaed Ibn Gias
ULAB ID: 193012005

Signature _____

INTERNSHIP REPORT APPROVAL FORM

Student Name: Jaed Ibn Gias

ID No: 193012005

Major: Digital Film and TV Production

Year: 2023

Local Phone: 01400285252

Email: jaed.gias.msj@ulab.edu.bd

INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: ULAB Communications Office

Internship /Project Report

Topic: _____

Semester (Tick one): ☐ Spring 2023 ☐ Summer 2023 ☒ Fall 2023

Advisor APPROVAL

(Please place a Tick)

☐ Approved ☐ Not Approved ☐ Partial Re-write ☐ Full Re-write

Remarks (If Not Approved/Pretrial/Full Rewrite):

Signature: _____

Date: _____

Name: Nandita Tabassum Khan

Title: Senior Lecturer

E-mail: nandita.tabassum@ulab.edu.bd

Phone: +880 1918108619

INTRODUCTION

My academic journey has given the opportunity to dive into the world of media in a different perspective altogether which help me find interesting opportunities. As someone who did his major in digital film and tv production, I managed to gain a lot of practical knowledge for better engagement with the new tools and techniques required to success in the media world.

In my mind I wanted to join somewhere to enhance my practical skill of video editing and also at the same time learn different things. Joining the ULAB Communications Office was a better option for me.

I joined the office as a video editor intern to work on various projects of different size and importance. My job required me to produced engaging contents for the social media platforms. The different project works required lot of attention as the work demanded an act of professionalism.

I did not just limit myself in only editing videos but tried to focus on different project works which I will be able to put creative input. Ranging from doing videography on events, creating database, helping as a camera coordinator while doing interviews, creating animated content to many more different tasks.

I feel the projects that I have completed so far and the projects that are going to be assigned to me in the future will definitely level up my technical skills and I will have a proper understanding on the real effort required to produce a better content.

EXPECTATION & OBJECTIVE

Expectations:

Before starting the internship, I had several expectations of my work:

- Learning how to be work in a professional work environment
- Learning how to communicate with team
- Learning how to create interactive content for engagement
- Learning how to maintain time management
- Gaining knowledge on different professional software
- Learning how to professional produce content
- Learning how to complete work in a tight schedule
- Learning how to shoot educational content
- Learning the definition of administrative work

Objectives:

Before starting the internship, I had several objectives of my work:

- Learning professional video editing
- Better implementation of my skill and knowledge
- Learning productivity

HOST ORGANIZATION: ULAB Communications Office

The Communications Office of the University of Liberal Arts Bangladesh (ULAB) (henceforth referred to as University) will facilitate the communication of the University's mission, values, goals, education, and facilities to its internal, external, and prospective partners. It will brand the University among its partners as a site of quality education and facilities, educate its partners about Liberal Arts, Sustainability and Active Learning; promote a sense of pride in being a ULABian; and assist in increasing student enrollment.

Organization Name: ULAB Communications

University of Liberal Arts Bangladesh (ULAB)

Incorporation Status: Non-Profit Organization

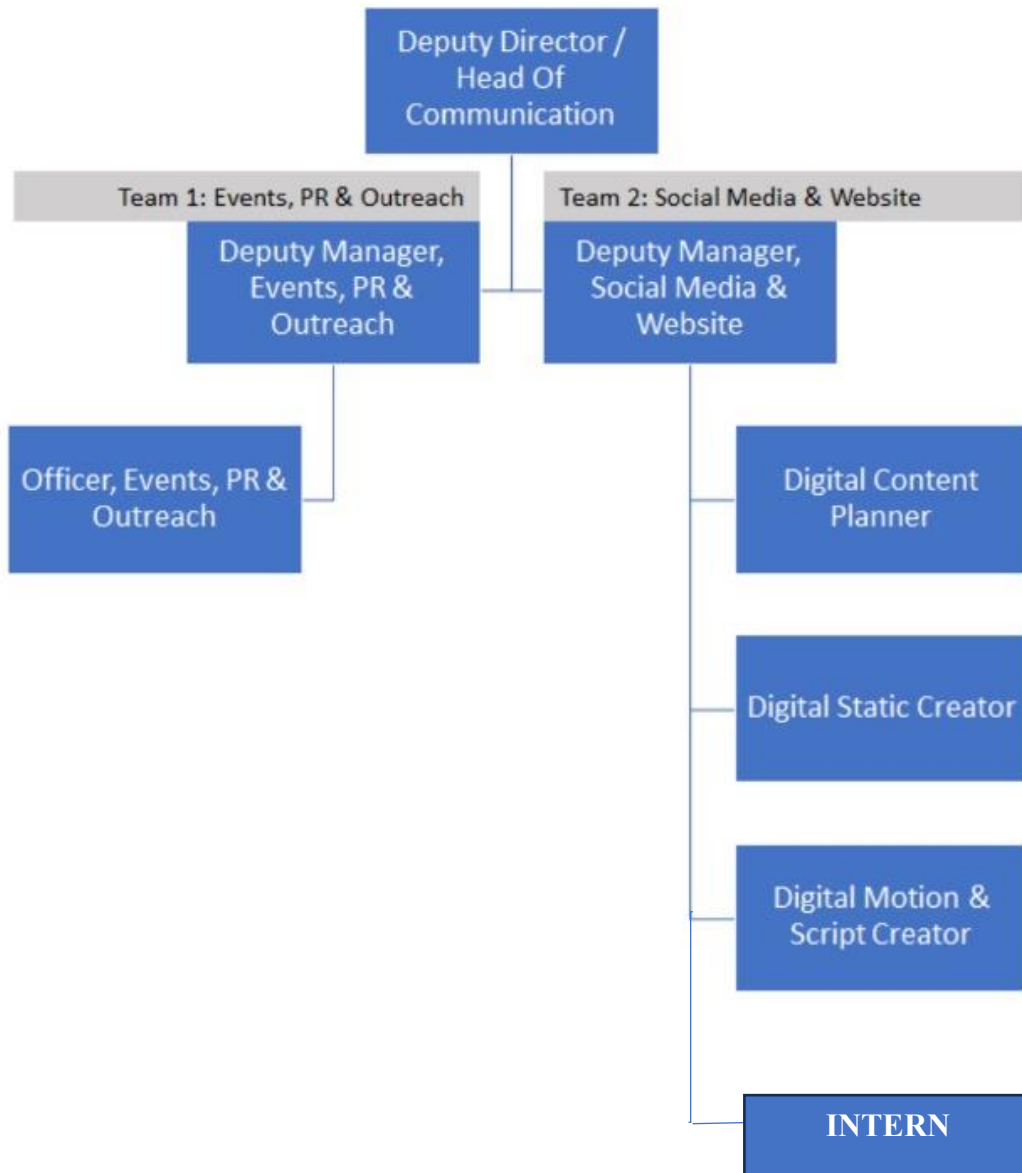
Year of Establishment: 2002

Official Address: 688 Beribadh Road, Mohammadpur, Dhaka-1207

Reporting Address: 688 Beribadh Road, Mohammadpur, Dhaka-1207



ORGANOGRAM



TASKS AS AN INTERN

For my internship I had to tackle many different duties as part of my job:

- Creating video content for social media campaigns
- Assist in video shooting
- Developing original social media content
- Creating animated content depending on the project
- Creating a database for photo competition participants
- Re Editing old video projects
- Archiving footages of different projects

PROJECT DETAILS

Project 1

Project Name: Video Edit of Academic Admission ULAB Videos

Type of Work: Video Editing

Assignment Date: 25 October, 2023

Project Details:

For Spring 2024 Admission ULAB is organizing admission test for Undergraduate and Graduate program. An admission video was required to show glimpses of ULAB student activities as well as highlighting achievements of ULAB. I was assigned as the video editor for this project to ensure I make a video with proper admission details using old and new archived footages. The video also demanded a voice , so the voice work was done in an AI software.

My Role:

As the video editor of this project, I was firstly required to collect archived footages from external hard drive and computer to find suitable and relevant videos required for the admission video. The old archived footages had certain themes for different video purposes, so I had to find the right videos that match the theme of Admission. After Editing I was required to add a short animation template with proper subject names. The length of the video was required to be not very lengthy and the music required to be catchy and professional.

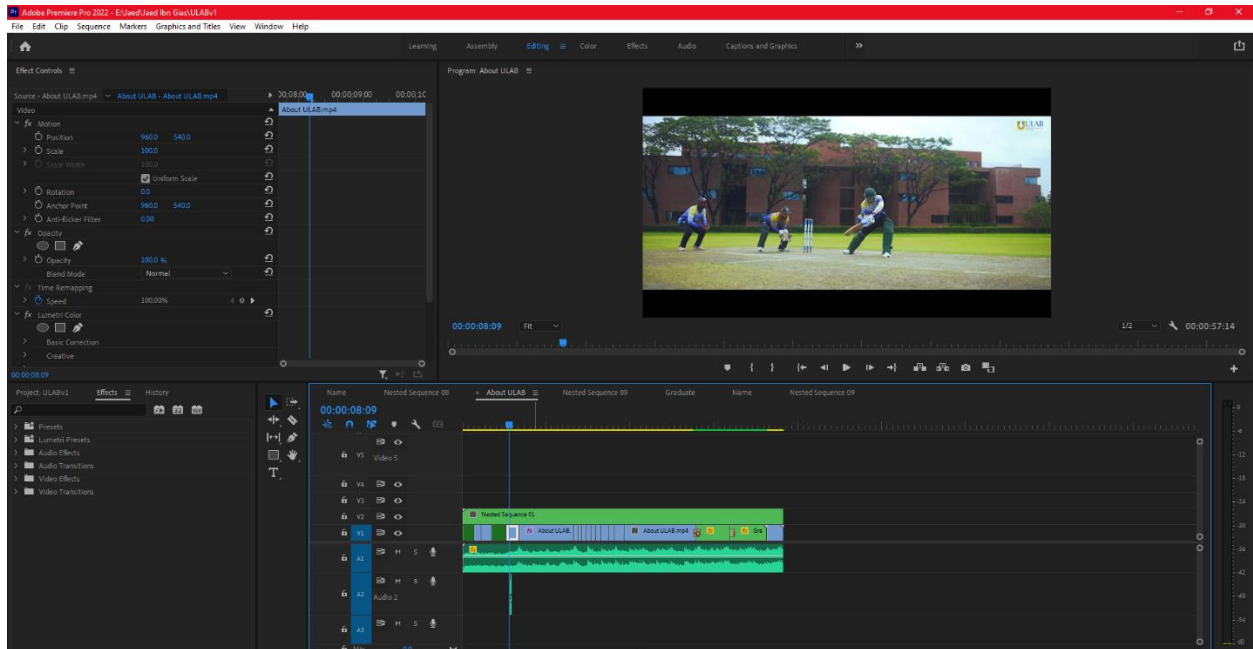


Figure 1.1: Video Editing Timeline Academic Admission ULAB Video in Premiere Pro

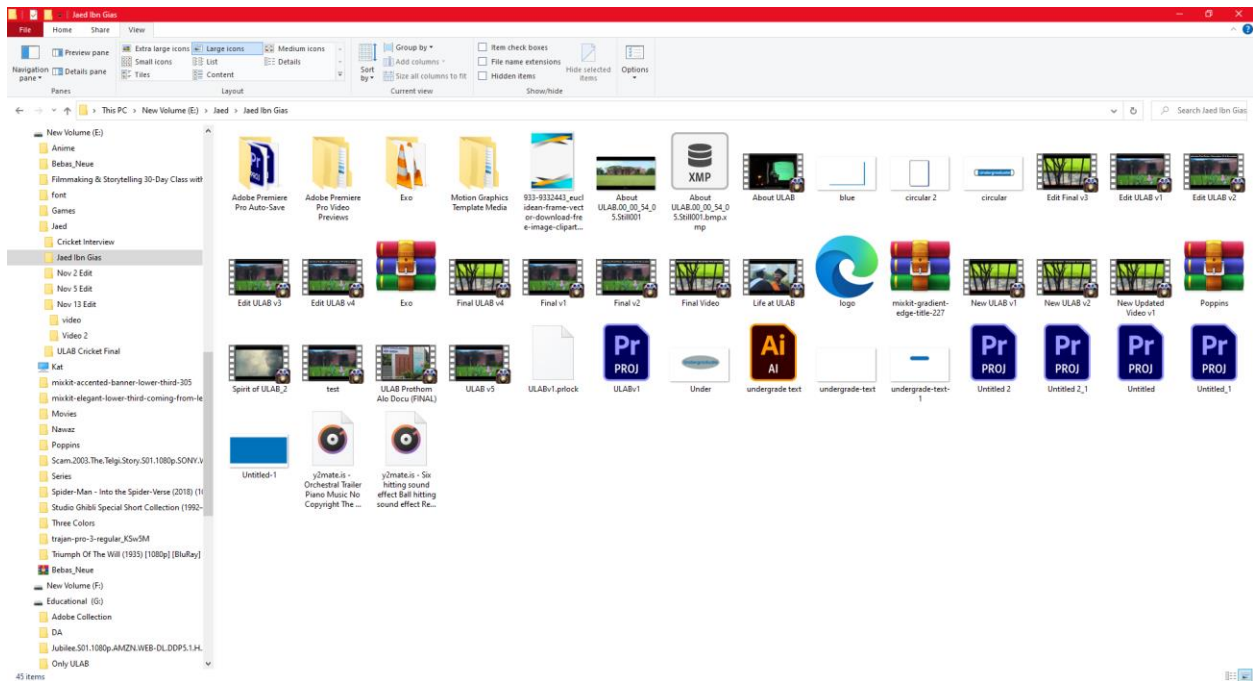


Figure 1.2: Raw Files for Editing the Academic Admission ULAB Video

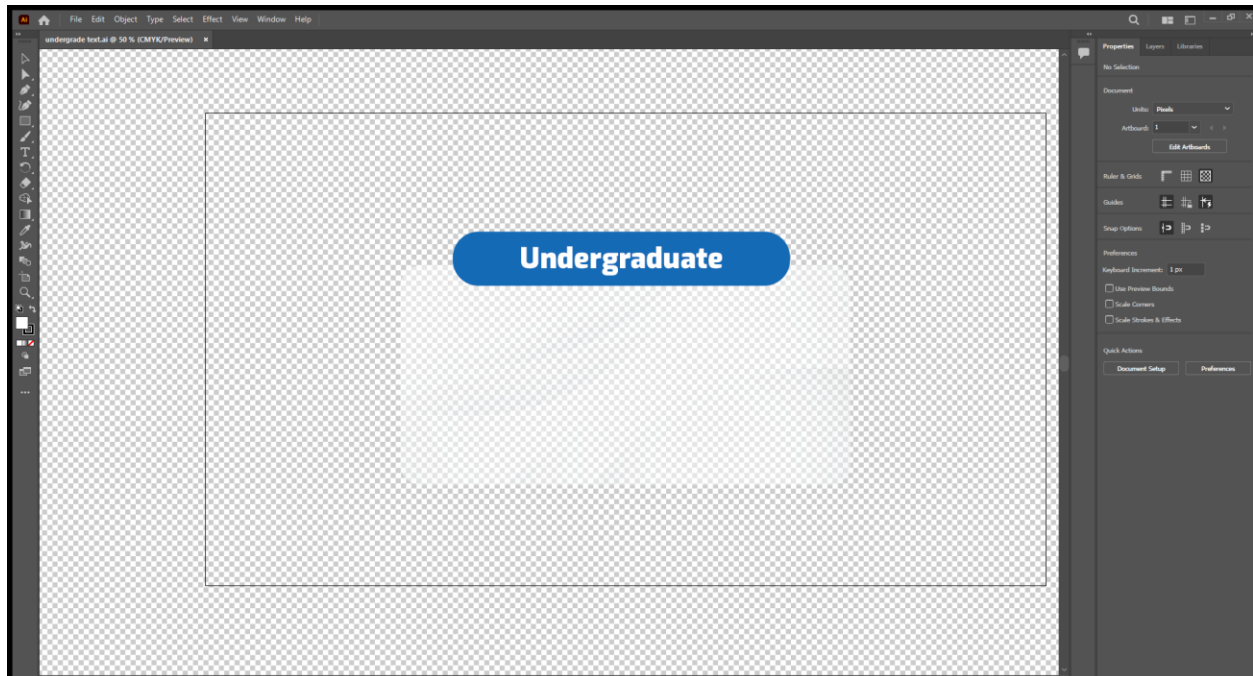


Figure 1.3: Template Design in Adobe Illustrator for Academic Admission ULAB Video

My Mistakes: Throughout my project I had made several small mistakes:

- a) I did not include proper font in the video.
- b) I did not do put space between sentences properly.
- c) I included too many shots of ULAB building.
- d) I made grammatical error while adding captions.
- e) I was instructed to make a short video but my length of the video was long.
- f) I did not put equal importance to video shots of undergraduate programs.

My Challenges:

My main challenge was to cut down clips of long form videos and use those clips to make a short meaningful video that creates a proper Admission video that includes the necessary details.

My Learnings:

I learned a lot while editing this video. Some of the key points I have experienced while doing this project:

- It is important to deliver message in videos in shorter length.
- Putting proper attention to sentence structure and grammar.
- Avoid adding random font and using one particular font fonts.

Final Output :



Figure 1.5: Final Output of Academic Admission ULAB video uploaded on official ULAB Facebook page

Video Link: <https://www.facebook.com/100068082709265/videos/868861711573805>

Project 2

Project Name: Re Editing Admission Video: Creating Subtitle and Template

Type of Work: Editing

Assignment Date: 10 November, 2023

Project Details:

The MBA and EMBA exams are scheduled for December 1. Three different videos related to students speaking about the program was edited. To add more context for the video required the addition of subtitles and template design.

