



ULAB

UNIVERSITY OF LIBERAL ARTS
BANGLADESH

MEDIA STUDIES AND JOURNALISM DEPARTMENT

INTERNSHIP REPORT

Tamanna Bashar Bushra

183012065

Summer 2025

MSJ11498: Internship

HOST ORGANIZATION: Dhaka Sessions



Submission Date: 25th August 2025

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Student Details

Name	Tamanna Bashar Bushra
ID	183012065
Department	Media Studies and Journalism
Major Concentration	Digital Film and TV Production
Minor Concentration	English
Career Objective	I believe that meaningful dialogues can lead to an equal society, and I am driven to contribute to a world free of discrimination. I want to build myself as a capable individual ready for any challenge, so that I can take myself forward and at the same time add sustainable value to the organization I am working with.

Internship Details

Host Organization	Dhaka Sessions
Website	dhakasessions.com
Host Organization Supervisor	Chotu Khan
Internship Area	Digital Design and Video Editing
Internship Start Date	01 June 2025
Internship End Date	20 August 2025
Hours Per Week	Around 42 hours
Total Working Period	12 weeks

Acknowledgement

First and foremost, I am grateful to the Almighty for giving me the strength and determination to successfully complete my internship and this report.

I would like to sincerely thank **Dhaka Sessions**, the organization where I had the opportunity to complete my internship. It was a valuable learning experience that allowed me to apply academic knowledge in a real-world setting. I am especially grateful to my supervisor, **Mr. Chotu Khan**, for his continuous guidance, support, and encouragement throughout my time at Dhaka Sessions. His insights, constructive feedback, and mentorship have been instrumental in my professional growth, and I truly appreciate the opportunity to learn under his supervision.

I also wish to express my heartfelt thanks to my university, the **University of Liberal Arts Bangladesh (ULAB)**, for designing a well-structured internship program that enabled me to gain practical exposure in a professional environment.

I am thankful to the faculty members and internship course advisors who supported me during this journey. Their guidance and feedback throughout the course were immensely helpful in completing both the internship and this report.

Completing this internship has been a significant step in my academic and professional development, and I am deeply appreciative of everyone who contributed to making this experience a successful one.

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: Tamanna Bashir Bushra

ULAB ID: 183012065

Signature Tamanna



Internship Report Approval Form



Student Name Tamanna Bashar Bushra ID No. 183012065
Major: Digital Film & TV Production Year: 2016 - 2025
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INTERNSHIP/PROJECT INFORMATION

Internship

Organization/Project: Dhaka Sessions

Internship /Project Report

Topic: Video Edit & Digital Design

Semester (Tick one): ☐ Spring 202 ☒ Summer 202 ☐ Fall 202

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: A.F.M Moniruzzaman Shipu Title: Assistant Professor

E-mail: afm.moniruzzaman@ulab.edu.bd Phone: 01711272437

Introduction

This report shares my experience during my internship at Dhaka Sessions, where I worked as a Digital Designer and Video Editor. Dhaka Sessions is a well-known creative platform in Bangladesh that records and shares music, and other performances online. They help both new and well-known artists by giving them a space to perform and show their talent. Most of the sessions are recorded at The Bookworm, a cozy bookshop in Gulshan, Dhaka.

During my internship, I worked on creating digital designs and editing videos for these performances. I helped design posters, thumbnails, and social media content to promote the videos. I also edited video clips to make the final reels that are shared online. I had to make sure the videos looked professional, clear, and matched the style of the artist and the show.

Along with designing and editing, I also got the chance to work during the **music and podcast shooting sessions**. This gave me great experience in working on set—setting up cameras, adjusting lights, and helping the team record high-quality audio and video. I learned how these sessions are planned and recorded, and how a team works together to create something beautiful.

This internship helped me improve my design and editing skills and also taught me a lot about how creative content is made in real life. I also got to meet many talented people and learned how to work in a creative team. This report will explain what I worked on, what I learned, and how this experience helped me grow as a creative professional.

Objective

The objective of this internship report is to provide a detailed reflection on my professional experience at Dhaka Sessions, where I completed my university internship in a creative media production role. My responsibilities included working as a reel editor, digital designer specializing in poster creation, and assisting in recording session productions. This internship was designed to give me practical experience in a real-world creative environment and to apply the theoretical knowledge gained from my academic coursework.

