



Media Studies and Journalism Department

Internship Report

Prepared By-

Md Sambitul Islam

ID: 201012001

Spring 2024

MSJ – 11498

Host Organization: **American Red Cross**



**American
Red Cross**

Submission Date: 13 September 2024

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Student's Detail

Name: Md Sambitul Islam

ID: 201012001

Department: Media Studies and Journalism

Host Organization with full address:

Red Crescent, 684-686, Road Wireless
Railgate Bara Moghbazar, Dhaka 1217

**Name and Designation of the Supervisor
(Host Organization):**

Harun Ur Rashid
Sr.Program Manager
American Red Cross

Section worked in: Communication

Internship Start Date: 1st April, 2024

Internship End Date: 30th September, 2024

Hours/week: 40 hours/week

Acknowledgement

I thank all who in one way or another contributed to this report. First of all, I would like to thank Almighty Allah for protecting me from all and giving me sound health and mind to assume this report.

I am so grateful to the Faculty of the University of Liberal Arts, Bangladesh (ULAB) for making it possible for me to study here. I give deep thanks to the Professors and Lecturers and all of those people who are involved with this journey. My special and hearty thanks to my supervisor, Andalib Rubayat who directed me in preparing this report. For his leadership and guidance, it was so easy to complete my report.

I would also like to thank the American Red Cross and IFRC for offering me an internship opportunity.

Without their help, my internship would not have been possible. Whenever I encountered any difficulty in my work, they helped me out.

I would like to give special thanks to my fellow MSJ classmates and colleagues for giving me valuable information, advice, and suggestions to complete this report.

I also thank my family for their relentless support and encouragement.

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: Md. Sambitul Islam

ULAB ID: 201012001

Signature: 

INTERNSHIP REPORT APPROVAL FORM

Student Name Sambitul Islam

ID No. 201012001

Major: Digital Film & TV Production

Year: 2024

Local Phone: +8801704496400

Email: md.sambitul.msaj@ulab.edu.bd

INTERNSHIP/PROJECT INFORMATION

Internship

Organization: American Red Cross

Area of Work: Content

Semester (Tick one): ☒ Spring 2024☐ Summer 2024☐ Fall 2024

Advisor APPROVAL

(Please place a Tick)

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

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

Signature:

Name: Andalib Rubayat

E-mail: andalib.rubayat@ulab.edu.bd

Date: 6 September 2024

Title: Senior Lecturer

Phone: 01918939190

About American Red Cross (Host Organization)

Background of the organization:

The Red Cross is committed to supporting the most vulnerable populations by focusing on disaster risk management and preparedness. Working in 30 communities worldwide, the organization helps 100,000 people gain essential knowledge and skills to manage the risks associated with natural disasters. This involves training community members in disaster response, first aid, and emergency preparedness, enabling them to act effectively when faced with crises such as floods, earthquakes, and hurricanes.

By collaborating closely with local and national institutions, the Red Cross promotes a culture of disaster management and planning. This includes advocating for the integration of disaster risk reduction strategies into development plans and policies. Their initiatives often involve community-based disaster risk assessments, the creation of local emergency response teams, and the development of early warning systems to mitigate the impact of natural disasters.

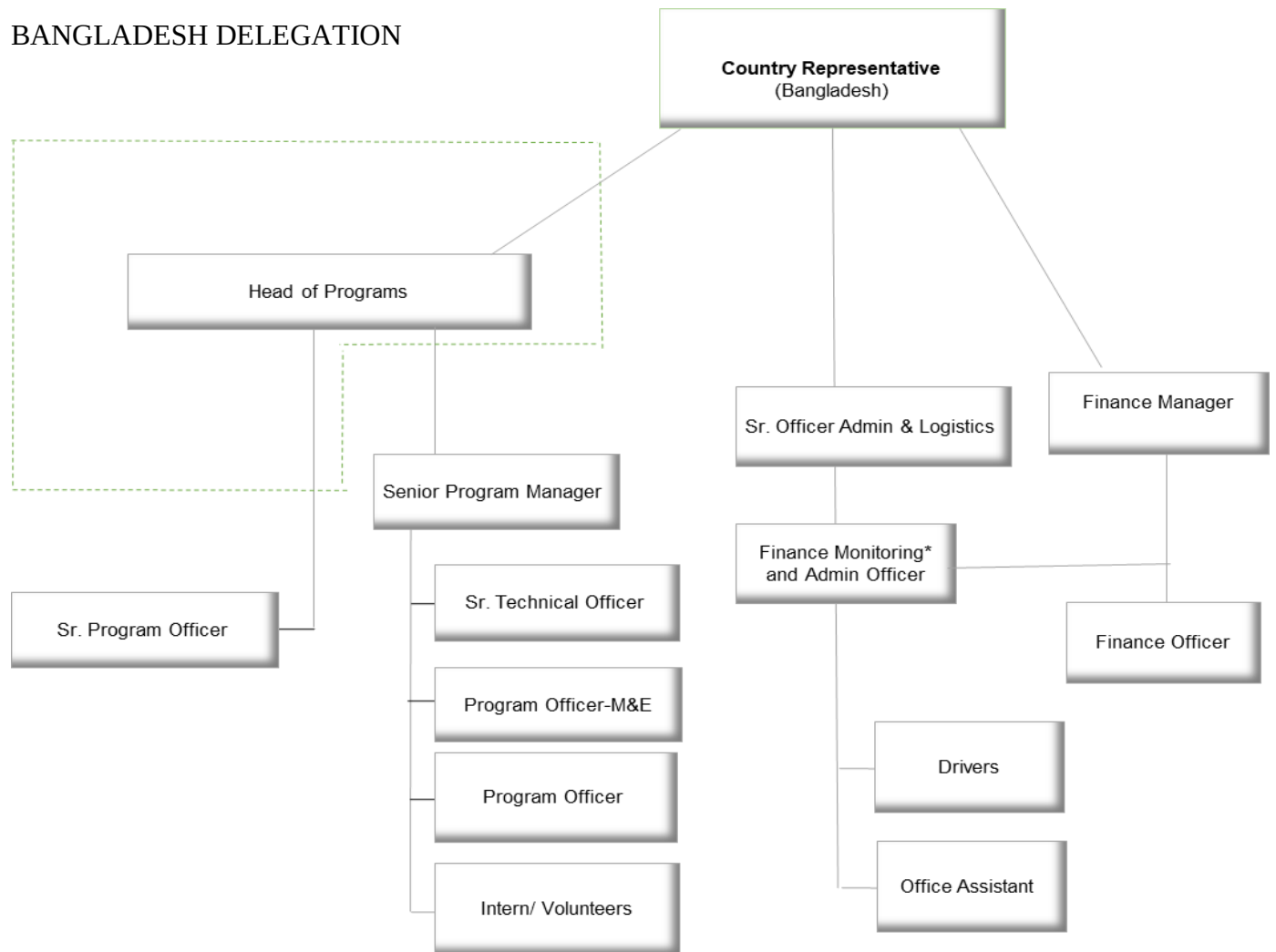
Moreover, the Red Cross works to raise awareness about climate change and its effects, fostering resilience by encouraging sustainable practices that reduce vulnerability. Through these efforts, the organization not only helps save lives and protect livelihoods but also strengthens community bonds and empowers individuals to become proactive agents of change in the face of future disasters.