My Role:

I was assigned to add subtitle and add template to the existing edited videos. The work required me to listen to all the videos and add subtitle with proper grammar and spelling. Some small animation work were required to add more information to the videos

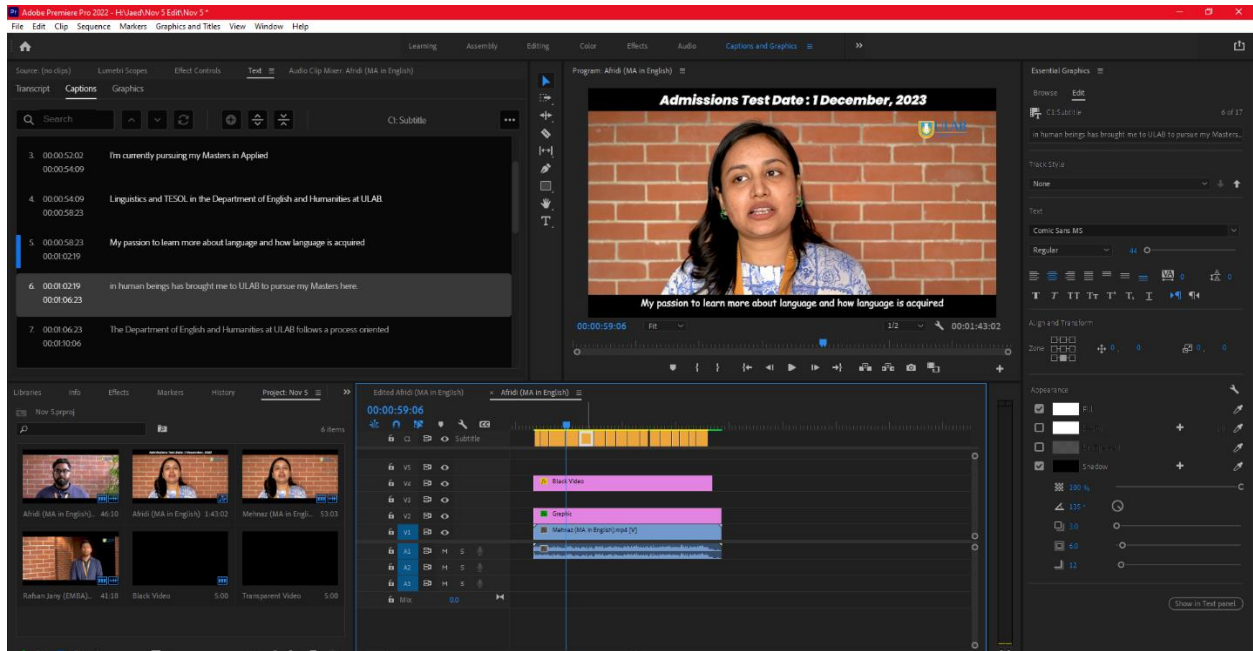


Figure 2.1: Adding Subtitle for the video using Adobe Premiere Pro Software

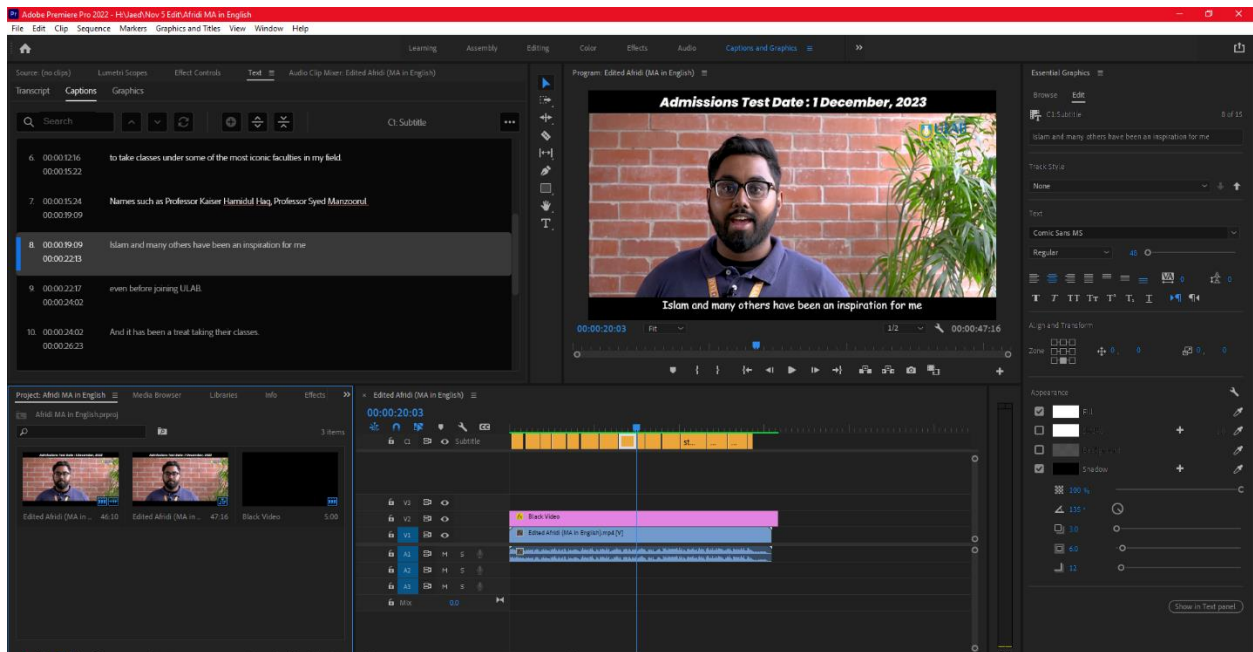


Figure 2.2: Adding Subtitle for the video using Adobe Premiere Pro Software



Figure 2.3: Making Name Template for lower third animation for EMBA video

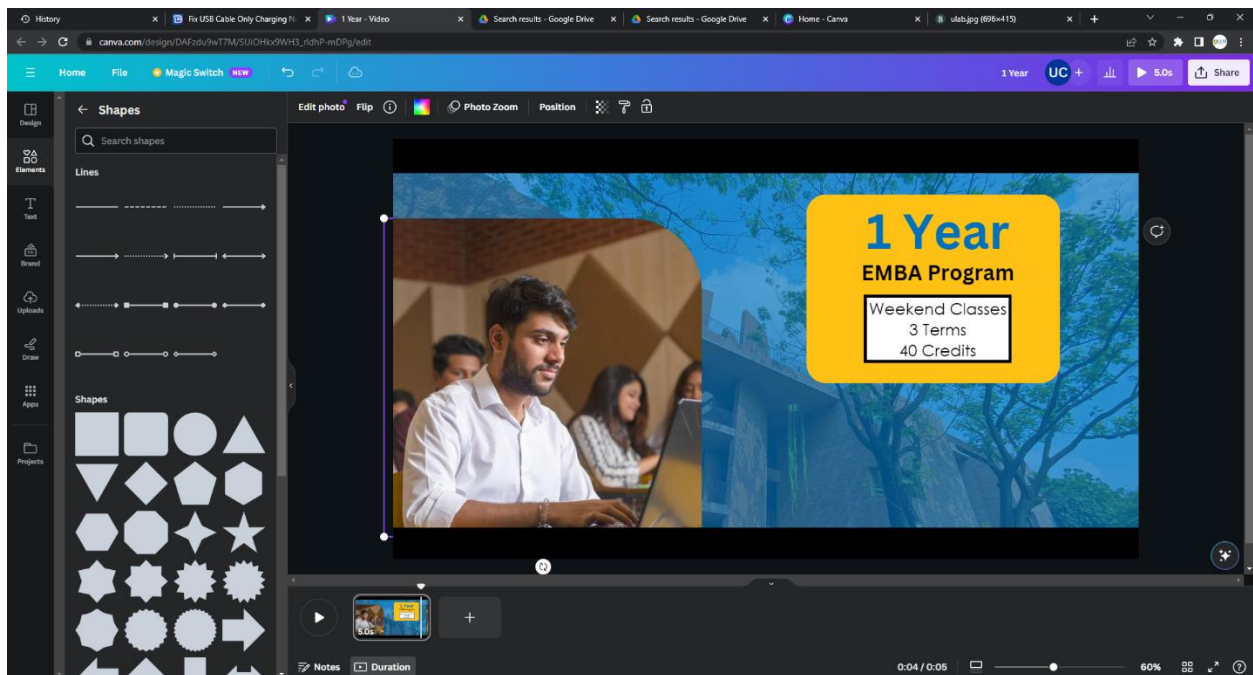


Figure 2.4: Designing a poster animation in CANVA for the EMBA video.

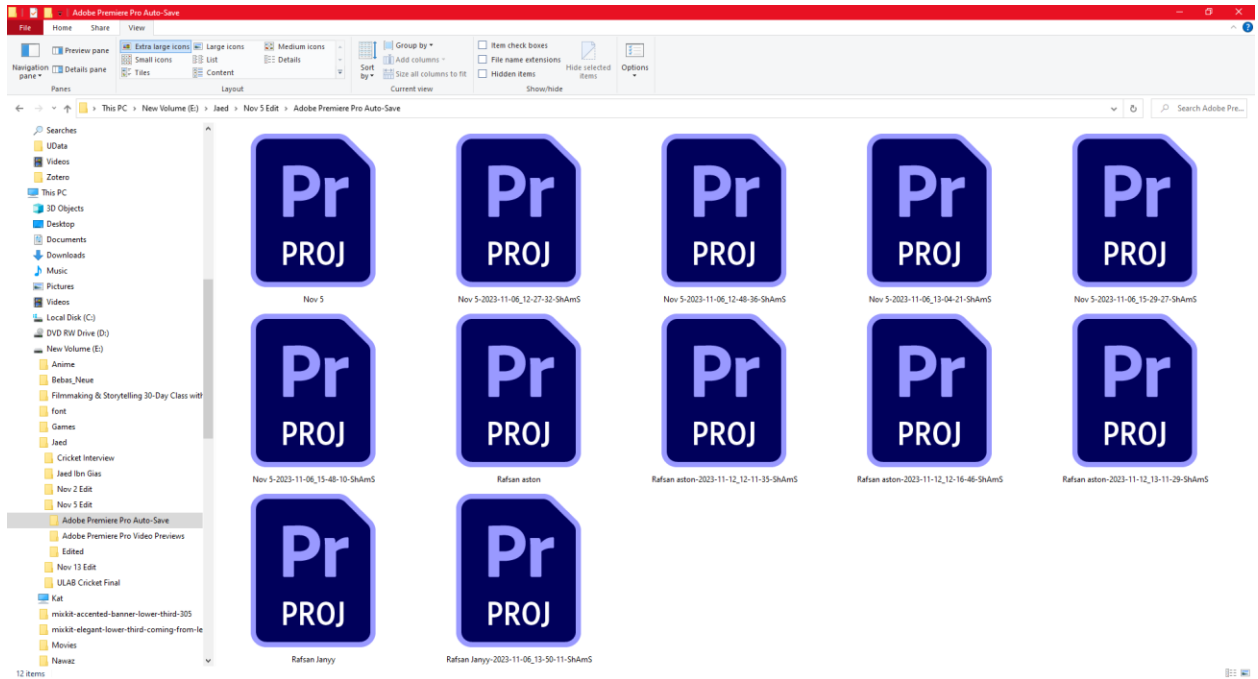


Figure 2.5: Adobe Premiere Pro Project Files

My Mistakes: Throughout my project I had made several small mistakes:

- I did not use background music with the videos
- I did not use ULAB logo animation with the videos
- I edited video in one premier pro project file instead of creating separate project files for each video.

My Challenges: The main challenge for me in this particular project was to add proper subtitles without making any grammatical error.

My Learnings:

I learned a lot while editing this video. Some of the key points I have experienced while doing this project:

- I learned how to make a template
- I learned how to add subtitle in a video
- I learned how to animate videos in Canva

Final Output:

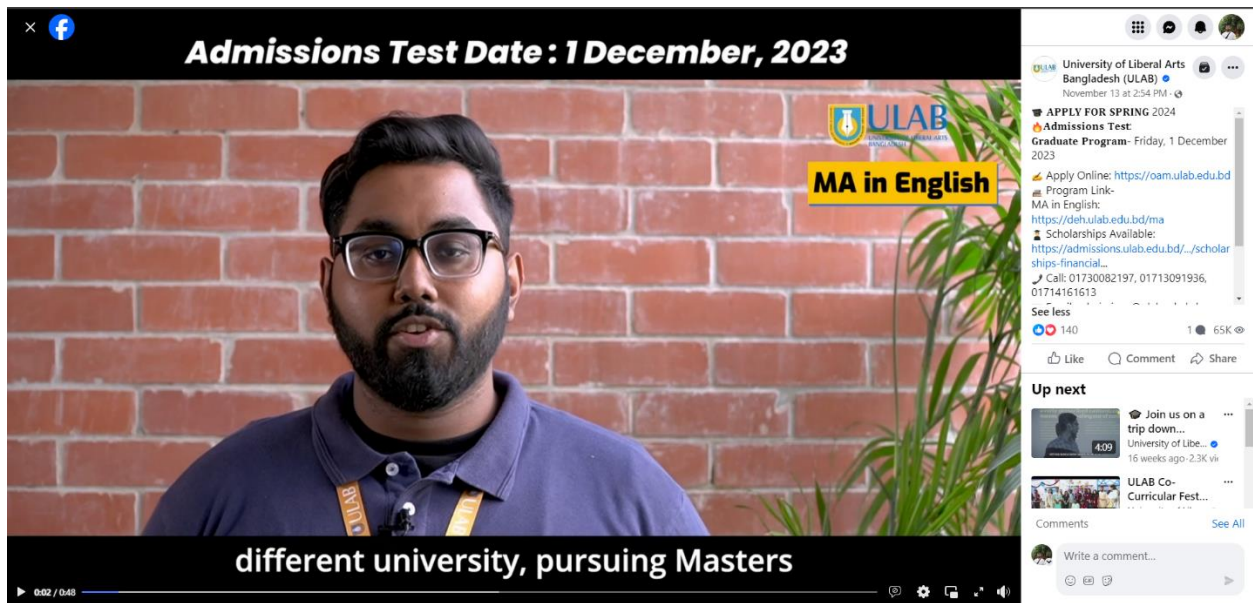


Figure 2.6: Final Video 1 Output uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/917629409701771>

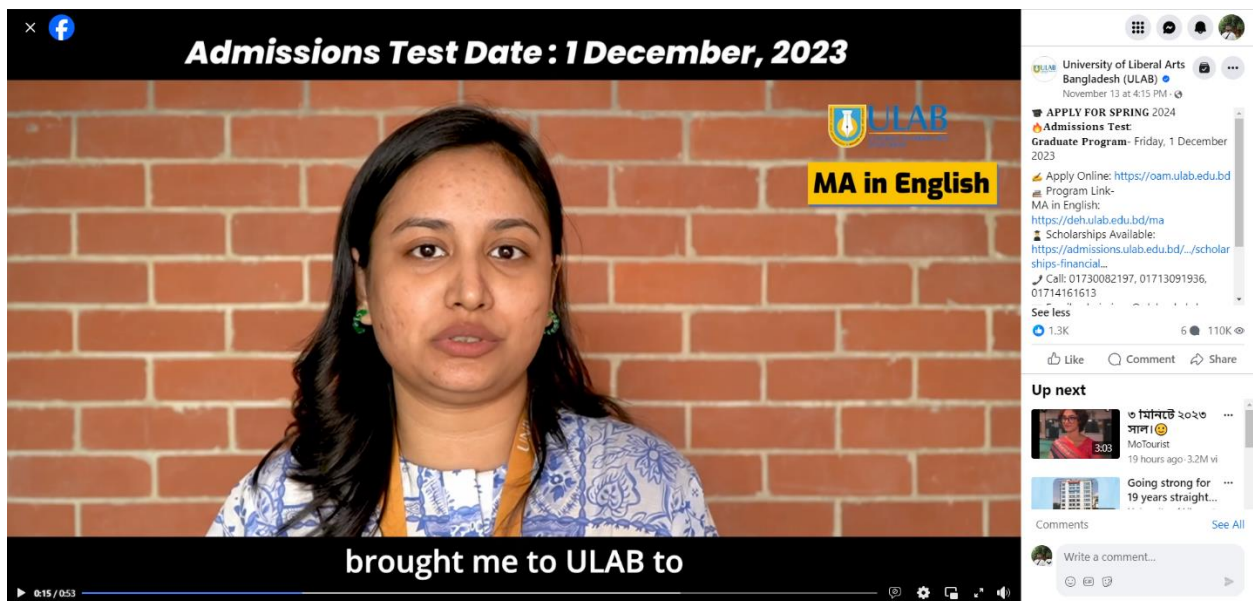


Figure 2.7: Final Video 2 Output uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/376892768013269>



Figure 2.8: Final Video 3 Output uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/860347295751156>

Project 3

Project Name: Video Editing for ULAB Cricket Campaign

Type of Work: Video Editing

Assignment Date: ULAB Cricket Team Congratulations Video (1 November, 2023)

Cricket Interview with Vice Captain of ULAB Cricket Team (15 November, 2023)

Project Details:

ULAB has become the Champion in the cricket event of NSU Sports Carnival 2023. To celebrate and further encourage young talents from ULAB to join the cricket team, a video campaign which will highlight current ULAB cricket team and its player.