As a reel editor, I was responsible for creating engaging short-form video content for social media platforms, particularly YouTube, Facebook and Instagram. This role required a strong sense of visual rhythm, storytelling, and familiarity with editing tools like Adobe Premiere Pro. I learned how to repurpose long-format content into visually compelling reels that align with current trends and audience expectations.

In my role as a digital designer, I designed posters and promotional graphics to support upcoming music releases and events produced by Dhaka Sessions. Using Adobe Photoshop, I developed visually consistent assets that matched the brand's aesthetic and communicated effectively with the audience.

Additionally, I gained hands-on experience in production by working on set during live and studio recording sessions. I assisted with camera setup, lighting, and overall shoot coordination, which helped me understand the technical and collaborative aspects of a professional production environment.

Overall, this internship offered valuable insights into the workflow of a creative production team and enhanced my skills in content creation, visual design, and on-site production. It also provided a strong foundation for my future career in digital media and creative communication.

Host Organization

Dhaka Sessions is a creative platform based in Bangladesh that focuses on showcasing live performances by musicians and artists in an intimate, visually engaging format. It was established to create a space where both emerging and established talents can share their original work in a setting that feels personal and authentic.

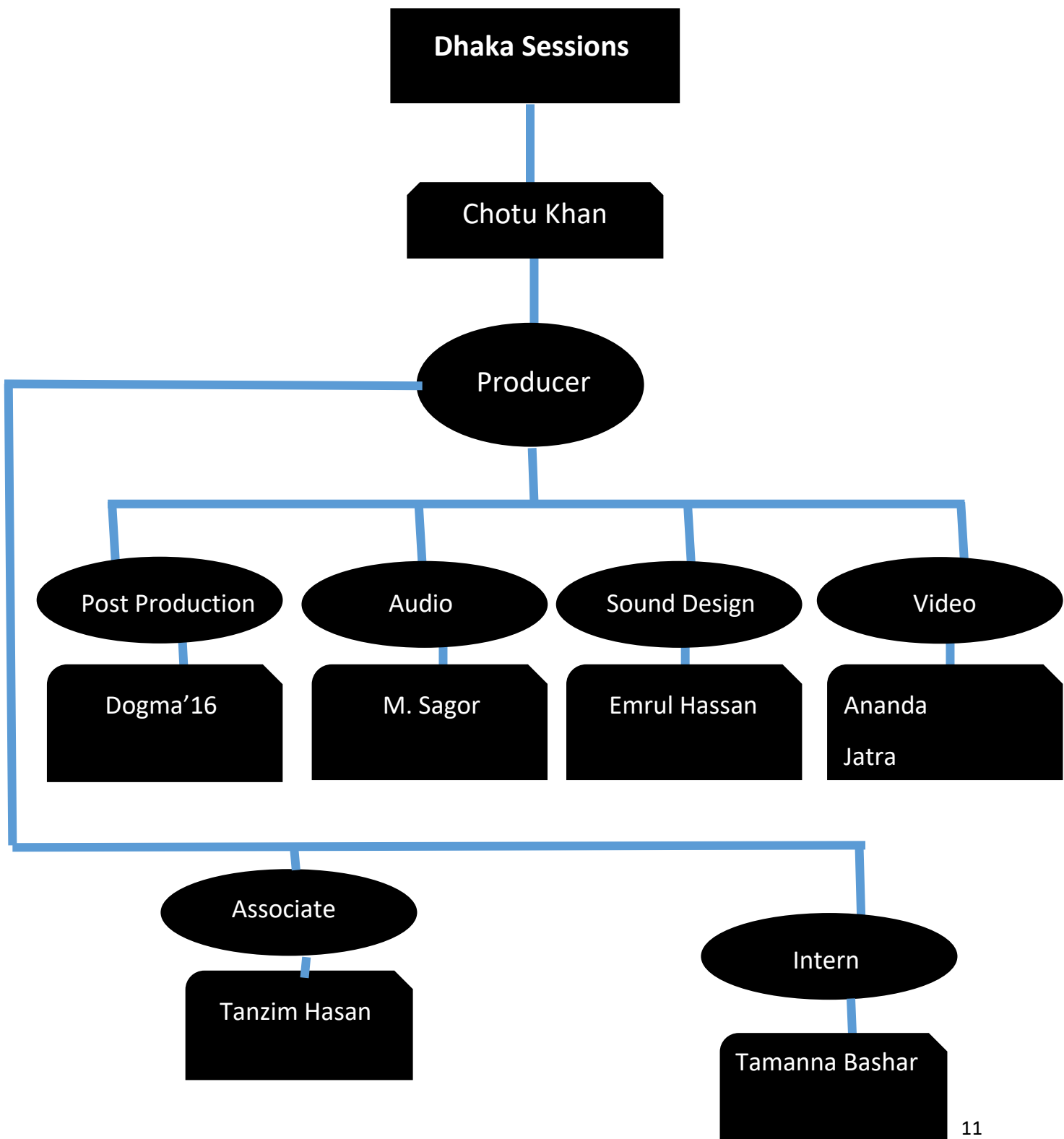
The platform is best known for its high-quality video recordings of acoustic and semi-acoustic performances, often filmed in cozy, unconventional locations like bookstores, small studios, or living room-style spaces. These settings help create a warm, organic atmosphere that enhances the emotional connection between the performer and the audience.