Mission Statement:

The American Red Cross prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors.

Organogram:

AMERICAN RED CROSS BANGLADESH DELEGATION



Project – 01

Project Name: Enhanced vulnerability and Capacity assessment (EVCA)

Project Overview:

The project was under the collaboration of USAID and American Red Cross. Vulnerability and capacity assessment (VCA) is a process of participatory investigation designed to assess and address major risks affecting communities. It aims to determine people's vulnerability to those risks, and their capacity to cope and recover from a disaster.

The project was about to do the documentation, edit and translating the subtitle for the documentary. It was one of the longest projects that I have ever worked on. It was a 17-day-long project which we had to conduct. The shooting was done in Shoronkhola Upazilla in Bagerhat District and Sathkhira District. The shooting was done under the supervision of Bagerhat Municipality and Sathkhira Municipality.

Project Start Date: 2nd June 2024

Project End Date: 20th June 2024

My Tasks and Responsibilities:

My task was to shoot, edit and translate the subtitle. The project was handled by my supervisor, and whole responsibility was given to me.



Image 01: Capturing the event

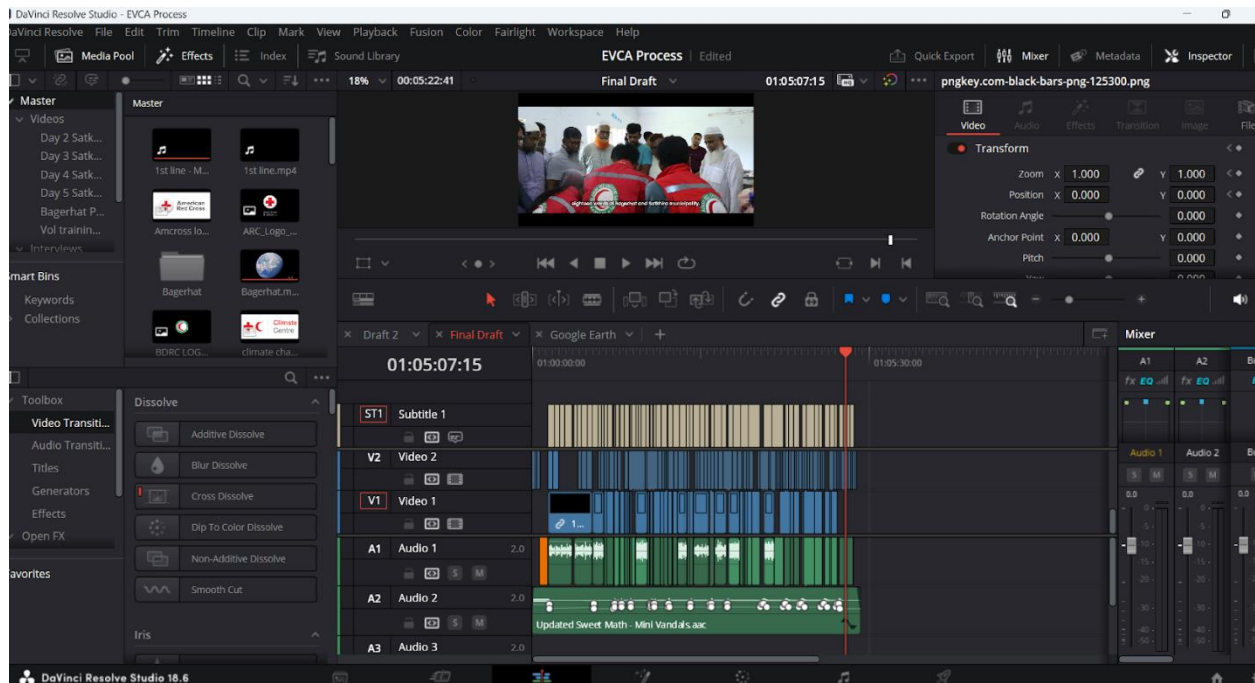


Image 02: Project File of Video



Image 03: Selfie during the work station

Subtitle of EVCA PROCESS Documentation Video.