My Role:

I played two roles in this project, video editor and video assistant. My task was to make interesting videos to promote the success of ULAB cricket team in the social media platforms with short and interesting clips. I was also tasked in helping as a video camera assistant to record interviews which will later be edited for social media platforms.

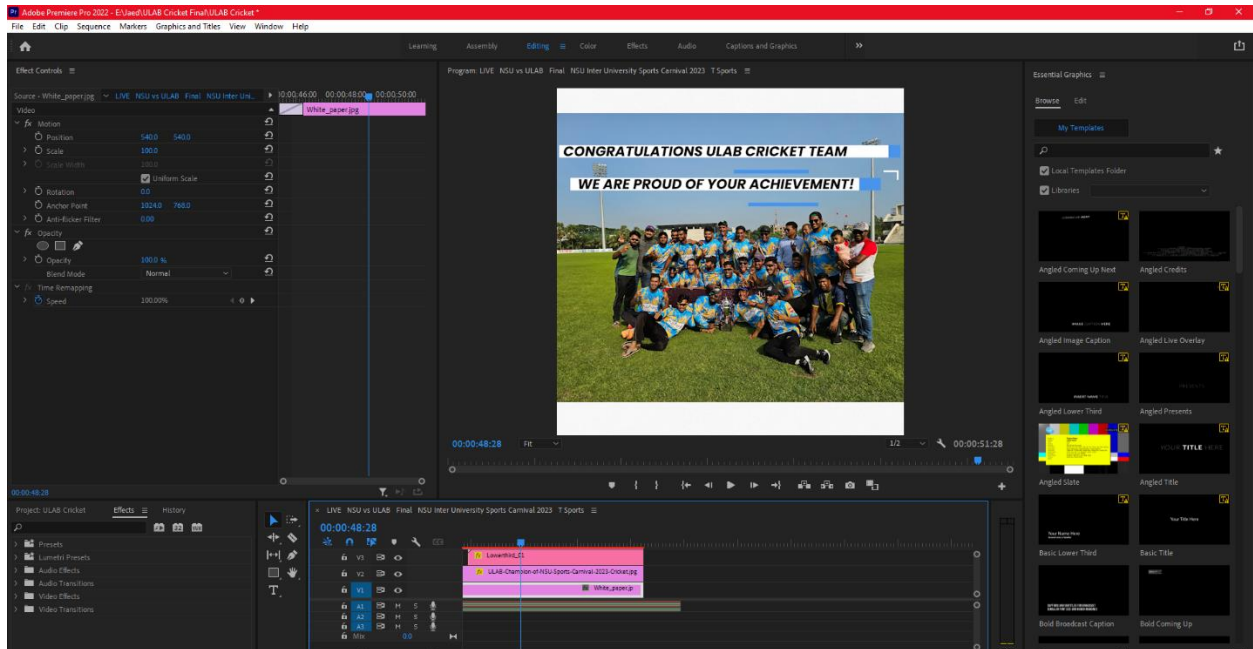


Figure 3.3: Creating text animation on team winning image at the end of the video congratulating the team.

After editing the main part of the video. I made a small text animation on an official team winning image which I found in the official ULAB website news section.



Figure 3.4: Video Assistant for the Cricket Interview with Vice Captain of ULAB Cricket Tea

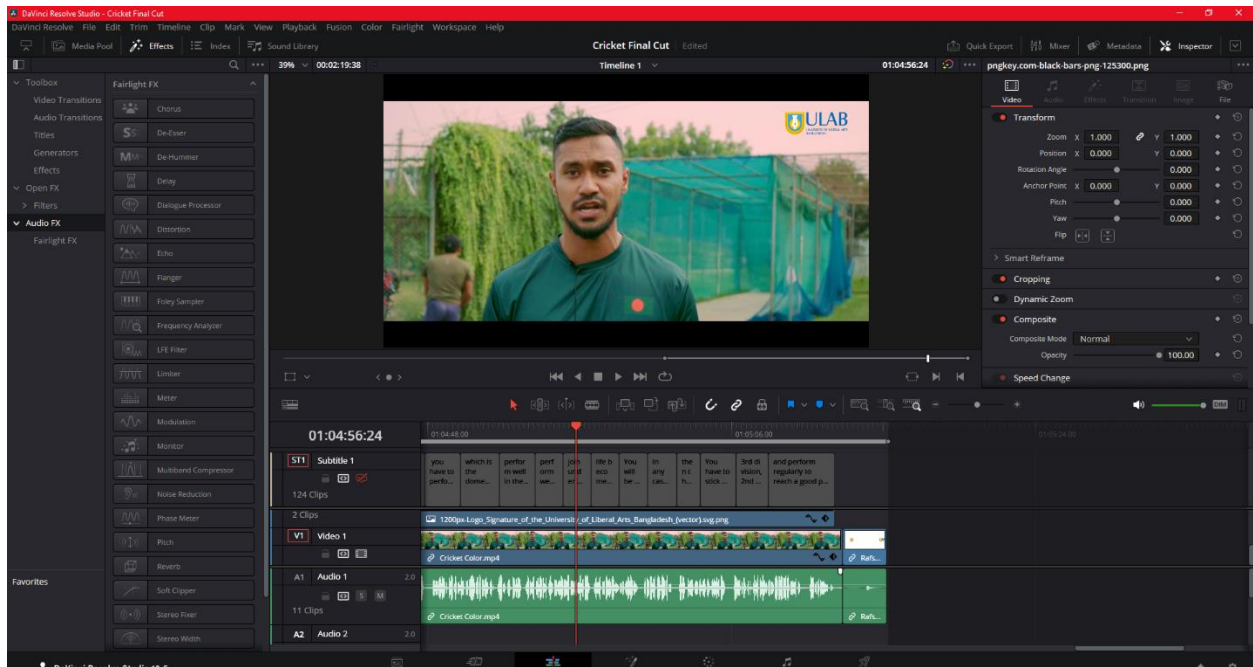


Figure 3.5: Editing video in DaVinci Resolve Studio Software

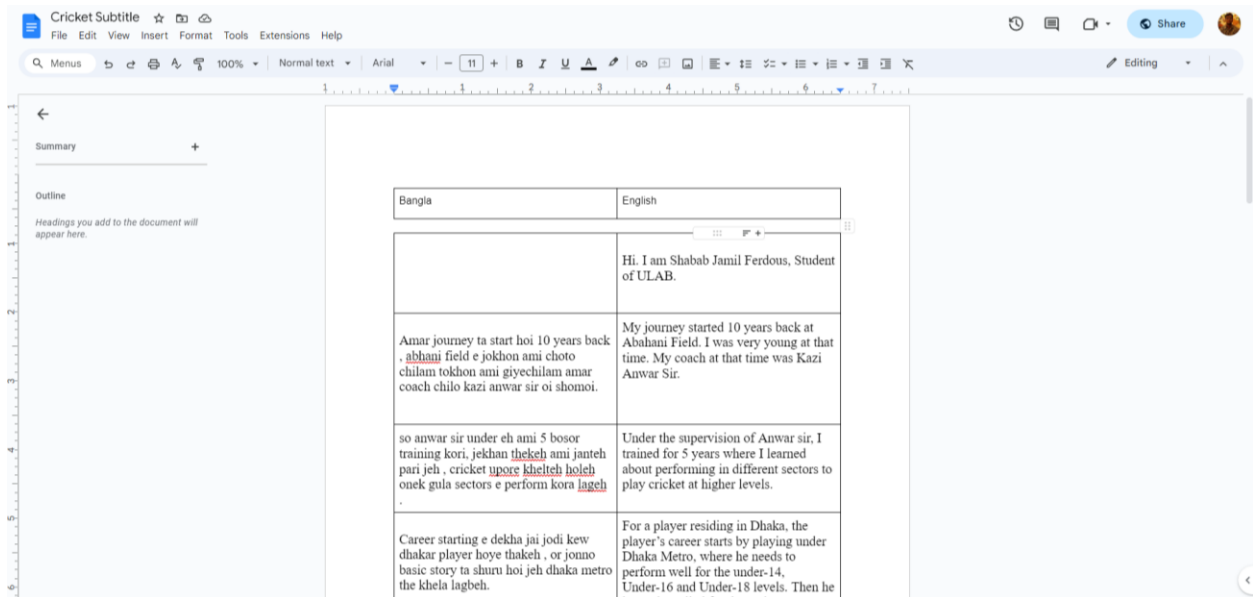


Figure 3.6: Translating Bangla to English for adding subtitle in the video

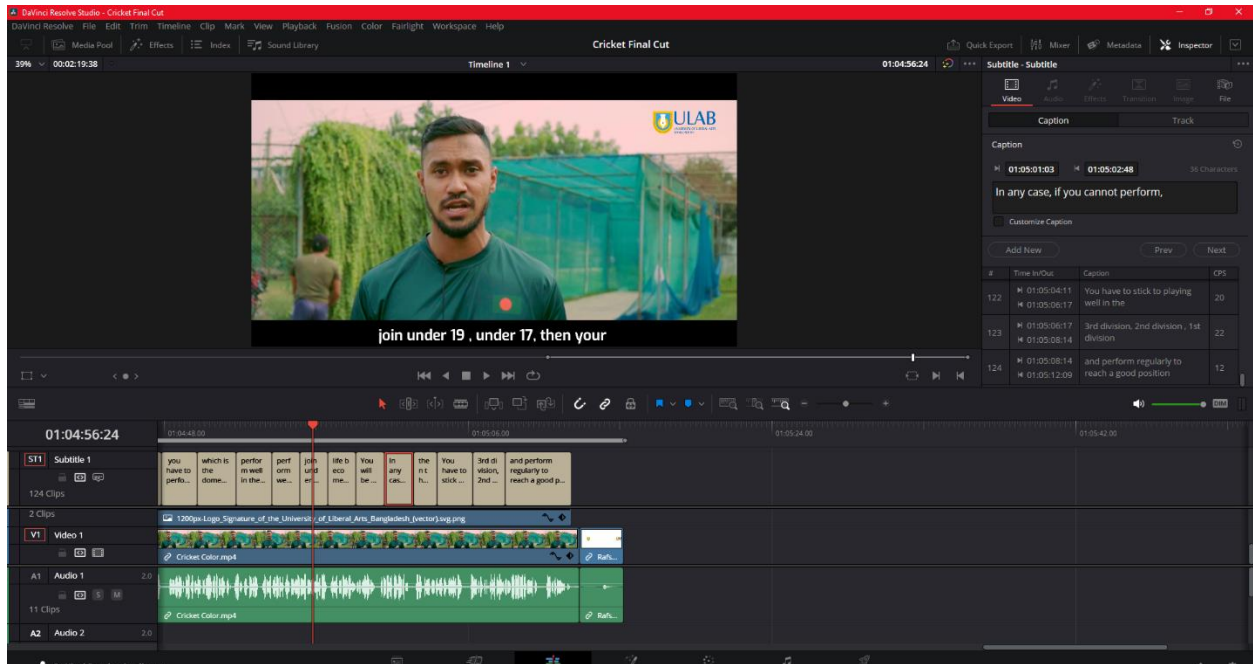


Figure 3.7: Adding the translated Subtitle to the Video

My Mistakes: Throughout my project I had made several small mistakes:

- I did not add any subtitle for the video as the speaker was speaking in Bangla.
- I made several grammatical errors while translating from Bangla to English
- I made very long highlights video instead I should have created a short fast video
- I did not mention in the video that it was a final match which I later had to add a graphics in the title

My Challenges: My main challenge was to translate from Bangla to English for subtitle. I made many grammatical errors and failed to capture the gist of the meaning from Bangla to English properly in some of the sentences. Another challenge was for me to make the highlights video in square shape.

My Learnings:

I learned a lot while editing this video. Some of the key points I have experienced while doing this project:

- For the first time I have used DaVinci Resolve Studio Software for Editing videos
- I had the chance to learn basic color grading
- I learned how to make a proper short video in square shape
- I had the opportunity to video assist for an interview
- I learned how to translate for subtitle from Bangla to English

Final Output:

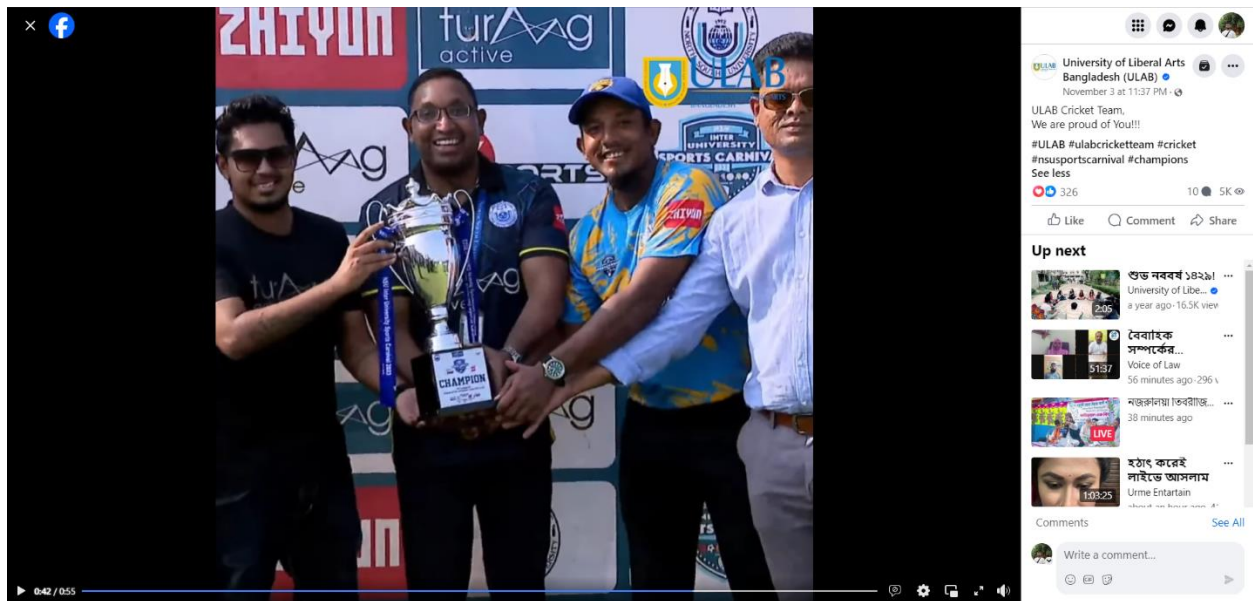


Figure 3.8: Final Video 1 Output uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/3688545571373987>



Figure 3.9: Final Video 2 Output uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/1519689848800173>

Project 4

Project Name: Video Editing Academic Counselling Campaign

Type of Work: Video Editing

Assignment Date: Academic Counseling Episode 1 (20 November, 2023)

Academic Counseling Episode 2 (22 November, 2023)

Academic Counseling Episode 3 (25 November, 2023)

Project Details:

The goal of the project was to give students the confidence to choose their academic path wisely, improve their educational experience, and get past any roadblocks that might have stood in their way. It's a cooperative process designed to meet each student's unique needs and objectives, involving the counselor and the student. I was assigned to edit the videos. The video required proper voice editing work and needed the addition of subtitle. The project also required basic color grading of the final output file.

My Role:

I was firstly introduced with a script for my own input. During the pre-production face of the project the script supervision was required. As the video shoot was done. I was given the footage with a script to follow and edit the videos. Some of the students were speaking in Bangla so I had to translate the words into English for the subtitle.