Each session is designed not just to highlight musical skill but also to tell a story. Many episodes include conversations or reflections from the artists, offering insights into their creative processes, influences, and personal experiences. This storytelling element gives viewers a deeper understanding of the people behind the music.

Dhaka Sessions places a strong emphasis on quality production. With professional video and audio work, the sessions are polished but never overproduced — allowing the artist's authenticity to shine through. The platform has featured a wide range of genres, helping to bridge the gap between traditional Bangladeshi music and contemporary sounds.

More than just a performance series, Dhaka Sessions plays a meaningful role in supporting and preserving the country's cultural identity. It serves as a digital stage that connects audiences to Bangladesh's evolving music scene and encourages collaboration, creativity, and cultural pride.

Organogram



Workplace Environment

During my internship at **Dhaka Sessions**, I experienced a friendly, flexible, and creatively rich work environment—though not in the traditional sense. Dhaka Sessions does not have a formal office space. Most of the work is done online, with communication, planning, and coordination taking place through digital platforms. This remote structure allows for flexibility and independence, letting team members manage their time and tasks efficiently.

In-person meetings happen only when there is a scheduled event, shooting, or recording. These sessions are usually held at Bookworm, a cozy bookshop located in Gulshan. The atmosphere there is relaxed and inspiring, with shelves of books and a calm ambiance that complements the creative nature of the work. It serves as the perfect informal setting for collaborative projects, whether it's a music shoot or a team discussion.

The team itself is small, which creates a close-knit and welcoming dynamic. Everyone is approachable, and as an intern, I was always encouraged to participate, share ideas, and contribute meaningfully. The lack of a rigid office environment didn't affect productivity; in fact, the flexible structure enhanced creativity and allowed people to work in a style that suited them best.

Despite the casual setup, the team is focused and passionate. There's a shared commitment to quality and creativity in every project. Overall, Dhaka Sessions offers a unique working experience—blending flexibility, artistic collaboration, and a supportive team culture that made my internship truly rewarding.

Tasks During Internship

During my internship at *Dhaka Sessions*, I had the opportunity to work closely with a creative team involved in producing music and podcast content.

- My main role was as a video editor, focusing on creating engaging reels and short-form content for social media. I often worked with already edited long-form videos and repurposed them into concise, visually appealing reels suitable for platforms like Instagram and Facebook.
- In addition to editing reels, I was responsible for editing podcasts from raw footage. This involved trimming unnecessary parts, improving audio clarity, syncing audio with video, and ensuring a smooth final output that aligns with the brand's quality and tone.
- Another part of my responsibilities was designing promotional posters for Facebook posts. These were usually created to promote upcoming podcast episodes, live performances, or previously published content. I followed the brand's aesthetic guidelines while using design tools to ensure the visuals were clear, catchy, and informative.