Bangla	English
ভৌগলিক অবস্থানগত কারণে বাংলাদেশ বহুমাত্রিক দুর্যোগপ্রবণ দেশ হিসাবে সারা বিশ্বে পরিচিত।	Due to its geographical location, Bangladesh is known as a multidimensional disaster-prone country all over the world.
বাংলাদেশের দুর্যোগ প্রবণ শহরগুলোর মধ্যে দক্ষিণ-পশ্চিমাঞ্চল অন্যতম।	The southwestern region is one of the most disaster-prone areas in Bangladesh.
বাংলাদেশ রেড ক্রিসেন্ট সোসাইটি বাগেরহাট ও সাতক্ষীরা পৌরসভায় উপকূলীয় শহরভিত্তিক জলবায়ু ঝুঁকি হ্রাস প্রকল্প বাস্তবায়নের পদক্ষেপ গ্রহণ করেছে।	Bangladesh Red Crescent Society (BDRCS) is implementing Coastal City Resilience and Extreme Heat Action Project (CoCHAP) in Bagerhat and Satkhira municipalities.
প্রতিটি ওয়ার্ডের বিপদাপন্নতা ও সক্ষমতা নিরূপণ করার লক্ষ্যে Enhanced Vulnerability and Capacity Assessment EVCA করা হয়েছে।	To assess the vulnerability and capacity of each ward of these municipalities, Enhanced Vulnerability and Capacity Assessment (EVCA) has been conducted
পুরো process টা যদি বলি যে ভাবে আমরা EVCA কার্যক্রমটি বাস্তবায়ন করে থাকি।	If we say, the whole process of conducting the EVCA,
এটা মূলত রেড ক্রস/রেড ক্রিসেন্ট এর একটি Global Tool আছে।	It is Red Cross Red Crescent's global tool.
যেগুলো ব্যবহার করে আমরা EVCA করি।	This tool is adopted to conduct EVCA.
বাংলাদেশ রেড ক্রিসেন্ট সোসাইটি এর যে প্রাণশক্তি, যুব রেড ক্রিসেন্ট সদস্য তাদের মাধ্যমেই মূলত আমরা এই EVCA কার্যক্রম সম্পন্ন করেছি।	Red Crescent Youth (RCY) volunteers are the strength of Red Cross Red Crescent movement and have been involved in conducting the EVCA process.
এই কার্যক্রম বাস্তবায়নের জন্য ২৫ জন RCY নিয়ে ২ দিন ব্যাপি একটি Orientation এর আয়োজন করা হয়।	To implement this program, a 2-day orientation on EVCA was organized with 25 RCY volunteers.
এই EVCA বাস্তবায়নের জন্য আমরা দুদিন Orientation এর পর থেকে কাজ শুরু করি।	We started working after two days of orientation to implement this EVCA.
৩০ জন বিভিন্ন পেশার ও শ্রেণীর মানুষ নিয়ে EVCA প্রোগ্রামটা আয়োজন করা হয়।	30 participants from different professions at each ward level participated in the EVCA process..
এবং বলে রাখি যে এর আগে বিভিন্ন রকম প্রোগ্রামে কাউন্সিলরদের নিয়ে, মেয়র নিয়ে এবং	Before initiating EVCA, city wide risk assessment were conducted with mayors, councilors and different

Image 04: Screenshot of subtitle

Challenges: One of the challenges that I had to face was one month of editing. I had to maintain the office and edit both simultaneously. Another challenge was about the spelling of the name in English. I had to find out all the information on the internet. Another challenge that I faced was maintaining the deadlines. Since it was one of my biggest projects, I wasn't able to maintain time table properly.

Mistakes: One of the major mistakes I submitted a draft without sound. Also, the subtitles were misplaced. Later I worked on it.

Learnings:

- Learned to work under pressure.
- Learned to do time management.
- Learned to work in a team.
- Learned to take lead of the team.

Project 02

Project Name: Leaflet of CoCHAP (Coastal City Resilience Project)

Project Overview: The project is about CoCHAP. The Coastal City Resilience and Extreme Heat Action Project (CoCHAP) aims to build climate resilience of urban communities, particularly to extreme heat and coastal threats. While building on the learning from the previous experiences in coastal cities, extreme heat response and locally led climate adaptation, CoCHAP will strengthen the capacities of the communities, Red Cross and Red Crescent (RCRC) National Societies, city authorities, meteorological agencies and other stakeholders in system and design thinking, coalition building and evidence-based collective action.

The project was supervised from South Korea through Annual Meeting. A normal meeting was conducted in Indonesia. The video that is incorporated in QR Code, was the main agenda of the poster. The poster was later shown in South Korea and Indonesia.

Project Start Date: 8th July 2024

Project End Date: 10th July 2024

My Tasks and Responsibilities:

My task was to create a lucrative leaflet for the project. My supervisor, provided me all the information and asked me whether I can make any sort of poster or not. Once he got my assurance, I have done the poster in AI (Adobe Illustrator).