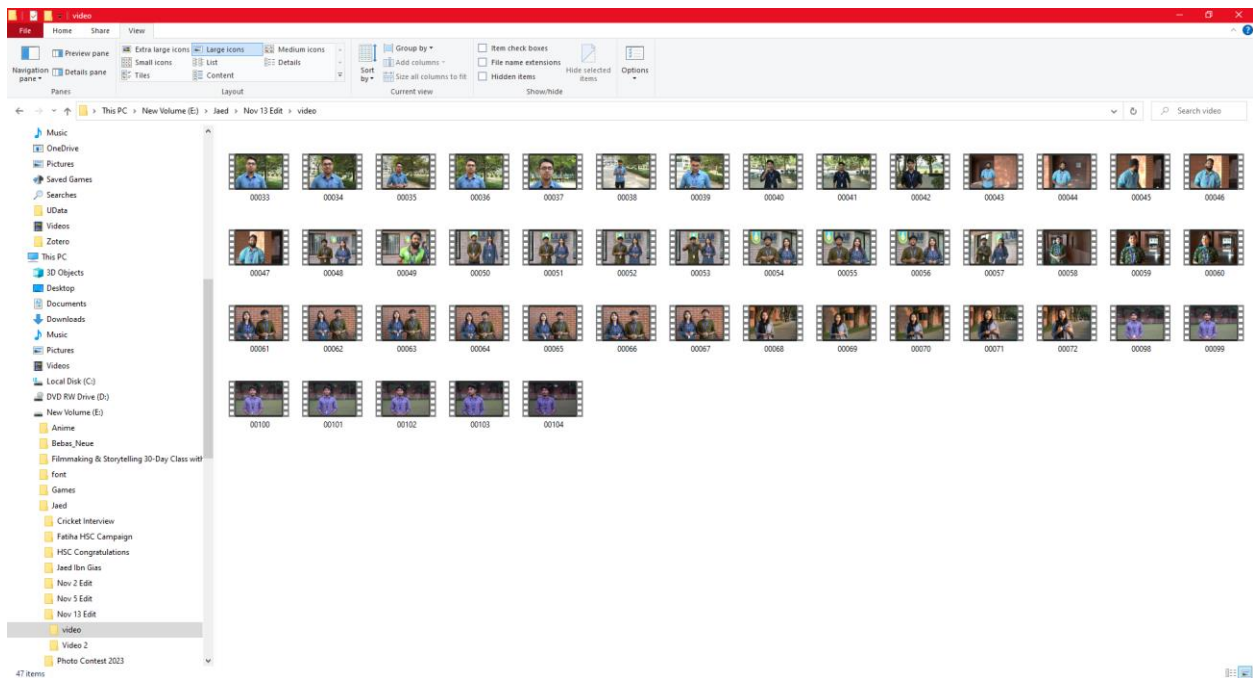


Figure 4.1: Raw Files for Academic Counseling Episode 1 Video

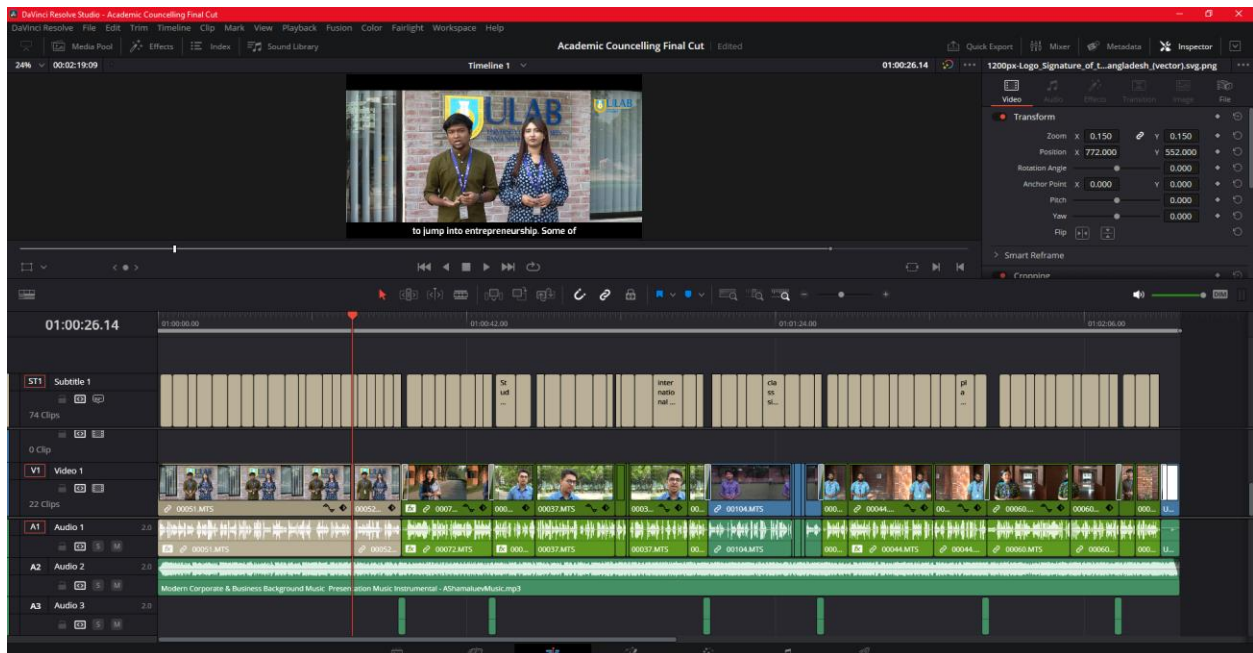


Figure 4.2: Video Editing in Premiere Pro for Academic Counseling Episode 1

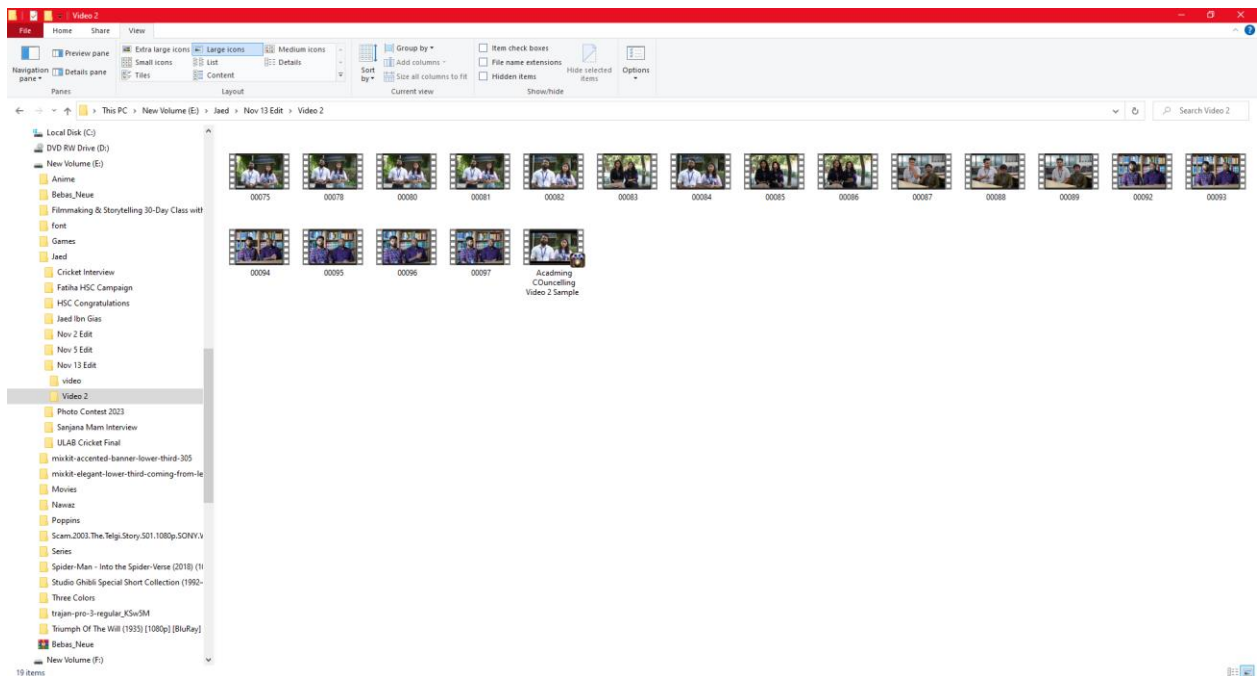


Figure 4.3: Raw Files for Academic Counselling Episode 2 Video

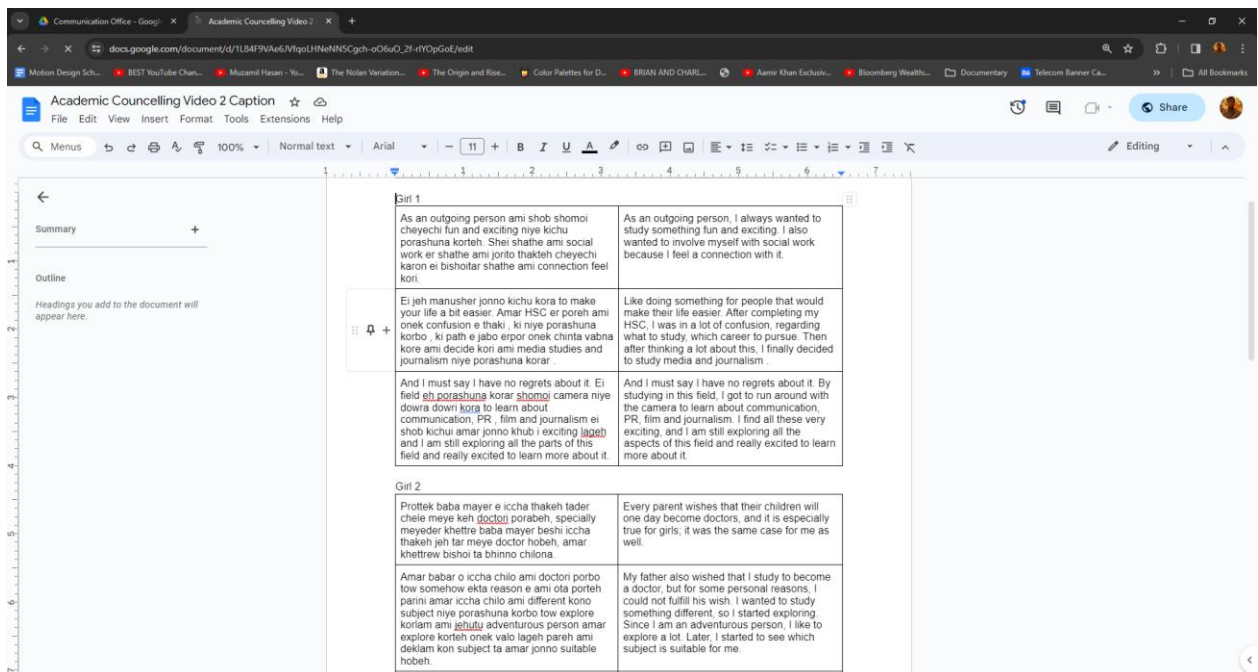


Figure 4.4: Bangla to English Translation for Subtitle

Changes since November 16, 12:46 PM [See full version history](#)

Menus 100% Total: 68 edits

Changes by

- Mahmud Al Faisal
- Asifur Rahman Khan
- All anonymous users

Girl 1 As an outgoing person ami shob shomoi cheyechi fun and exciting niye kichu porashuna korteh. Shei shathe ami social work er shathe ami porlo thakeh cheyechi karon ei bishotar shathe ami connection feel kori. Ei jeh manusher jonno kichu kora to make your life a bit easier. Amar HSC er poreh ami onek confusion e thaki, ki niye porashuna korbo. Ki path e jabo erpor onek chinta vabna kore ami decide kori ami media studies and journalism niye porashuna korar. And I must say I have no regrets about it. Ei field eh porashuna korar shomoi camera niye dovra down kora to learn about communication, PR, film and journalism ei shob kichu amar jonno khub i exciting laghe and I am still exploring all the parts of this field and really excited to learn more about it.	As-an-outgoing-person-As an outgoing person, I always wanted to study something which-is fun and exciting. And-also-I also wanted to involve myself with social work because I feel a connection with it. 9-Like doing something for people that would make their life easier. After completing my HSC, I was in a lot of confusion, regarding what to study, which career to pursue. Then after thinking a lot about this, in which subject-I will study-in which-path-I will move-forward-After-thinking-a-lot-I finally decided to study-in-medestudy media and journalism. And I must say I have no regrets about it. By studying in this field, I got to run around with the camera to learn about-to-run-in-the-field-with-a-camera-to-learn-about-communication, PR, film and journalism. I find all these very is-very-exciting, and I am-to-me-and-I-am-still exploring all the partsperspects of this field and really excited to learn more about it.
Girl 2 Prottek baba mayer e iccha thakeh tader chele meye keh doctori porabeh, specially meyeder khettre baba mayer beshi iccha thakeh jeh tar meye doctor hobe, amar khettre bishoi ta bhinno chiona. Amar babar o iccha chilo ami doctori porbo tow somehow ekta reason e ami ota porteh parini amar iccha chilo ami different kono subject niye porashuna korbo tow excire.	Every parent wishes that-wants-their children towill one day study-in-medical-become doctors, and it is especially true for girls-; it was the same case for me as well. The enforced-level-is-higher-for-parents-to-make their-daughter-become-a-doctor-and-the-case was-the-same-for-me-as-well. My father-also-also wished that I study to become a doctor, but for some personal reasons, I could not fulfill his wish. I wanted to study something different. -so-I started

Figure 4.5: Bangla to English Translation for Subtitle Correction

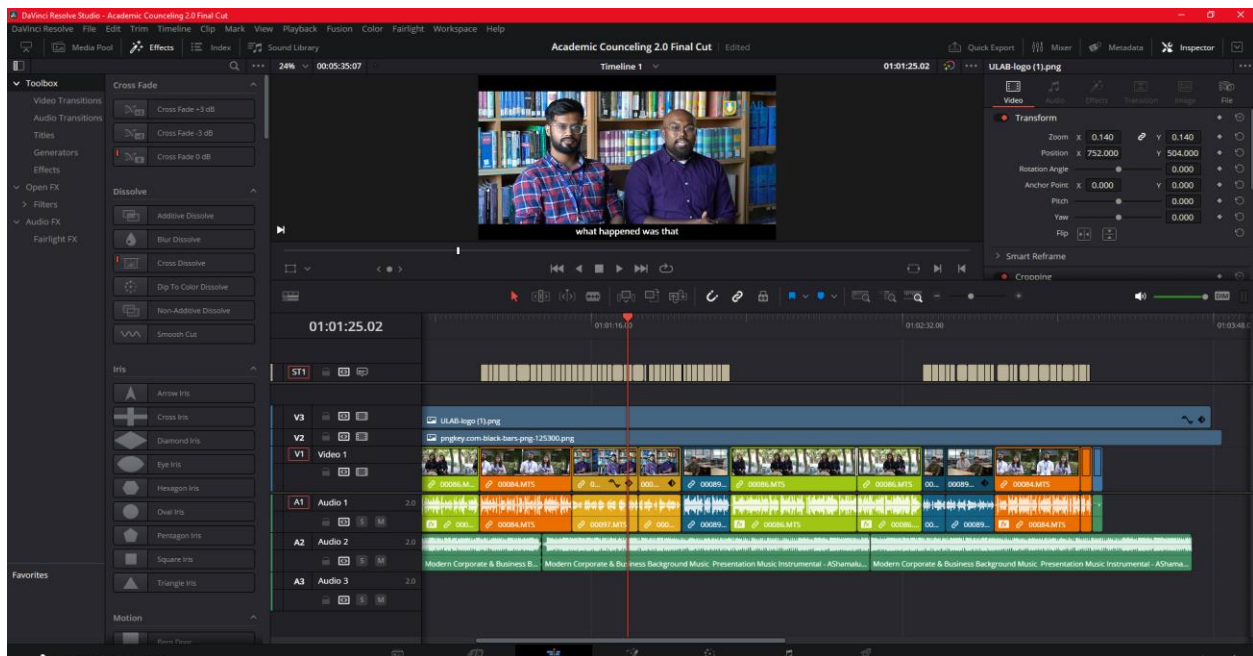


Figure 4.6: Video Editing in Premiere Pro for Academic Counseling Episode 2

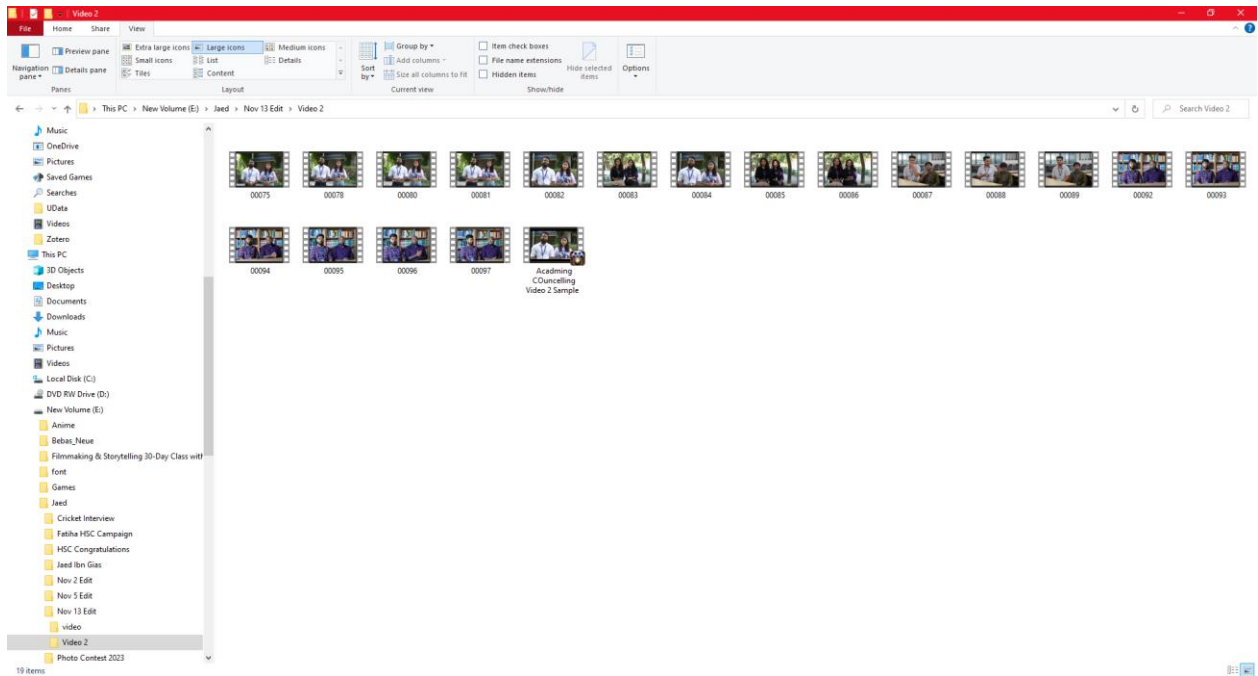


Figure 4.7: Raw Files for Academic Counseling Episode 2 Video

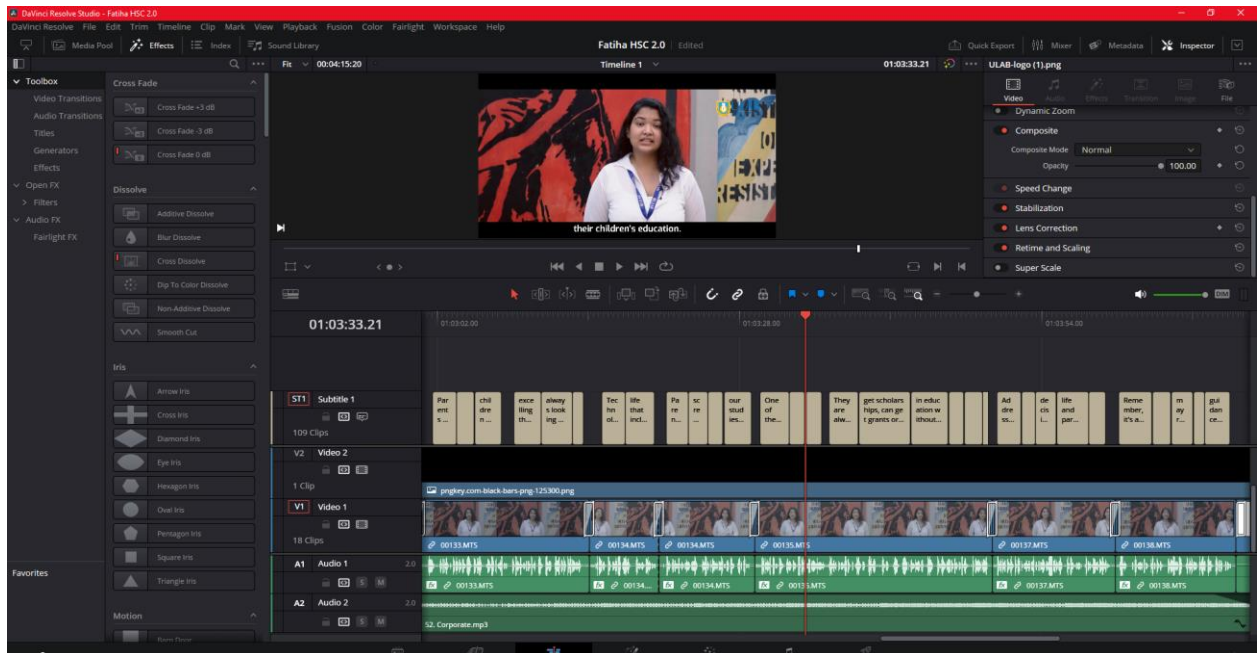


Figure 4.8: Video Editing in Premiere Pro for Academic Counseling Episode 2



Figure 4.9: Video Editing in Premiere Pro

My Mistakes: Throughout my project I had made several small mistakes:

- I did not use subtitles in my final export video
- I made grammatical errors while translating from Bangla to English for subtitle
- I have forgot to add ULAB animation video at the ending of each video

My Challenges: My big challenge throughout this project was I was given tight schedule to produce these projects. Due to short time, I made several errors in my video which resulted in more correction and I missed some deadline due to it.

My Learnings:

I learned a lot while editing this video. Some of the key points I have experienced while doing this project:

- I have learned how to use proper grammar in translating subtitle
- I have learned some shortcut keyboard techniques for editing faster in Da Vinci
- I have learned how to improve sound quality

Final Output:

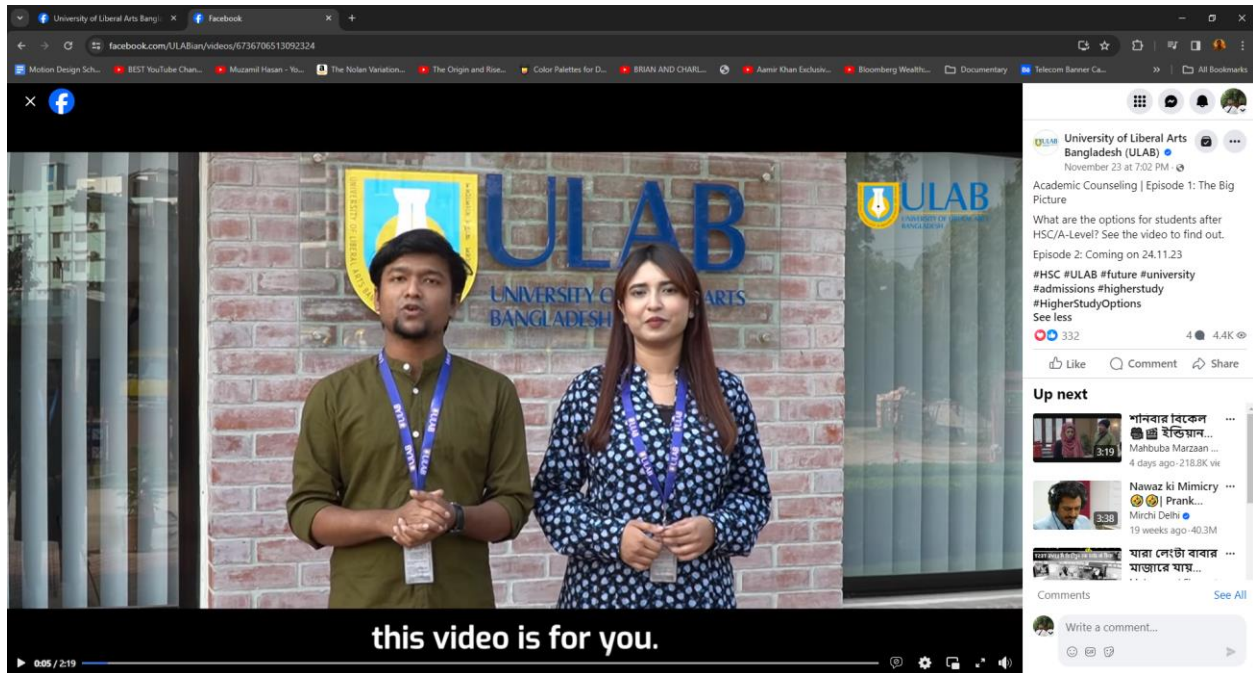


Figure 4.10: Academic Counseling Episode 1 uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/6736706513092324>

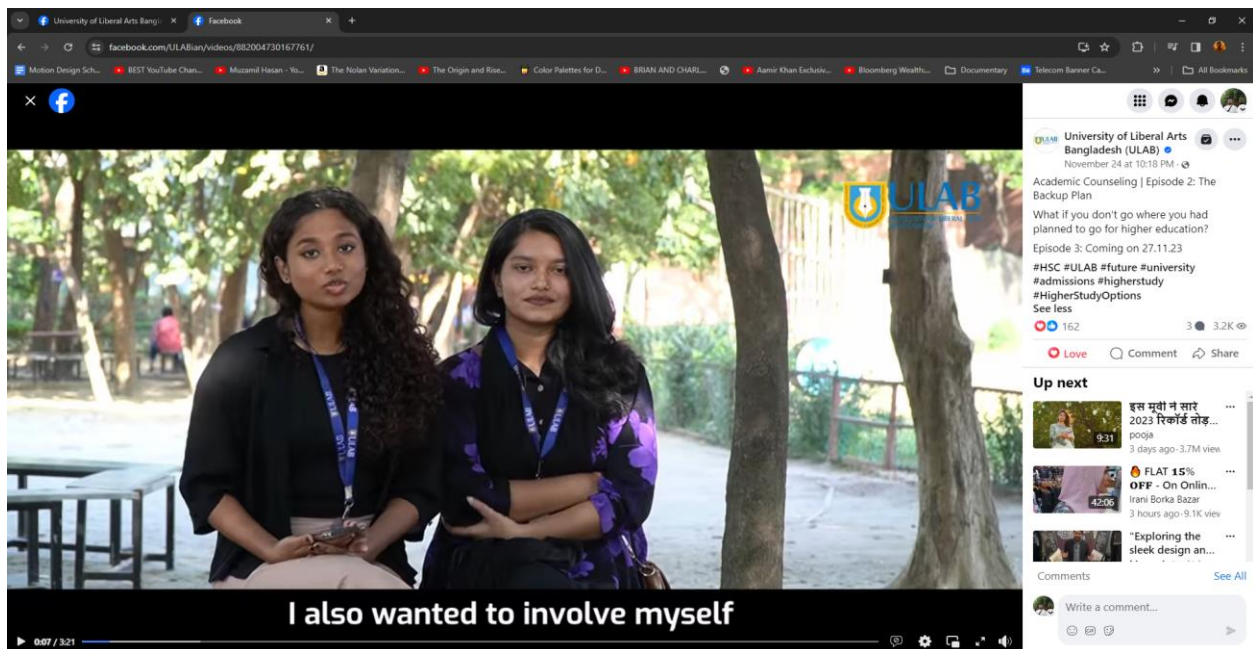


Figure 4.11: Academic Counseling Episode 2 uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/882004730167761>



Figure 4.12: Academic Counseling Episode 3 uploaded on official ULAB Facebook Page

Video Link: <https://www.facebook.com/ULABian/videos/1756098331503479>

Project 5

Project Name: Creating Photo Database for the “Photo Contest 2023”

Type of Work: Photo Contest Database

Assignment Date: 25 November, 2023

Project Details:

Every year ULAB arranges photography competition for its students who submit their work based on a particular announced theme. The photographs are required to be sent on mail with proper email subject for example “Photo Contest 2023”. The students are also required to send their name, ID, department, phone number as well as proper caption attached with the photographs. After the deadline, a creation for a database is required to put all the files with proper naming. The database is later sent to the selection management committee for selecting the final top 12. The annual calendar is then printed based on the top 12 photographs.

My Role:

I was given the task to create the full database. As the participants sent their work through email address, I firstly had to sort out the submission based on the proper email subject name. One by one I had to download individual file with proper number and caption of the image and later add them into the folder which has the name of the participant. After proper serialization, I later created a Google Sheets database which required me to put the name, ID, department, phone number and the caption of the photographs. Lastly, I uploaded the folders in a google drive and sent the link to the assigned individual responsible for the project.

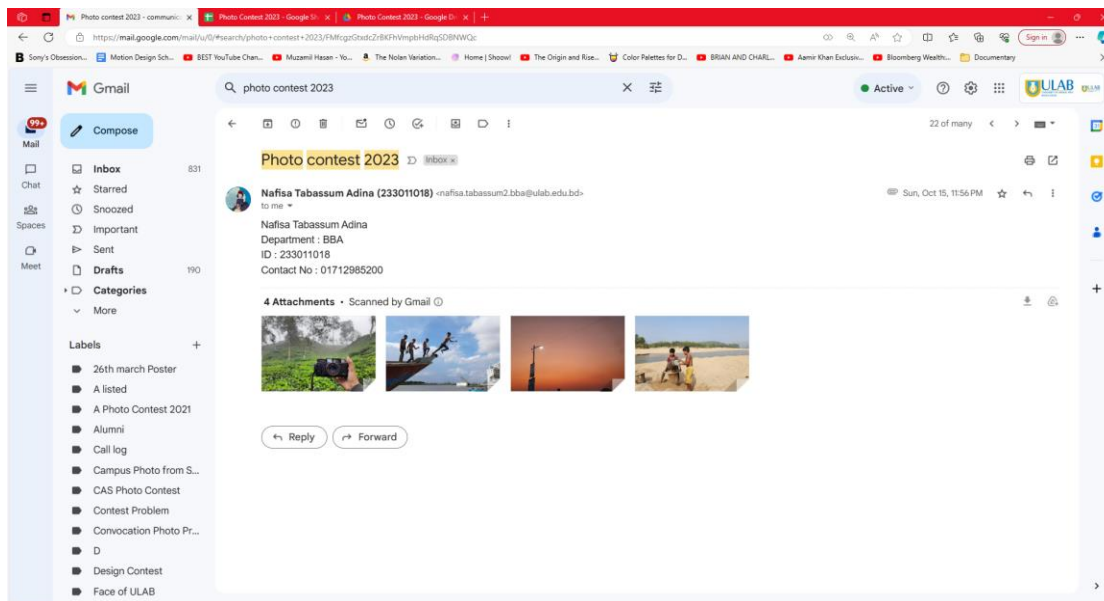


Figure 5.1: Downloading the Files of Photo Contest from ULAB mail

Firstly I was given the access of the ULAB Communication mail address to download photographs of the participant who have sent their photographs with the title “Photo Contest 2023”.

Photo contest 2023		Date / /
1. Mtd. Mahia Islam (232012040)	5 photos ✓	1-5
2. Hasanur Rahman Masruf (222012023)	4 photos ✓	6-9
3. Anika Raiza Haidi (233014028)	5 photos ✓	10-14
4. Ishmat Mahvua Dapite (191011117)	5 photos ✓	15-19
5. Nafisa Tabassum Adina (233011018)	4 photos ✓	20-23
6. Md. Faiyaz Puvvez (192011047)	5 photos ✓	24-28
7. Sadia Hussen Mouzi (223011128)	5 photos ✓	29-33
8. Kazi Mohammed Meftahun Hasnain (201011170)	6 photos ✓	34-39
9. F.m Shadman Sakit (201012009)	5 photos ✓	40-44
10. Farisha Islam Pritthika (233011030)	2 photos ✓	45-46
11. Md. Nourshed Alam (221012036)	4 photos ✓	47-50
12. Md. Abdullah Ali Shafi (233011189)	5 photos ✓	51-55
13. Anik Azad (231051032)	7 photos ✓	56-62
14. Farina Islam Sana (212014030)	3 photos ✓	63-65
15. Shampa Koly (202011036)	2 photos ✓	66-67
16. Mashkaidul Islam Aniyen (232011243)	1 photo ✓	68
17. Kazi Bushna Onpy (203013003)	3 photos ✓	69-71
18. Abida Sultana (233014212)	1 photo ✓	72
19. Syeda Bushna Mahanin (222011186)	5 photos ✓	73-77
20. Minarul Haun Rahat (222011167)	5 photos ✓	78-82
21. Md. Nazmul Alam Gazi (202011035)	5 photos ✓	83-87
22. Maisha Noshin (211032001)	1 photo ✓	88
23. Raima Rahman Tia (221011100)	5 photos ✓	89-93
24. Tanushree Biswas (192013041)	1 photo ✓	94
25. Negar Shamsad (223032004)	5 photos ✓	95-99
26. Tasmina Kanim Alit (222011098)	3 photos ✓	100-102
27. Meherun Nesa Ritu (223014089)	4 photos ✓	103-106
28. Asnatul Alam Shoven (212012026)	1 photo ✓	107

Figure 5.2: Noting down the names of the participants of Photo Contest

Before downloading the photographs, I have listed down the names of the participants who have sent their photographs through email address. The list was hand written to make sure I serially note them down and use them for ensuring I have downloaded all the files.

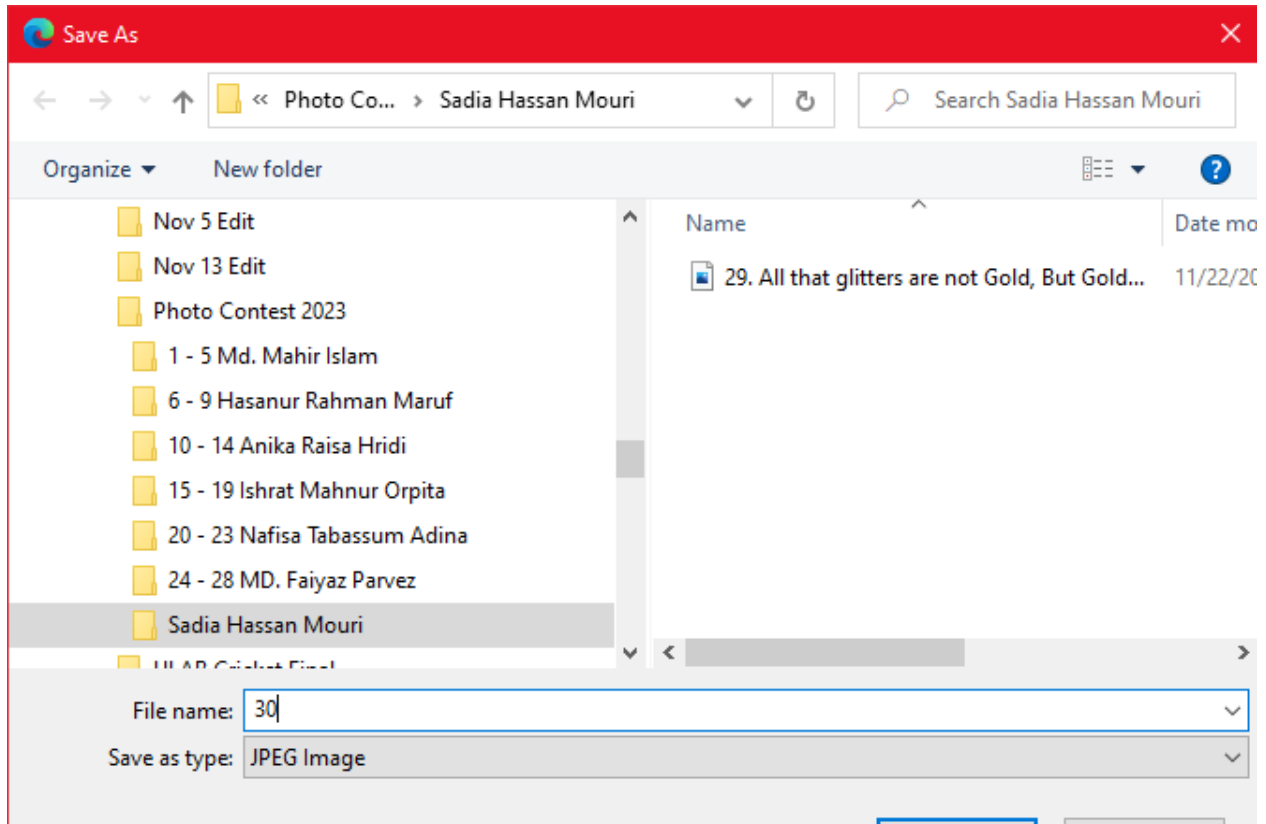


Figure 5.3: Numbering and captioning the files of Photo Contest

During the download period I had to make sure that I put correct number to the file and put the caption in the file.