Project Details

Number of Projects Published: 8

Project 1

Project Type: Facebook Reel

Project Name: Arbovirus Hariye Jao

Project Duration: 3 days

Description: Dhaka Sessions Season 2 featured a memorable performance by the renowned rock band Arbovirus. Known for their energetic stage presence and powerful sound, Arbovirus brought a raw and authentic vibe to the session. The band performed some of their most popular tracks, combining heavy guitar riffs, intense drumming, and strong vocals that showcased their signature style. Their performance highlighted the spirit of Bangladeshi rock music, resonating with both long-time fans and new listeners.

My Duties: My duty as a video editor at Dhaka Sessions was to work with previously uploaded videos from platforms like YouTube, Facebook, and Instagram. I had to take these existing videos and edit them into new ratio such as horizontal (16:9) to vertical (9:16) for reels which will be suitable for different social media platforms, for posts. This included adjusting the framing so that the main subjects stayed properly visible in the new format. I often had to crop and reposition footage to make it look natural in the resized version.

In some cases, I also did light masking work—for example, hiding unwanted parts of the background or cleaning up parts of the frame that didn't fit well in the new ratio. Another part of my task was to add branding elements, such as the Dhaka Sessions and bKash logos, to the video so that the identity of the project and its sponsor were clearly visible. Overall, my responsibility was to repurpose existing content and make it visually appealing, engaging, and suitable for reposting across different platforms and formats.

Screenshot from editing panel

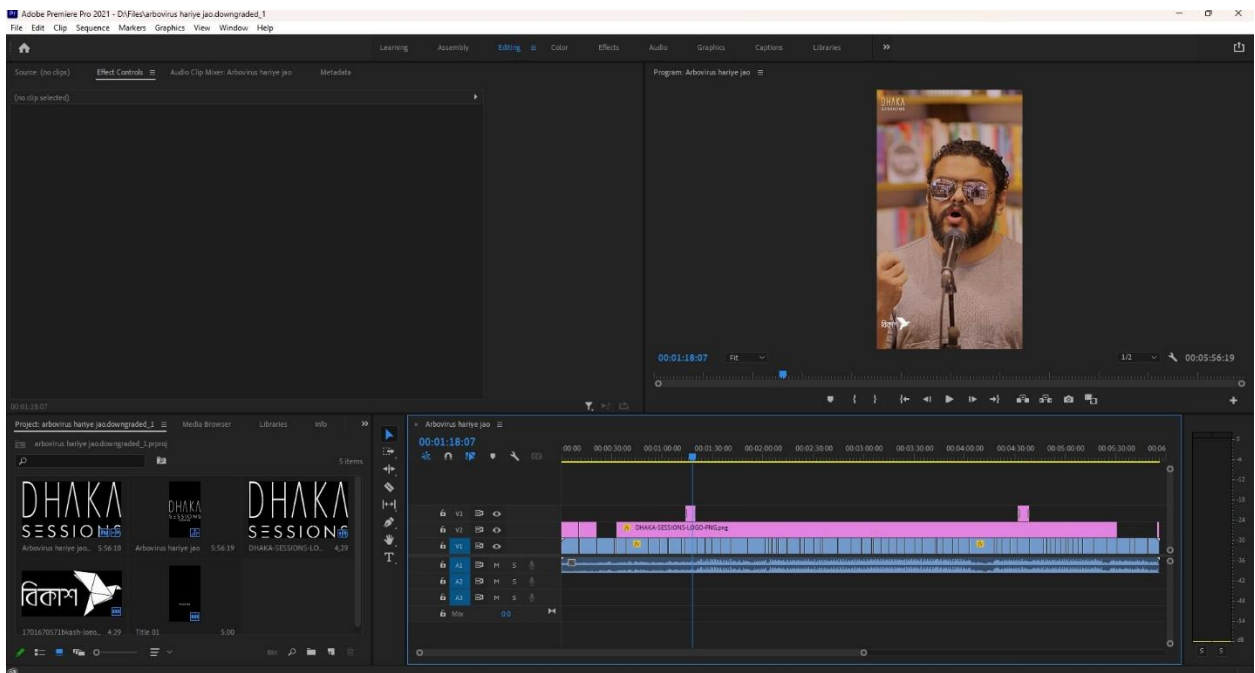


Fig: 1.A

This is a screenshot from my video editing panel where it's visible that I have been editing a video of Arbovirus.