First Draft



Second Draft



Image 03: Final Draft of Leaflet

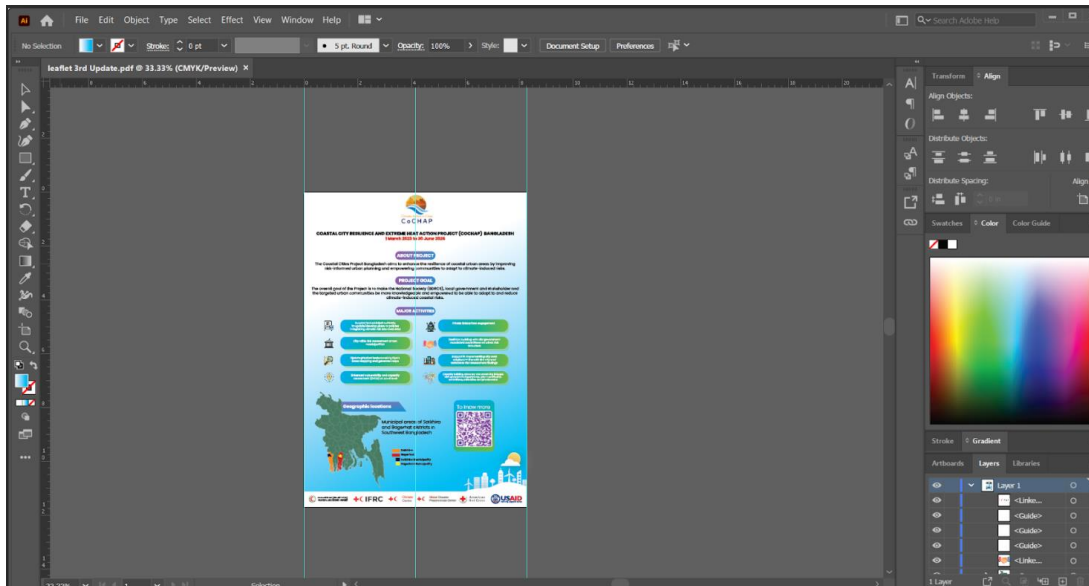


Image 04: Project File of Leaflet

Challenges: The major challenge that I faced was the alignment and color combination. Since it was a poster, I had to make an alignment based on the information. My first two drafts have been rejected. Later my supervisor helped me with the layout and color palette. Then he also wanted to place the logos under the poster.

Project Start Date: 5th July 2024

Project End Date: 8th July 2024

Mistakes: Since I was experienced in Adobe Illustrator, there wasn't much of a mistake. Still, my first draft of the design was not approved. The design was very plain and simple. Then I came up with a variety of designs and later one design was approved.

Learnings:

- Learned to use Adobe Photoshop and Illustrator.
- Learned a lot about color palette.
- Learned about the alignment of the poster design.
- Learned about using proper font on the theme of the design.

Project 03

Project Name: Video on Remal Cyclone Update

Project Overview: Severe Cyclonic Storm Remal was a moderately strong but devastating and deadly tropical cyclone that affected West Bengal and Bangladesh, which also became the costliest known tropical cyclone to affect Bangladesh. It was the first depression and the first cyclonic storm of the 2024 North Indian Ocean cyclone season. It occurred on 25 May 2024.

Project Start Date: 25th May 2024

Project End Date: 28th May 2024

My Tasks and Responsibilities:

My task was to create a video on awareness. Red Crescent Youth volunteers provided me with the update and video footage, where I had to edit a video for the awareness of the Remal. Later I created a video.

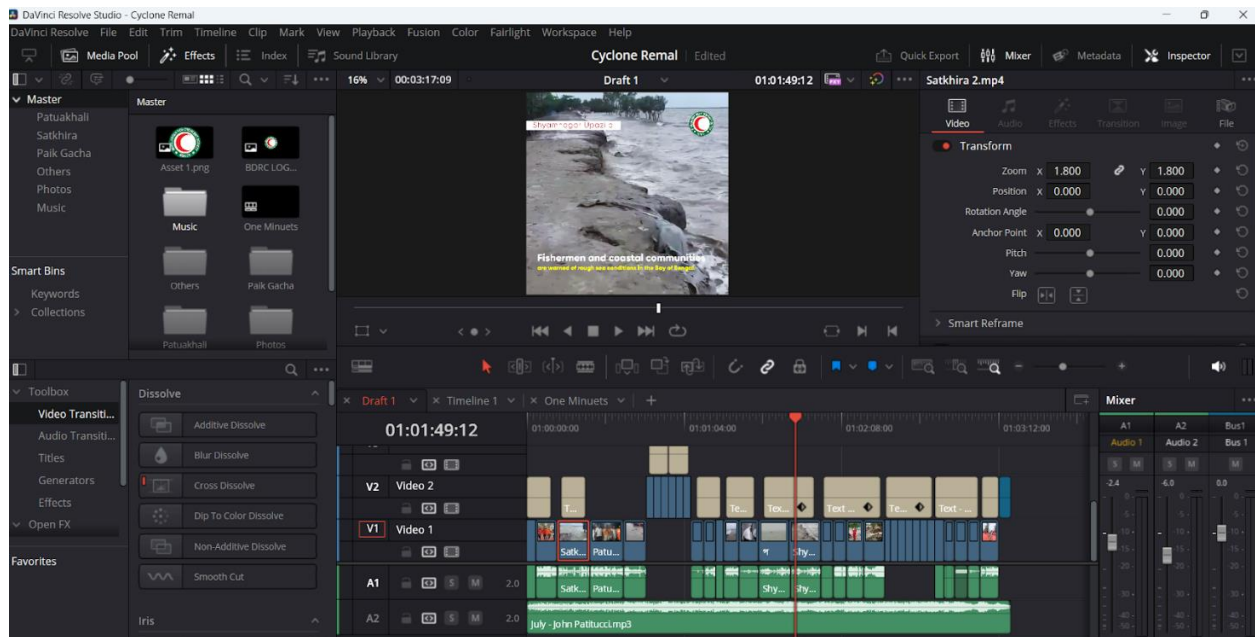


Image 01: Project File of Video



Image 02: Screenshot of the video



Image 03: Screenshot of the video

Challenges: One of the major challenges I faced was effectively managing the timing of updates and communications. As part of my responsibilities, I needed to stay in constant contact with the Red Crescent Youth, who were on the ground providing real-time information. This continuous flow of updates was crucial to ensure that our response efforts were timely and accurately coordinated.