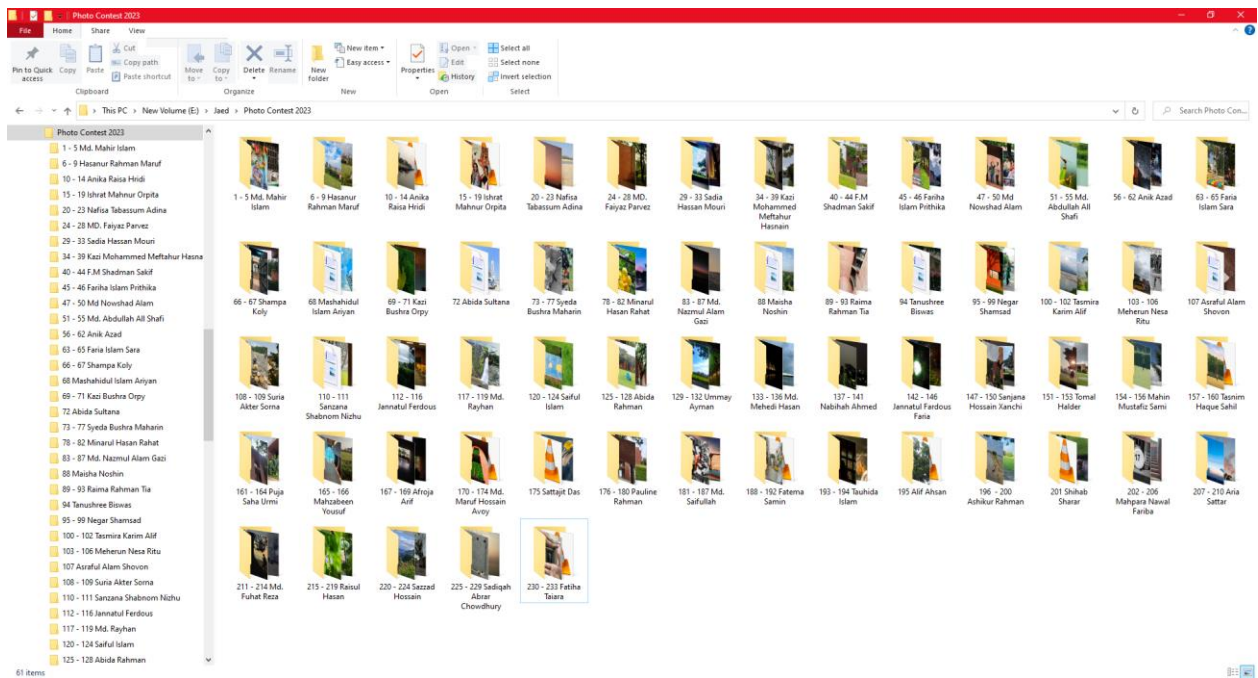


Figure 5.4: Folder of all the participants of Photo Contest

All the files were saved serially in the computer with proper numbering and name of the participant.

Photo Contest 2023 - Google Sheets

https://docs.google.com/spreadsheets/d/135vrvVWUc0rzuuikQeYhYtwXmKoAGzPX0mIDWwME/edit#gid=0

Photo Contest 2023

File Edit View Insert Format Data Tools Extensions Help

100% 123 Verdana

Ref No.	Photographs Name	Student Name	Dept.	ID	Phone No.
1	Musical smile	Md. Mahir Islam	MSJ	232012040	
2	Always look forward with a smile				
3	Game of freedom				
4	Art starts with a smile				
5	The Art and the creation				
6	My ULAB	MD Hasanur Rahman Maruf	MSJ	222012023	1796737818
7	My ULAB				
8	My ULAB				
9	My ULAB				
10	সবুজ গায়ে ফুলে ফুলে	Anika Raisa Hridi	CSE	233014028	
11	আকাশে দেখেছি কপোত				
12	মিলাত অপরাজিতা কৃষি এক প্রত্যক্ষ কেন				
13	ও যাঁহি এই পটভঙ্গিতে আমারে লগ্নে লইয়া যাও।				
14	নাওরো মাঝি কই				
15	ক্যাম্পাসে এক ফোঁটা কুই	Ishrat Mahnur Orpita	BBA	191011117	
16	She is free to dress however she comforts				
17	ক্যাম্পাসে কৈশব আয়োজন				
18	কৃষ্ণকান্ত x লাইব্রেরি				
19	রঙ চঙ				
20	It's never too late to focus on your DREAMS	Nafisa Tabassum Adina	BBA	233011018	1712985200
21	Drive into Adventure				
22	The destination				
23	Dream Big, Work Hard				
24	A Door of uncountable memories and knowledge				
25	Last day at campus	MD. Faiyaz Parvez	BBA	192011047	
26	Last light of the day				
27	Golden hour at campus				
28	Winter Evening				
29	All that glitters are not Gold. But Gold always glitters even if its Dark				

Figure 5.5: Creating database on Google Sheets of Photo Contest

After downloading the files and putting them serially as folders , my next task was to ensure I make a database on Google Excel sheet with reference number , photograph name , Student name, department name, ID number and phone number.

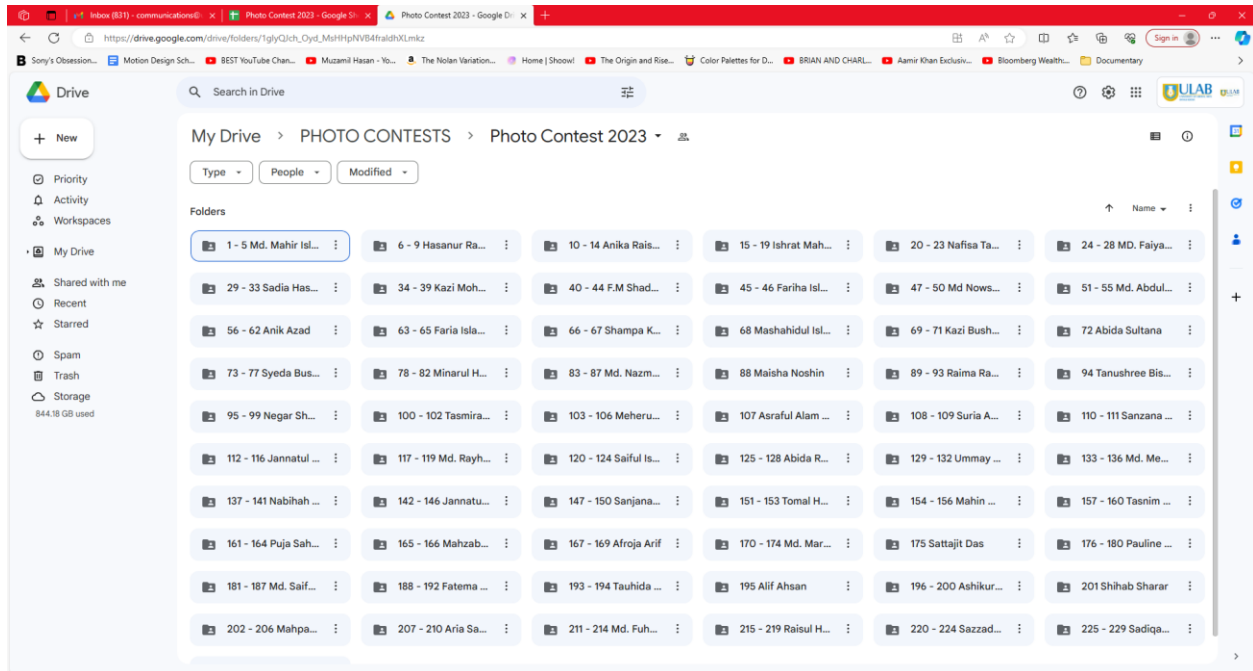


Figure 5.6: Uploaded the files on Google drive of Photo Contest

Lastly after properly creating the database, I had to upload each folder to a drive folder of the communication mail address.

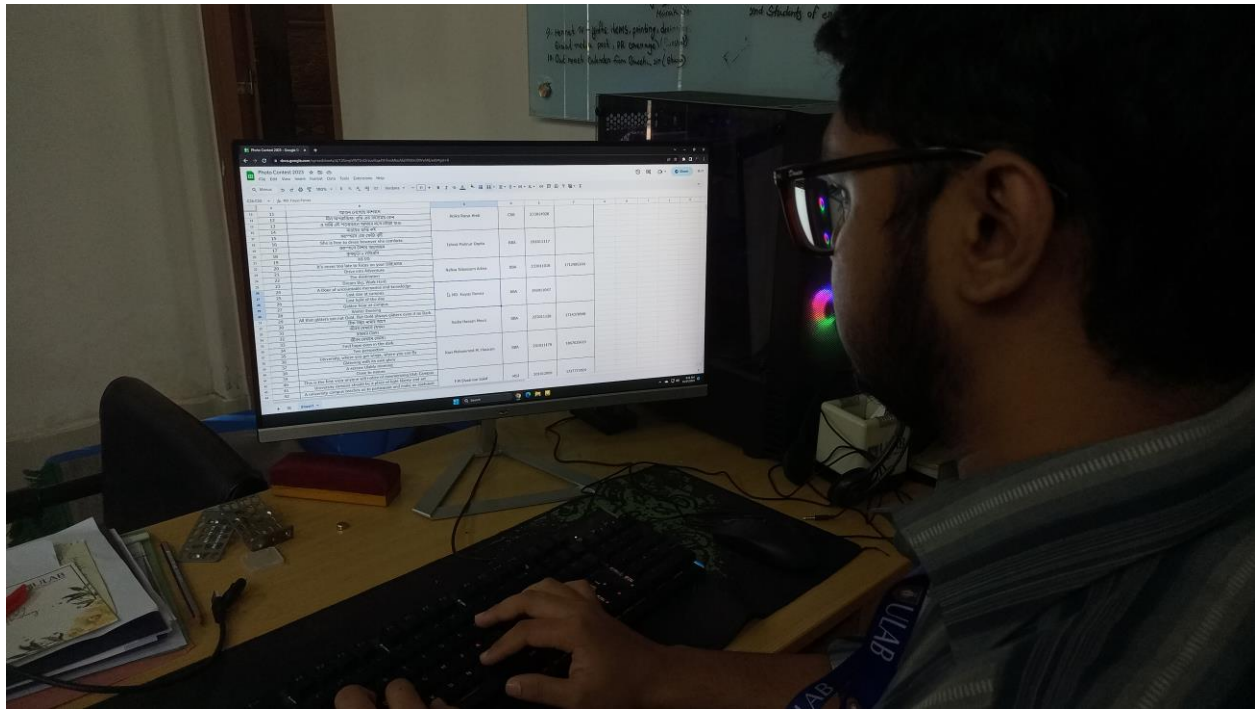


Figure 5.7: Creating the database of Photo Contest

My Mistakes: Throughout my project I had made several small mistakes:

- I downloaded the files without putting name of the participants on the file
- I made several errors on putting the information to the database on Google Sheets
- I did not put the caption in the file of the photographs.

My Challenges: My main challenge was to make a database on excel sheet. During my time at ULAB, my academic courses did not require me to use Google Sheets software. Many of the function of Google Sheets software was unknown to me as a result I had made several errors which cost me time.

Another difficult part of the project was to download files individually from mail and properly putting name with caption.

My Learnings:

- I learned a lot while creating a database. Some of the key points I have experienced while doing this project:
- I learned how to use Google Sheets
- I learned how to create a proper database
- I learned the importance of properly arranging the files with name
- I learned how to work patiently and maintain time management

Final Project Output:

The database was sent to the respective administration for choosing top 12 photographs for the annual ULAB calendar. The calendar is still in the selection process and the final output can not be presented in this report.

Project 6

Project Name: Videography Documentation of Robot Competition and Animation for Video

Type of Work: Robot Competition

Assignment Date: November 21, 2023

Project Details:

Robotics and Automation Society of EEE department at ULAB has arranged a Intra University Line Following Robot Competition. The participants of the competition were required to build a robot and make it follow a desired line. The completion required video documentation of the program and photo support from ULAB Communication office. I was selected for video documentation of the competition and the content will be later used for social media promotional material.

My Role:

My advisor assigned me to take video documentation for the event. I was instructed to shoot the videos in such a manner which will be later edited into content for different social media platforms. After the documentation I was required to upload all the files in the office computer with proper name folder. A quick video reel of the program was planned for upload so I was given a short-edited video where I had to add a short-animated content made using Canva software.



Figure 6.1: Capturing videos of the Robot Competition

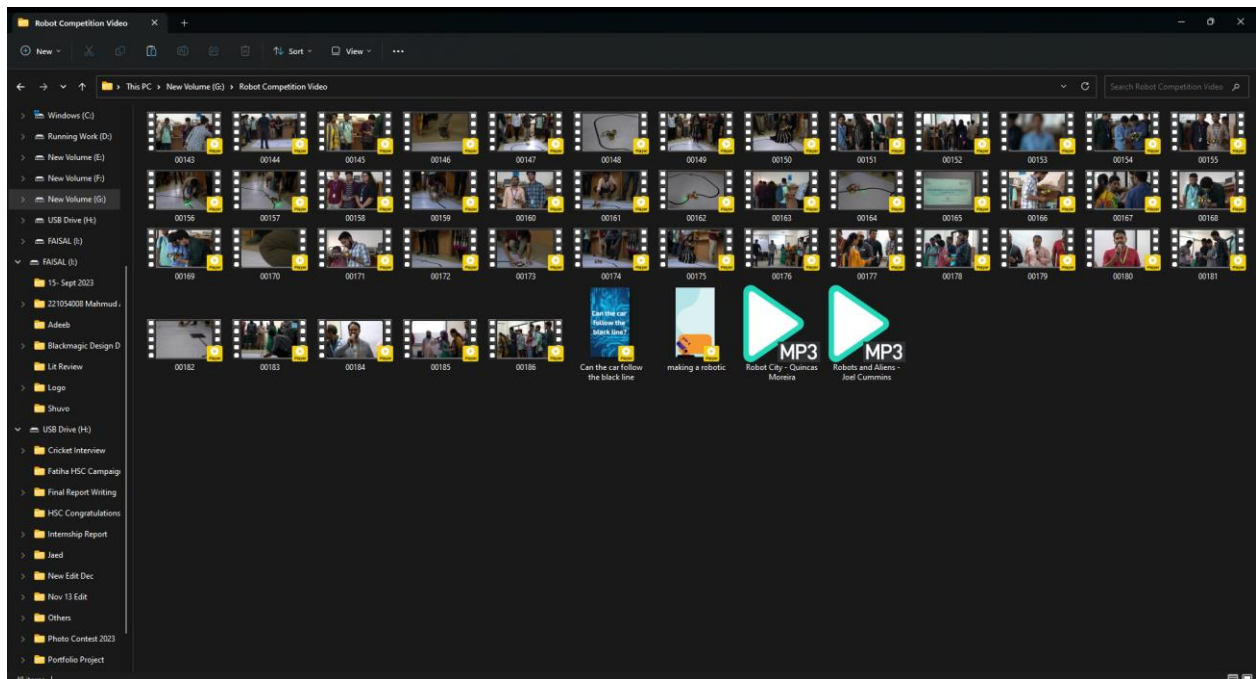


Figure 6.2: Raw Video Files of My Video Documentation of the Robot Competition

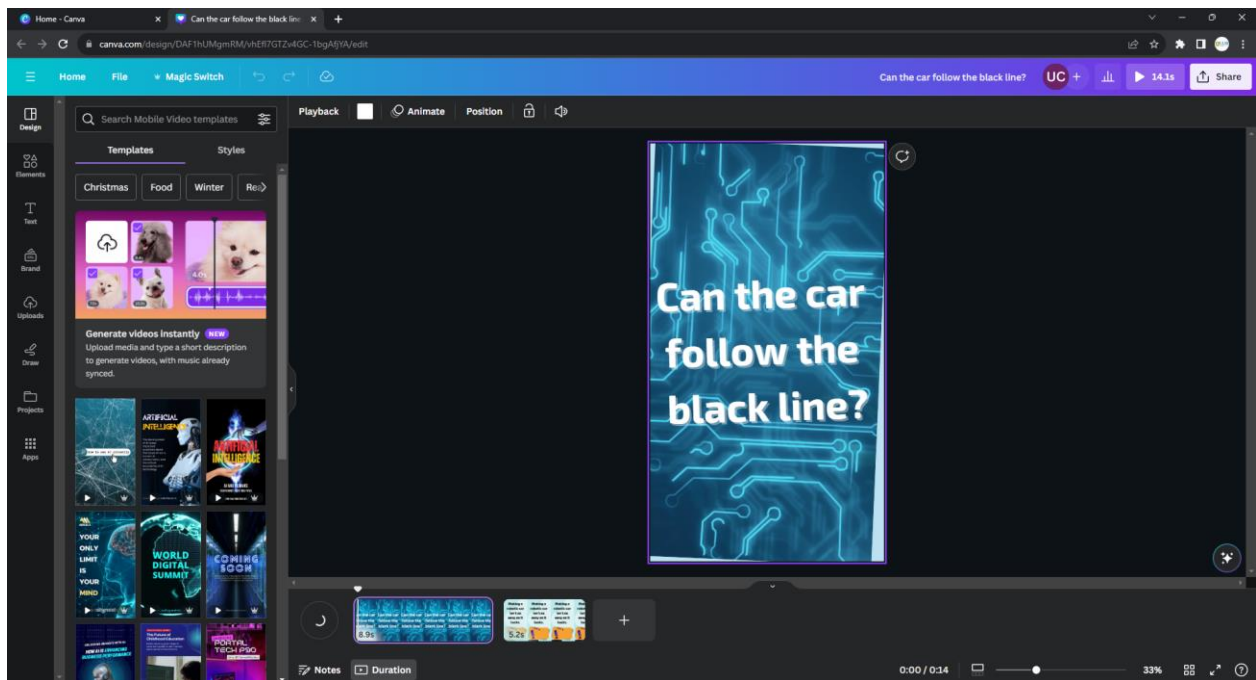


Figure 6.3: Making Short Animation in Canva for Reel Video of the Robot Competition