However, this became increasingly difficult due to persistent network issues. The unreliable connectivity caused significant delays in receiving updates, which, in turn, affected our ability to make quick, informed decisions. Every delay could potentially impact our ability to respond effectively to urgent needs, distribute resources efficiently, or communicate critical instructions to those in the field.

Mistakes: Since I was experienced in Da Vinci Resolve, there wasn't much of a mistake. However, they were not satisfied with the font of the video. Therefore, I was receiving feedback constantly regarding the font. Also, it was a lengthy video which was 3 minutes, they told me to make it short within 1 minute. Then they approved both versions.

Learnings:

- Learned to work under pressure.
- Learned to do time management.
- Learned to use Da Vinci Resolve.

Project 04

Project Name: Documentation on Water Distribution

Project Overview: In response to Cyclone Remal, Grameenphone, in collaboration with the Bangladesh Red Crescent Society, is implementing several key interventions to support affected communities. Two water treatment plants, each with a capacity of 1500 liters per hour, have been set up in Paikgasa and Shyamnogor to provide clean drinking water. Two medical teams, capable of serving 100 patients per day, are on the ground offering healthcare and free medicine. Food relief packages, sufficient for a family of four for a week, are being distributed to 10,000 families. Additionally, Grameenphone has provided 10 minutes of free calls and 500 MB of internet for 48 hours to customers in Chittagong, Cox's Bazar, Noakhali, Khulna, Jessore, and Barisal. Mobile phone charging facilities are also available at 123 Grameenphone towers in Khulna and Barisal for all mobile users.

Project Start Date: 25th May 2024

Project End Date: 28th May 2024

My Tasks and Responsibilities:

My task was to do the documentation of the campaign. Footage had been provided by American Red Cross, later I only had to edit and add the subtitles for the documentation.