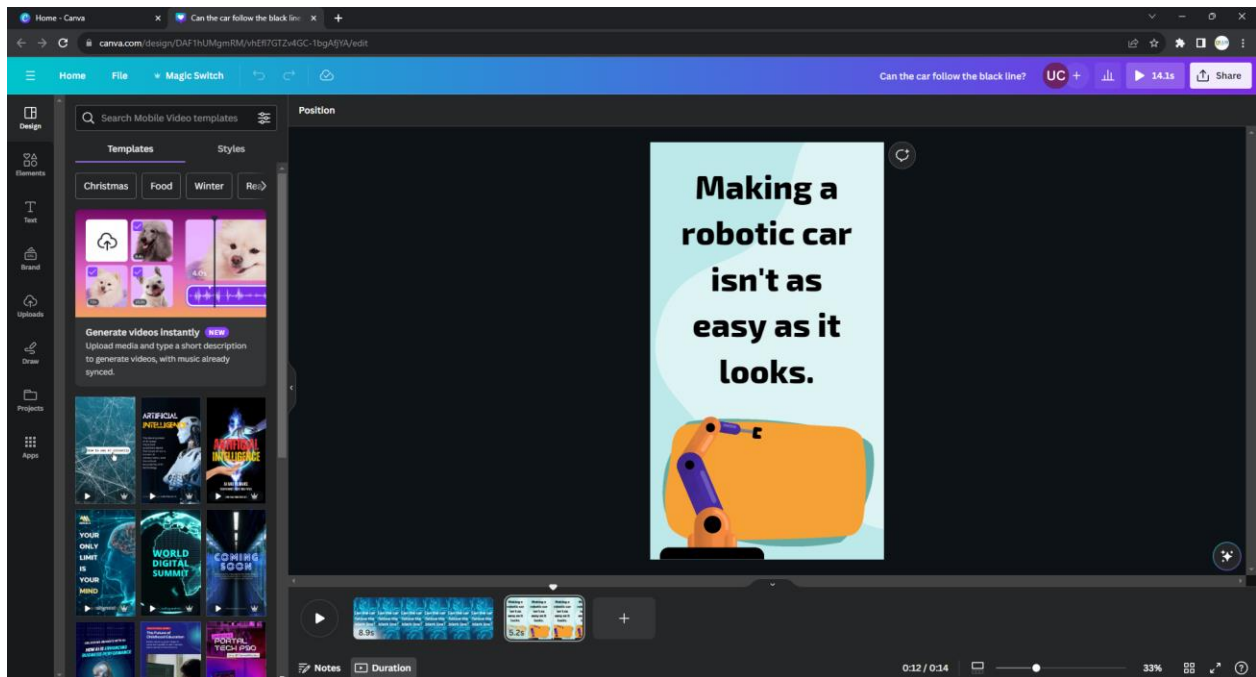


Figure 6.4: Making Short Animation 2 in Canva for Reel Video of the Robot Competition

My Mistakes: Throughout my project I had made several small mistakes:

- I did not use tripod for my camera during documentation
- I did not use proper lighting during documentation
- I did not use external recording device for better sound quality

My Challenges: To operate the camera in low light. As the room lights were very dim it was very difficult to do videography as the camera was not getting enough light for focus.

My Learnings:

- I have learned how to create animated content using stock elements in Canva
- I have learned how to do videography for an event
- I have learned how to color grade in Da Vinci

Final Output:

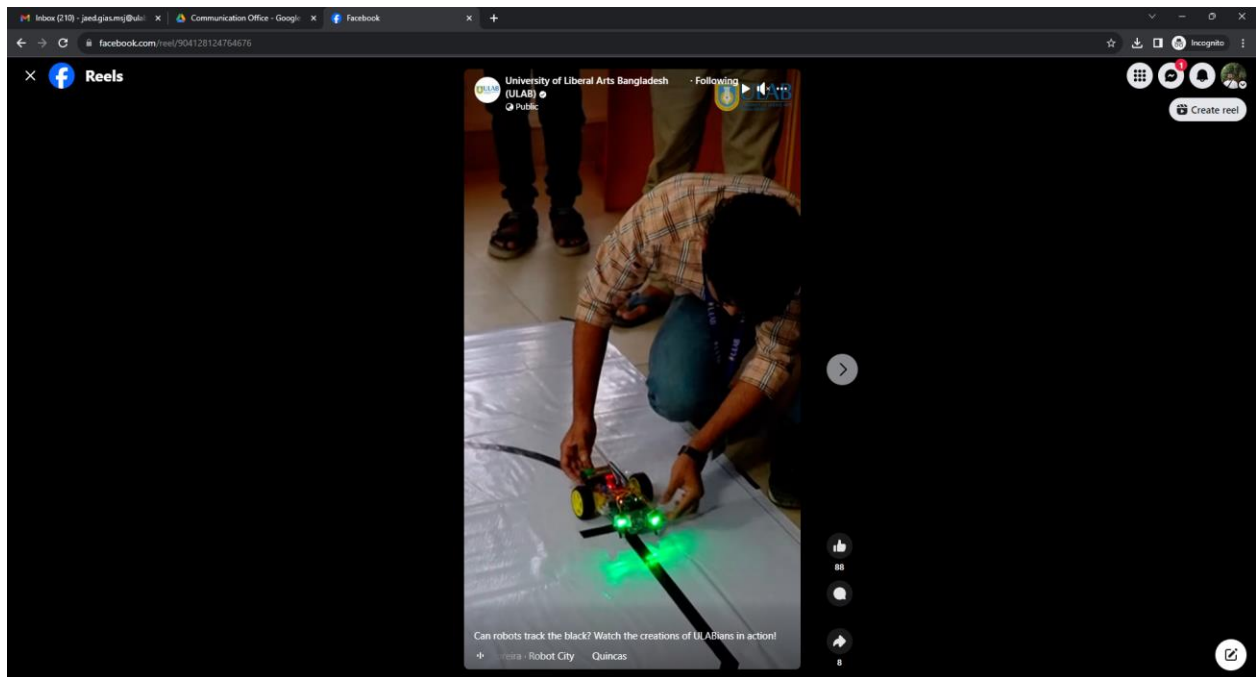


Figure 6.5: Reel Video uploaded of the Robot Competition in ULAB official Facebook page

Video Link: <https://www.facebook.com/reel/904128124764676>

Project 7

Project Name: Video Documentation of Fair 4 U Event

Type of Work: Videography

Assignment Date: 25 November, 2023

Project Details:

ULAB Social Welfare Club has arranged an in-campus fair titled “Fair 4 U”. The purpose of the fair was to allow ULAB students to open their stalls in the fair and the income earned from the fair will be used for buying winter cloths and donating to needful people. I was assigned for doing video documentation of the event.

My Role:

I was given the first task to ensure that all the video equipment's for the shoot are properly ready before the shoot. After ensuring the task, I was required to shoot B roll footages of the fair. An interview session of different vendors who are ULAB students were conducted and I was required to help as video assistant for each interview. And lastly, I was asked to record videos of a special evening program which took place at the end of the fair session. After completion I was required to upload the videos into the computer. Following the upload, I was given the task to select footages from the files which will later be edited for a reel video uploaded in social media platforms.



Figure 7.1: Video Documentation of the Fair 4 U Fair

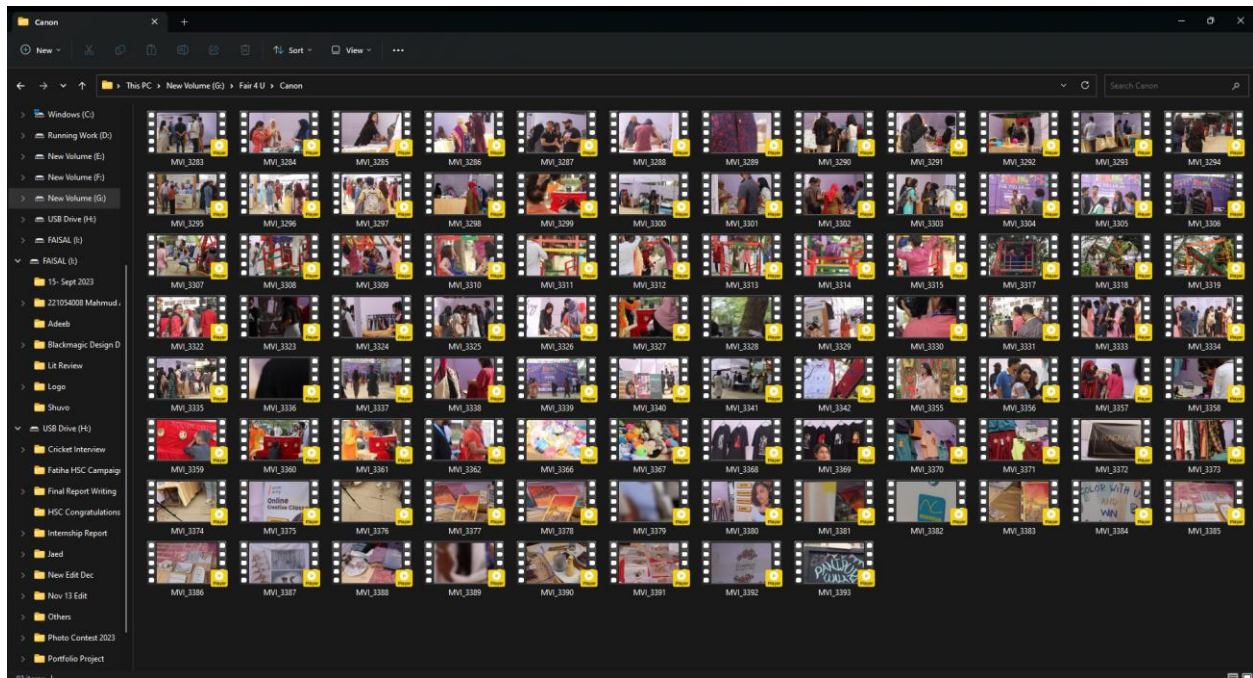


Figure 7.2: Raw Footages of the Documentation of the Fair 4 U Fair

My Mistakes: Throughout my project I had made several small mistakes:

- I was not familiar with the settings of the camera so I shot some few wrong footages
- I did not properly handle the camera as a result of which some footages were shaky
- I uploaded the videos in wrong file name

My Challenges: The main difficulty was I was given the task to cover two events which was happening simultaneously.

My Learnings:

- I have learned how to video document an event
- I have learned how to video assist for interview
- I have learned how to properly record audios in crowded atmosphere

Final Output:

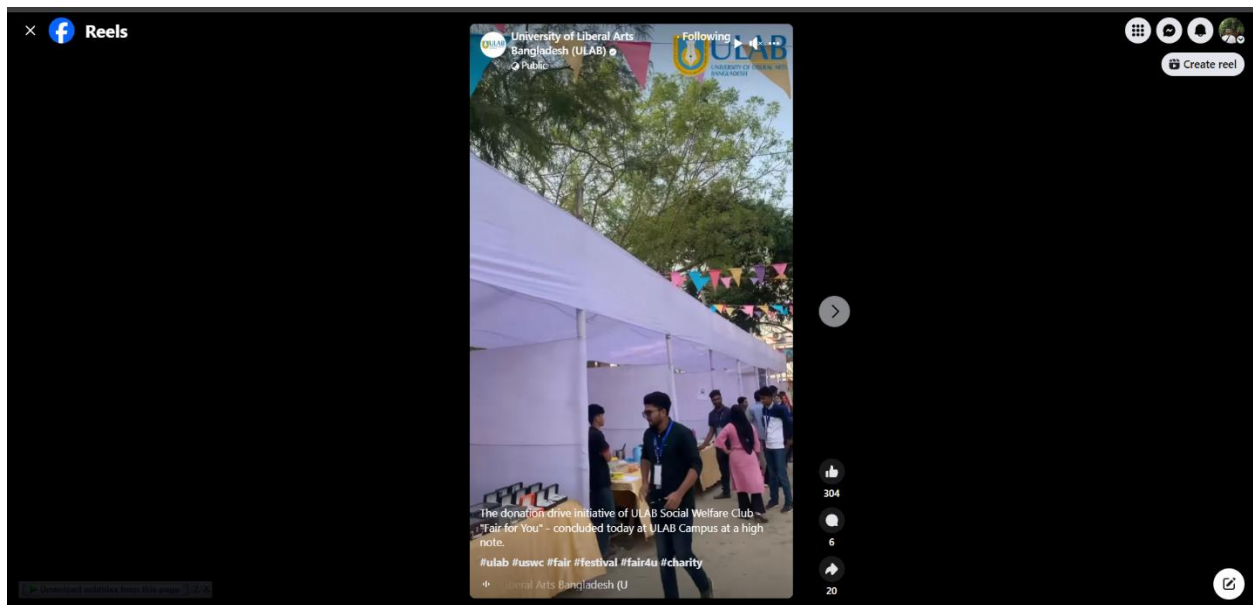


Figure 7.3: Final Output Video of the Fair 4 U Fair uploaded on ULAB Facebook page

Video Link: <https://www.facebook.com/reel/260508247020927>

Project 8

Project Name: Video Edit in Reel Format of Trashion Show

Type of Work: Trashion Show

Assignment Date: 9 December, 2023

Project Details:

The Media Studies and journalism department of ULAB has organized a fashion show which is titled as “Trashion Show”. The show is part of course work of Convergence Communication. The concept of the show is based on mainly students are required to design and create dress using materials that are recycled. I was assigned to help video assist the videographer and later use the video content to video edit an engaging reel video.

My Role:

I was given the responsibility to help the videographer with assistance. I arranged the necessary camera with proper charging and setting memory card. After the video shoot, I was required to archive the footage into the office computer. After the archival I was then tasked to edit the video in reel format for better engagement in social media.

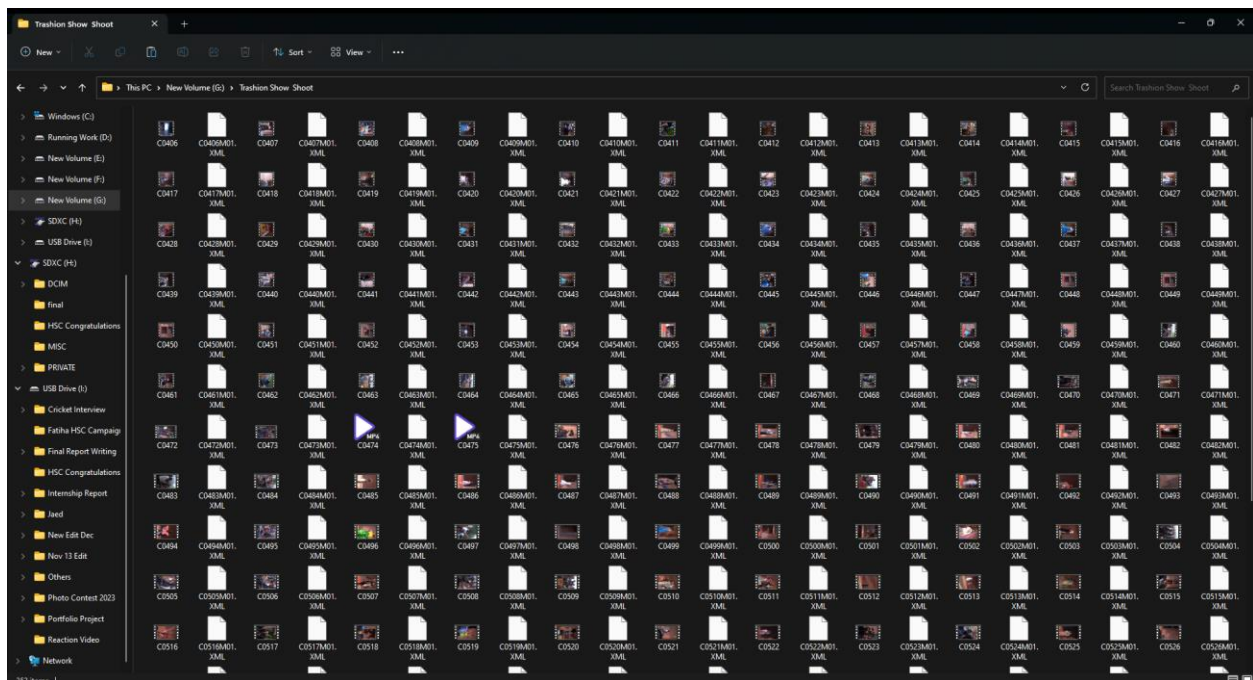


Figure 8.1: Raw Footage Files of the Trashion Show

After the shoot I was given the raw footage of the documentation of Trashion Show for editing the video

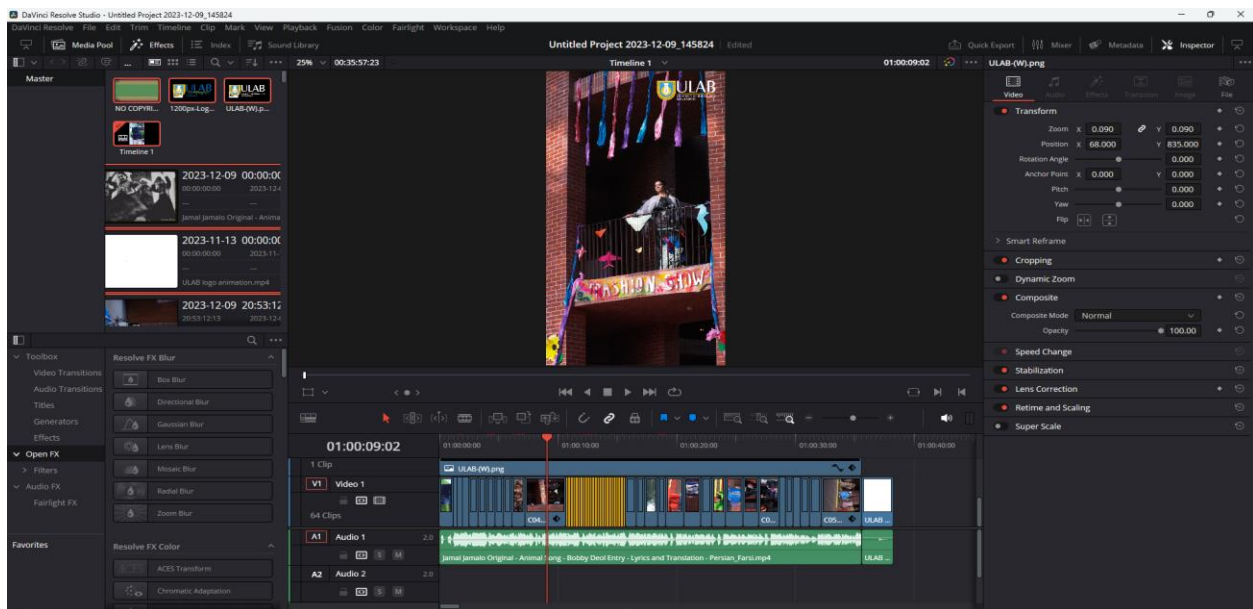


Figure 8.2: Video Edit in Reel Format of the Trashion Show using Da Vinci Editing Software

With the footages downloaded on my computer I imported the files in Da Vinci editing software for post production and create in reel format as instructed.

My Mistakes: Throughout my project I had made several small mistakes:

- I did not add ULAB logo at the top right corner of the video
- I did not add proper background music for the video
- I took longer to edit the reel video which delayed the upload in social media

My Challenges: I was given very short time for editing the video. After the documentation the files were given to me very late for which I had to edit in quick session for ensuring the upload of the video on the same day.

Another challenge for me while editing the video was to make the video in shorter version while also making sure to add rapid video cuts.

My Learnings:

- I have learned how to edit a reel video
- I have learned how use rapid cuts in video
- I learned how to video assist the videographer
- I learned how to edit a video in a very short time

Final Output:

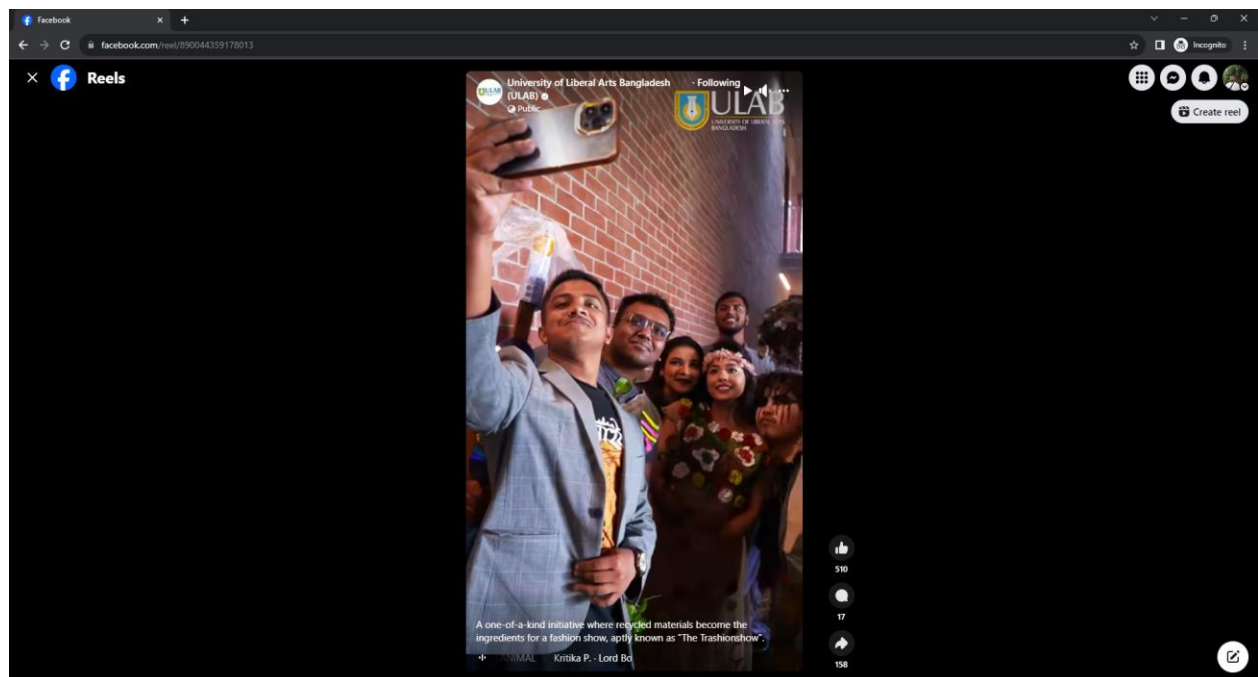


Figure 8.3: Final Output of the of the Trashion Show Video in ULAB Facebook Page

Video Link: <https://www.facebook.com/reel/890044359178013>

THE WORKPLACE LOG

Day 1

- * Main task is to edit video
- * Shoot a video of Jude sin.
- * Office time - 9 to 5
- * G Drive
- * Admission video

22/10/23

Day 2

TASK

25/10/23

- # Video Edit = Short & Longer Form
- Undergrad Video (E)
- Make A Video for Admission

Day 3

26/10/23

- Complete the video in Full
- Send to Whatsapp - Done

Day 4

30/10/23

P = 916,603
S = 114

- Admission Date Font Change
- Dribbling shot Cut
- Cricket Bowling Shot - Cut

www.ulab.edu.bd

Slides of Games - Change

Template

Meeting

Convocation 2024

Gift Pack

Creative Material

Supplementary

Knowledge Video

Reels -

9/11/23

www.ulab.edu.bd

Day 5

Work From Home

31/10/23

Video Editing Change

- 1) Title Change - Undergraduate Program
- 2) Add Slide for Graduate
- 3) Equal importance to every undergraduate program
- 4) Date Change

Connection = Date, Ban

Day 6

1/11/23

Learning color grading on Vinci

Day 7

2/11/23

- Download videos and add text
- ULAB VS NSU (T-sports)
- * Make 1 Min Highlight Video

509
177 27

www.ulab.edu.bd

Day 8

5/11/23

Add Text to Edited Videos.

Day 9

6/11/23

Add Subtitles to Videos

* Change in Title = Admissions Viva Date

Day 10

7/11/23

send Files to BDA Director, Foyat

Convocation - President Ashraf Azhar Raza
Video

Add new subtitles with DaVinci

→ Protashya Apu

→ Yellow Tent

Position X = 1115, Y 65 Size = 0.063

→ Upload Cricket Interview Video

Day 11

8/11/23

~~Passport~~ # Passport Size Photo = Camera

Delete The Previous Text Animation and
add New Text under ULAB Logo.

Scholarship List - 5/11

Day 12

9/11/23

Meeting Minutes (12:00 PM)

→ Brochure Cover

→ Supplementary picture :

→ Design - COE News Letter

→ Admission Static feedback

→ 26/27/28 (Attendance Important)

IBA Accreditation

Website Development - Monitoring (Content)

→ Department Mail - Changes.

→ Birthday

→ Weekly Worklist

→ Website Design

Cricket Campaign - Video Editing

Tag study campaign

14 Small Reels - Insta, Fb, Youtube

Long Video -

Faculty Members Mail

* Phase 4 - Donate (SWC):

* Donation winter clothes (Rottary Club)

→ Business Collaboration

→ Printed Alphabets

→ Marketing Club Reachout

Academic Counseling

Nov
Qs Ranking Campaign - 19, 20, 21, 22

→ Video 1 → Why Qs Working Matters
(60-90s) A, I.

→ Video 2 → Video Bite Pro Vic, Faculty
Why is it important.
(120 Sec) Facilities

→ Video 3 → Video Bite of Ulabians Bite
celebrating Ulabians.

→ Video 4 → Video ULAB Campus
slow Motion Phone shot
Reminder Video - Past Achievement..

Admission - Compilation

* Meeting with ULAB TV → Monday

* Budget

* Compilation Video of ULAB

Day 13



12/11/23

- # Add Designation To Video as Ashton.
- # Translate Bangla to English For Subtitle.

Day 14

13/11/23

Academic Counselling Video Edit

Red Background - Ending

Meeting

- Kabir Sumon Article
- Convocation Cancel
- HSC Results (Video)
- Outreach Calendar
- Admission Video (Next Wave) Third Wave
- New Video Project
- Database for Photographs

www.ulab.edu.bd

Day 16

15/11/23

- Make A Temp Name Template For Jude Sin Video
- Editing 2nd Video for Academic Counselling
- Connection in 1st Video (AC)
- Bangla to English Subtitle Translation

Day 17

16/11/23

- Take All The File in Rendrive
- Academic Counselling Video 2 Caption

ISSB Full Form

passionate about
end 2nd vita

2nd Video

So instead public -
ISSB Full Form

www.ulab.edu.bd

Day 15

Cricket Toy Campaign

Cricket Campaign.

Ranking - 19, 20, 21, 22

Letter Joining Letter

Booth - Expo - Education.

Static - Degree Highlight - Major Highlight

Major Wise

Day 15

14/11/23

0:150 = Zoom

Position = 772

* Final Video Editing

* Color Connection

* New Video Clip Add

* 2nd Video Edit

* Orange Video
Last Small Edit

www.ulab.edu.bd

and the deadline

Time is ticking - and prevent missing the deadline

Day 18

18/11/23

Connection on Edited Videos

→

Day 19

20/11/23

Meeting

Hemmet TV Nov 28

Volunteer Database

(HSC Congratulation Video)

3rd Wave Admission (Spring)

Archived Videos - Discussion
Jamal sin

- Share the Subtitle File with Maimuna
- Qs Ranking
- ~~Task~~ TASK
- HSC Video (
- Photo Contest 2023
-

Checked by Communications Office

Checked by Communications Office

Day 20

21/11/23

- Video Edit HSC Congratulations Video
- Video Shoot = Robotics Competition
- Organized by FFF

www.ulab.edu.bd

Day 21

22/11/23

- HSC Congratulations Video V2
- Upload Photos and videos in Inive

Day 22

23/11/23

- Photo Contest 2023
- Inspiration Behind the Business
- ③ Still Video
- ④ Club Presentation
- as more

Day 23

24/11/23

- Fixing the Photo Contest 2023 File
- Video Shoot B Roles for Fair 4 U
- Final Edit of the Academic Counselling 2
- Need to add subtitles for HSC Congratulations Video

www.ulab.edu.bd

Day 24

25/11/23

- Video Shoot Idea Huntory
- Video Shoot, Cultural Program Fair 4 U
- subtitle connection for HSC Congratulations Video
- New Task → Fatima Video, Miss video

Day 25

26/11/23

- Photo Contest 2023 → Excel Database
- Fatima Video Final cut

Day 26

27/11/23

- DAA D-Sweden
- ↳ Advisor
- CSE Competition
- Motion Graphics
- Robotics Competition
- Admission

www.ulab.edu.bd

Day 27

29/11/23

- Animation for Feels Robotic
- Reaction Video Edit

Day 28

30/11/23

- Video Editing Task → Fair 4 U
- General Video Admission Video Editing

Day 29

3/12/23

Jan - Unit - 4

Unit - 5

- Edit New Admission Video
- Photo Database
- Portfolio

www.ulab.edu.bd

Day 30

4/12/23

Meeting

→ Achievementz

→ CV → Specific, Project, Metric

→ 9:30 (Monday)

Day 31

5/12/23

→ No Specific Task

Day 32

6/12/23

→ Edit EMPA Video

→ Add Text & Template in Video

Day 33

→ Stone Content from Memory Card

→ Help with the changing

Day 34

9/12/23

→ Help with the shooting

→ Make a feel about Trashion Show

→ Reminder about old content

Day 35

10/12/23

→ Design Animation in Canva for Qs Ranking

→ Upload files in Drive BEE, CS.

Day 36

11/12/23

Meeting

→ Qs Ranking Edit Version

→ Semester Break → What does students

do? → Video Byte

INTERNSHIP OUTCOME

The internship has given me a greater opportunity to hone my skills and knowledge into different kind of project work. The final outcome of different projects has upgraded my level of expertise. With the help of my seniors I managed to successfully implement my academic learning to the various work projects.

I was not restricted to only one particular task and was given opportunities to learn many different new things.

I gained the management skills required for projects of different size and importance.

I learned new editing software which I was not greatly aware of the advantages which helped me produce better content output for the assigned task.

During my time I learned the importance of time management skills and how to operate under pressure.

I have gained the act of being professional in a workplace environment.

I have acquired the confidence to work in large group and communicate properly as per the instruction to complete the project.

I have learned how to avoid procrastination and complete the task in a proper schedule.

During my time I have made many small and big errors while working on projects but I have learned how to take feedback for my work and use that feedback to improve my task.

SELF-ASSESSMENT FORM

The purpose of this survey is to obtain students input on how they think they have performed.

Name of Intern: Jaed Ibn Gias

University ID: 193012005

Name of the Institute/Organization:	ULAB Communications Office		
Corporate Office Address:	688 Beribadh Road, Mohammadpur, Dhaka-1207		
Email:	communications@ulab.edu.bd	Web:	https://ulab.edu.bd/

1. During a typical week, approximately how many hours did you dedicate to your internship?

50 Hours

2. Was your internship paid? If yes, how much?

Yes (Taka 5000)

3. Was your site supervisor available to meet when needed? Tick any one of the following.

☐ Not at all
 ☐ Slightly
 ☐ Moderately
 ☒ Quite a bit
 ☐ A great deal

4. Next, we would like to know how you were affected by your internship. Using the scale below, please indicate the degree to which participation in your internship experience increased or strengthened your abilities, attitudes, awareness or understanding in each of the areas identified:

1=Not at all 2=Slightly 3=Moderately 4=Quite a bit 5=A great deal

NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	5
2	I believe in my ability to make a difference.	5
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	5
6	I can recognize my personal weaknesses.	5
7	I have a sense of personal achievement.	5
8	I have the ability to persevere in difficult tasks	5
NO	CRITERIA (Social/Interpersonal Impact)	
9	I demonstrate concern for the welfare of others	5
10	I can be understanding and appreciative of people with diverse backgrounds	5
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	4

13	I have increased my ability to be a leader	4
14	I feel more connected to my community	5
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	5
16	I have broadened my critical thinking skills (reasoning, problem solving)	5
17	I have learnt the ability to work independently	5
18	I feel my classroom learning was enriched	4
19	I have the ability to connect academic subject matter to the real world.	5
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialized technical skills for a specific job function	5
21	I broadened my future employment possibilities	5
22	I received an opportunity to explore a specific career	4
23	I developed realistic ideas about the work world	5
24	I narrowed my future possible career choices.	4
25	What is your average score from this test?	4.79

5. General Comments

Signature of Intern

PROFESSIONAL COMPETENCIES

Being an intern gave me opportunities and gifted me professional competencies. They are:-

Technical Proficiency Skillsets:

- Google Sheets/Microsoft Word/Google Doc: I acquired the efficiency to use these software.
- Da Vinci Software: I learned how to use the software from scratch to edit videos, color grading and sound design.
- Administrative Work: I learned how to accept given work and take feedback.
- Leadership Skills: By observing team work I acquired the confidence to understand how to lead a team.
- Time Management: I learned how to properly manage time and finish the work in schedule
- Video Documentation: I learned how to operate a camera while documenting the events.
- Adobe Photoshop/Illustrator: I have learned how to make template for videos.
- Canva Software: I have learned how to make simple static poster and animation using the software.
- Bangla to English Translation: I learned how to translate for using subtitle work in videos.
- Critical of my own work: I gained the ability to accept criticism and feedback of my work.

Concluding Remarks

I got the real-life experience on working inside a professional working environment. ULAB Communication office has given me an opportunity to hone my skills. The people from upper management to people who are my coworkers helped me with the internship to succeed.

My academic learning helped me in my professional work and the work of my internship gave me positive satisfaction.