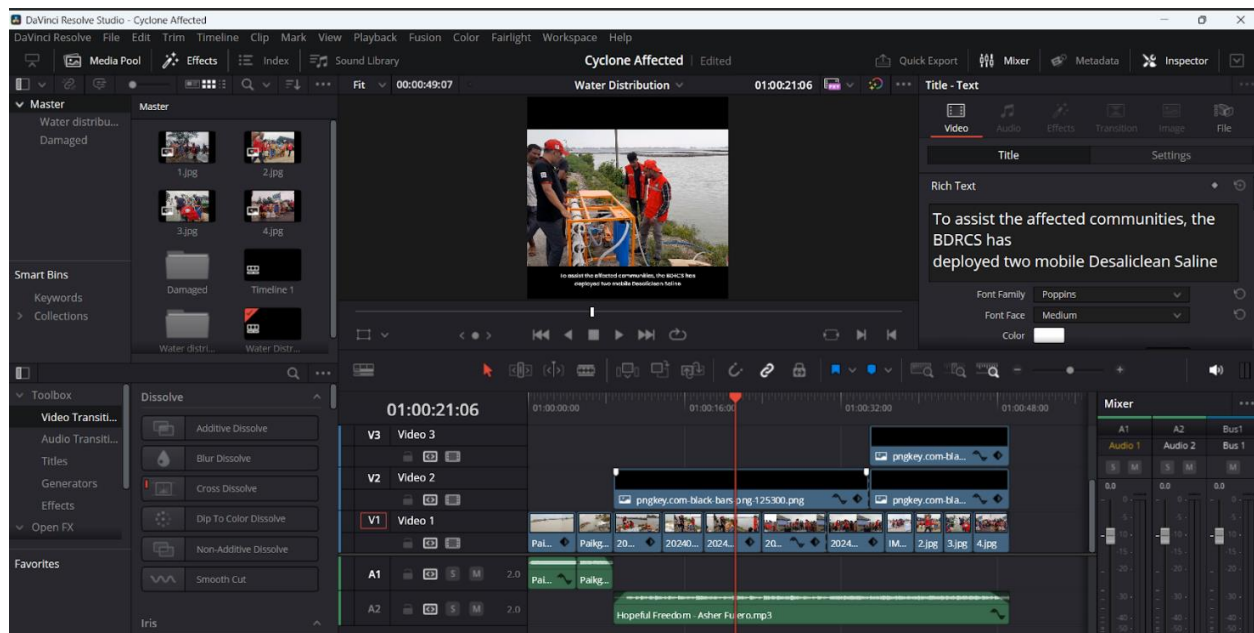


Image 01: Project File of Video



Image 02: Screenshot of the video

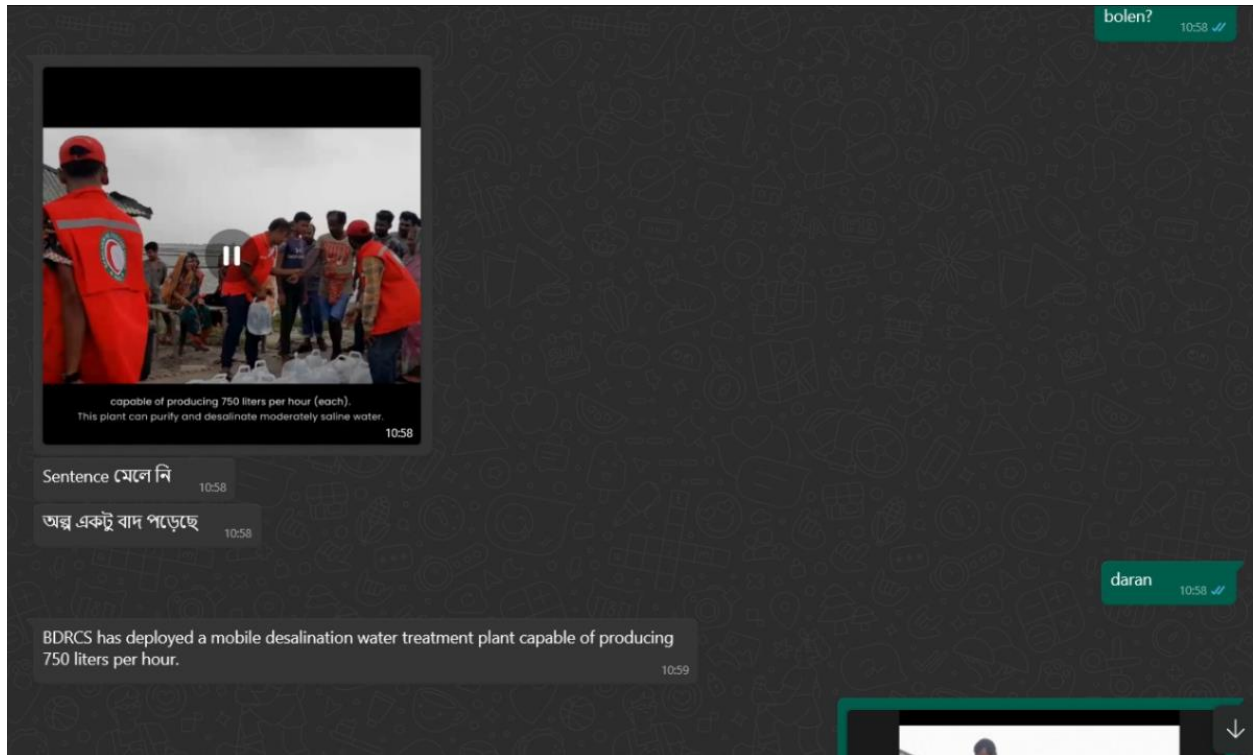


Image 03: Screenshot of the conversation

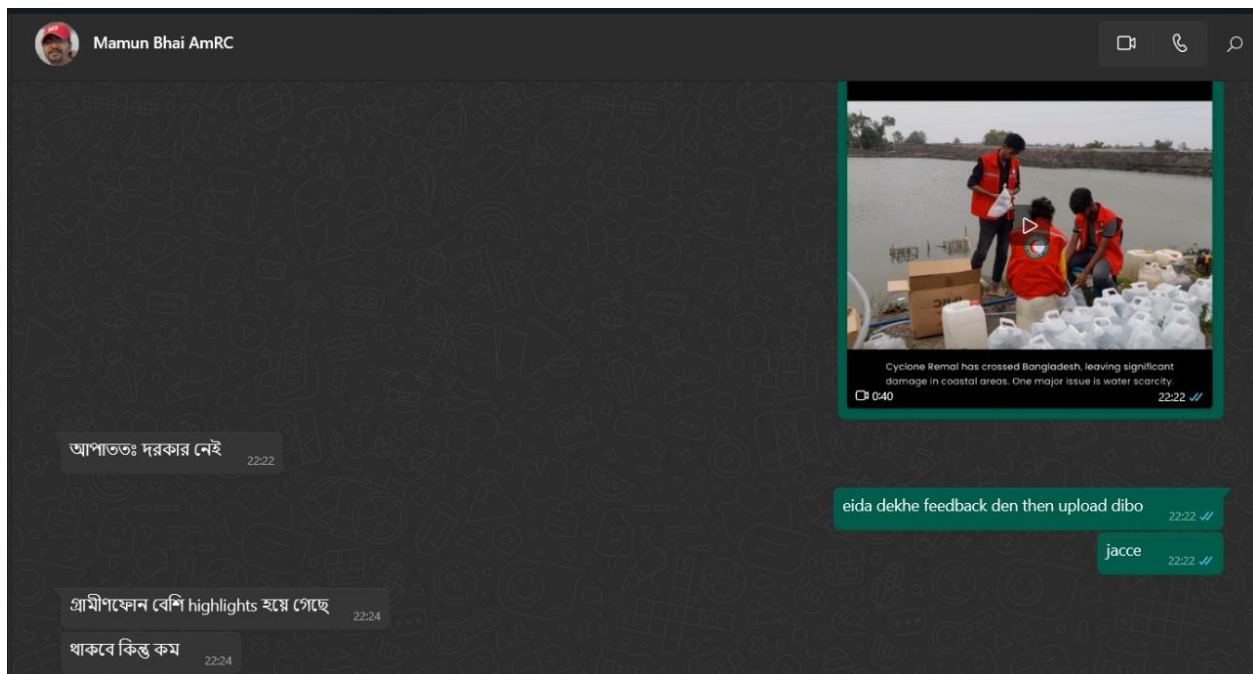


Image 04: Screenshot of the conversation

Challenges: The challenge that, I faced was maintaining strict deadlines. With the pressure to deliver high-quality subtitles on time, the need to balance accuracy with speed became a constant concern. The research for correct name spellings further added to the workload, making it difficult to keep up with the tight schedule.

Mistakes: Since I learned to use Da Vinci Resolve, there wasn't much of a mistake. The mistake that I made was, I forgot that, they informed me about the logo of Grameenphone in the video. Then, later on, I had to reduce the visibility of the Grameenphone logo showed in the footage.

Learnings:

- Learned to work under pressure.
- Learned to do time management.
- Learned to use Da Vinci Resolve.
- Learned to receive criticism.

Project 05

Project Name: Photos for Website and Calendar

Project Overview: Every year they take pictures of the Upazillas for the fund raising shortly. The project was about taking images for the website and calendar.

Project Start Date: 25th July 2024

Project End Date: 28th July 2024

My Tasks and Responsibilities:

My task was to take pictures of the Morrelganj, Sarankhola, Shathkhira Municipality, Bagerhat Municipality for the upcoming year's calendar and website. My task was to take picture and edit them according to their requirements.



Image 01: Taking footage of the event



Image 02: Taking footage of the event



Image 03: One of the pictures

Challenges: The project went smoothly overall, with only a few minor challenges that needed to be managed. The primary issue was the weather, which was unpredictable and posed some difficulties during the outdoor shoot. Additionally, the battery for the camera died unexpectedly while capturing some of the key images. This created a sudden disruption and added pressure to the situation, as I had to quickly find a replacement battery to avoid losing valuable time and momentum. I rushed to secure another battery, which, fortunately, allowed us to resume shooting relatively quickly.

Mistakes: I didn't make any plan for the place as a result I have to capture a lot of pictures and then I lost few pictures as the memory card corrupted. But luckily there were a backup memory which I used for few more shots.

Learnings:

- Learned a lot about exposure.
- Learned about keeping backup memory card.
- Learned to work in a team.

Project 06

Project Name: CoCHAP Progress (BDRCS)

Project Overview: The project is about CoCHAP. The Coastal City Resilience and Extreme Heat Action Project (CoCHAP) aims to build climate resilience of urban communities, particularly to extreme heat and coastal threats. While building on the learning from the previous experiences in coastal cities, extreme heat response and locally led climate adaptation, CoCHAP will strengthen the capacities of the communities, Red Cross and Red Crescent (RCRC) National Societies, city authorities, meteorological agencies and other stakeholders in system and design thinking, coalition building and evidence-based collective action.

The project was supervised from South Korea through Annual Meeting. A normal meeting was conducted in Indonesia. The video that is incorporated in QR Code, was the main agenda of the poster. The poster was later shown in South Korea and Indonesia.

Project Start Date: 1st July 2024

Project End Date: 3rd July 2024

My Tasks and Responsibilities:

My task was to create a video for the leaflet. I had to edit the video for the presentation in the South Korea and Indonesia.



Image 01: Screenshot of the Video

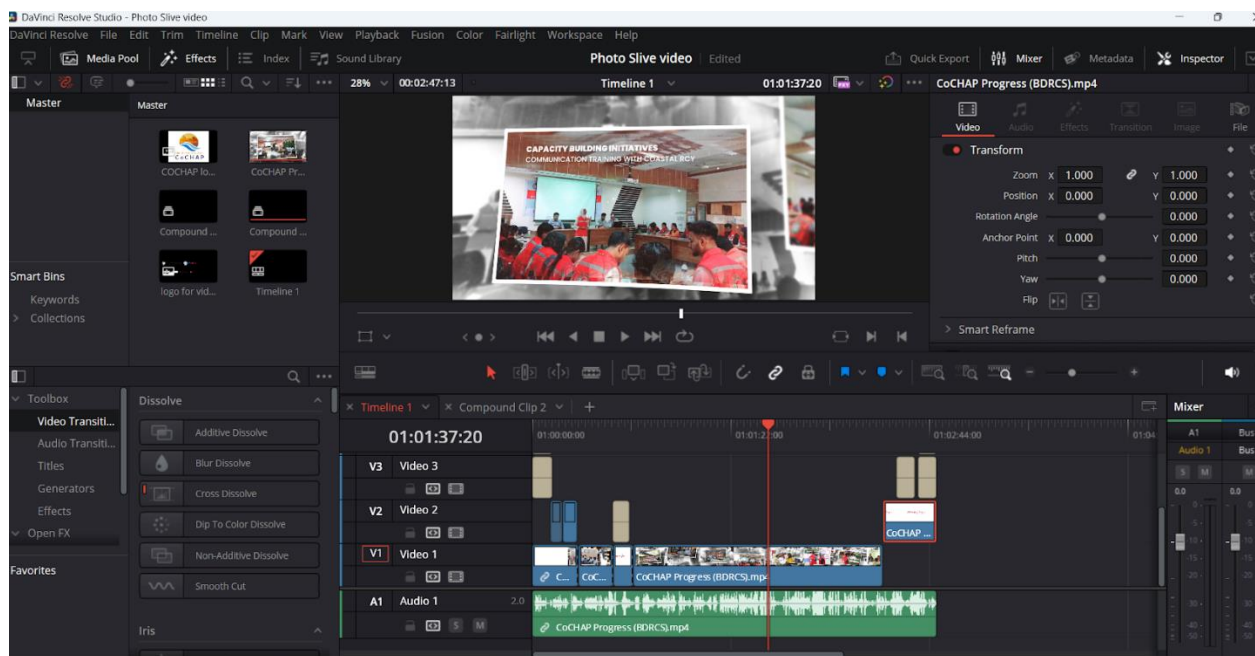


Image 02: Project file of the Video

Challenges: The major challenge that I faced was for the rendering. As there were both After effects and Da Vinci Resolve, I had to first make the motion graphics in After Effects, later I had to place that in Da Vinci. It took me 12 hours to render one video.

Mistakes: At first, I didn't use any title for the pictures then my supervisor told me to mention the activities on the pictures. Then I add the Activity name on the picture to recognize it easily.

Learnings:

- Learned about Transitions in Video.
- Learned to make a video based on Images only.
- Learned about Da Vinci Resolve and Adobe After Effects.

SELF-ASSESSMENT FORM

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

Name of Intern: Md. Sambitul Islam

University ID: 201012001

Name of the Institute/Organization:	American Red Cross		
Corporate Office Address:	Red Crescent, 684-686, Road Wireless Railgate Bara Moghbazar, Dhaka 1217		
Email:	info@bdracs.org	Web:	https://www.ifrc.org

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

40+

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

Yes, 15000 BDT

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.	4
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	4
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	4
11	I have the ability to work cooperatively with others	4
12	I have the ability to communicate effectively	5

13	I have increased my ability to be a leader	5
14	I feel more connected to my community	4
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	5
19	I have the ability to connect academic subject matter to the real world.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	5
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	5
23	I developed realistic ideas about the work world	5
24	I narrowed my future possible career choices.	5
25	What is your average score from this test?	4.7

5. General Comments

I had a great experience. Also I could explore some new district in Bangladesh. Lastly I am very grateful to my co-workers.



Signature of Intern

Work Log

Date:

26.05.24

Day 1

* Rearrange the footage
of EVCA Process Documentation

↳ All Videos

↳ All Photos.

* I have prepared the expenses
of the tour of Satkhira and
Bagerhat.

27.05.24

Day 2

* Handed Over the Pictures
and Footage

* They have asked me to
edit the video on Cyclone
Renal.

Date:

28.5.24

Day 3

* I have made a video on Cyclone Remal?

* Send the video for Approval & got the approval.

29.5.24

Day 4

→ I have edited the pictures of Evca for the cover page of EUCR Report which I have captured at Sattkhina & Bagerhat.



Date:

30.05.24

Day 5

* Made a PPT presentation for a workshop.

* Send the presentation for Approval

2.06.24

Day 6

* A three days workshop has been started and I have to take the meeting minutes at the workshop.

* Also I captured pictures of that workshop.

Date:

03.06.24

Day 7

* Captured pictures of the workshop & send it to my supervisor.

* I took meeting minutes.

04.06.24

Day 8

* I took meeting minutes

* I submitted the meeting minutes & pictures.



Date:

05.06.24

Day 9

- * Attend a team meeting
- * Give my work update
- * Make some commitment on my future work.

06.06.24

Day 10

- * An Internal American Red Cross Bangladesh Delegation Meeting has occurred where my supervisor and other heads give the updates of the whole works.

Date:

09.06.24

Day 11

* Some pictures from the Affected area of Remal cyclone was given to me.

* I edited a 3 min video on remal and send it for approval.

10.06.24

Day 12

* I was asked by the communication manager to reduce the remal video ~~to~~ under 1 minute.

* I reedited the video and give it to the manager.

Date:

11.06.24

Day 13

* I made a video on
normal affected person.

* Added subtitle in the
video.

12.06.24

Day 14

① Edited 15 pictures.

↳ a. Story EVCA

↳ b. SW TNEA

↳ c. SW DRR

② Instructed to make a small

Date:

12.06.24

Day 15

- ① Emailed EVCA Processed video.
- ② Started Preparing the Event Report of workshop
- ③ Joined AmRC Team Meeting (All stuff)
- ④ CoCHAP Proposal

23.06.24

Day 16

- ① CoCHAP Meeting (Team Meeting)

Date: _____

24.06.24

Day 17

① To edit a Photo slider (After effect)

② Make 1 pager Leaflet

25.06.24

Day 18

① Feed back of Leaflet.

② Feed back of Video.

Date: _____

26.06.24

Day 19

→ I have sent the leaflet to the vendor to print it.

→ Planned for the Redesign of Photo Slide video.

27.06.24

Day 20

* Received the leaflet.

Date:

30.06.24

Day 21

* Showed the COCHAP video to my manager and he ~~saw~~ suggested me to use a Bangla BGM for the video.

* Got Approval of the COCHAP Video.

01.07.24

Day 22

* A center distribution video ~~was~~ of BDRCs has been given to me and asked me to edit the video.

* I collected the footage, add subtitle and music in the video.

Date

02.07.24

Day 23

* A 2 day workshop held at Holiday Inn.

* I put some input in the brainstorming part

* I take meeting minutes,

03.07.24

Day 24

* 2nd day of workshop -

* I captured some photos

* took meeting minutes



Date:

04.07.24

Day 25

→ Got the approval of
water supplied video.

07.07.24

Day 26

* Shooting Interview for YnCA
Video.

Date:

8.7.24

Day 27

* Uploaded the video of
EVCA Process documentation
on Drive.

* UPDATE the EVCA Process video.

9.7.24

Day 28

* Voice over for EVCA video, so
I talked to the voice over
Artist



Date:

10.7.2024

Day 29

- * Wrote the script for YnCA Video (Questionnaire).
- * Send it for Approval.

11.7.24

Day 30

- * Recorded the Voice Over for the EVCA Video.
- * Ed. ~~the~~ the EVCA video & Send it for approval.

Date:

14.07.24

Day 31

* Got the final Approval
on the Evca process video

* The told me to ~~on~~ change
some footage and make
a colon connection.

15.07.24

Day 32

* Showed the 2nd ~~version~~
version of EVCA video
which has got rejected.

* The 3 min version has
been finalized for
the video.

16.07.24

Day 33

* We went to a resort at gazipur where ~~gave~~ we gave a training to the volunteers/Redcross Youth.

* I captured some pictures at the training event.

17.07.24

Day 34

* I worked on the EVCA process video.

Date:

18.07.24

Day 35

* we planned for the next shooting at Monolganj in Bagerhat.

* we fixed the date when we are going to move.

Day 36



Thank You