Screenshot from Dhaka Sessions Facebook Page

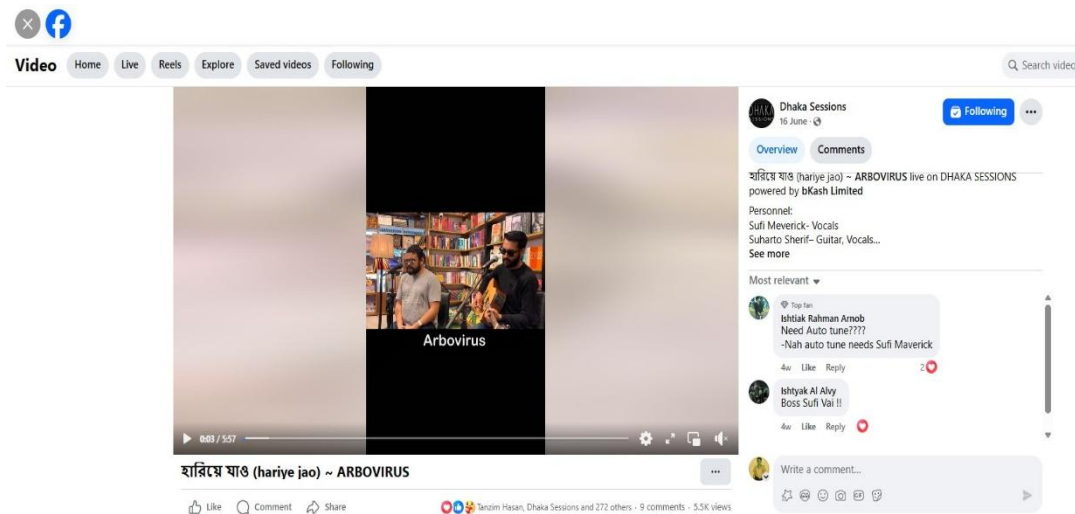


Fig: 1.B

This is a screenshot from Facebook where it is seen that Dhaka Sessions uploaded the video I edited for reel.

Link to Dhaka Sessions official post: <https://www.facebook.com/share/v/1AvkCeoCLe/>

My Mistakes:

- Forgot to remove the logo in some parts of the video where the original footage already had a logo.
- This caused the top right corner of the video to look messy.
- Noticed that the added logo appeared slightly cropped when played on mobile.

My Learning:

- Realized the importance of reviewing videos thoroughly before final submission, even while handling multiple tasks.
- Started following those guidelines carefully to avoid repeating mistakes.
- Learned to double-check work and maintain open communication with the supervisor.
- Understood the value of ensuring the final output meets the expected standard.

Project 2

Project Type: Facebook Poster

Project Name: T-shirt design contest

Project Duration: 2 days

Description: Dhaka Sessions organized a T-shirt design contest to engage young artists and celebrate creativity inspired by music and local culture. The contest invited participants to submit original T-shirt artwork that reflected the spirit and energy of Dhaka Sessions. It aimed to bring together designers with a passion for visual storytelling, offering them a platform to showcase their work to a wider audience. The competition was promoted mainly through social media, where a vibrant poster was shared containing all the necessary details, including the theme, submission process, and deadline. The selected design would be printed on official Dhaka Sessions merchandise and credited to the designer. This initiative not only encouraged community participation but also strengthened Dhaka Sessions' connection with the creative youth. The contest reflected the platform's ongoing efforts to support artistic expression and build a collaborative space for musicians, designers, and other creatives.

My Duties: My duty was to design the promotional poster for a T-shirt design contest organized by the team. The aim of the contest was to engage emerging designers and promote artistic expression connected to music and culture. I was tasked with creating a poster that would visually represent the creative spirit of the contest while clearly communicating important information such as the theme, submission guidelines, and deadline.

I started by brainstorming design concepts that would reflect Dhaka Sessions' aesthetic and appeal to a youthful, artistic audience. After creating the first draft, I shared it with my supervisor for feedback. Based on the suggestions, I revised the design multiple times—adjusting layout, typography, color choices, logo and how the information was presented.

Each round of feedback helped refine the visual impact and clarity of the poster. I paid close attention to every detail, making sure the final design was both eye-catching and informative.

Screenshot of Photoshop raw file

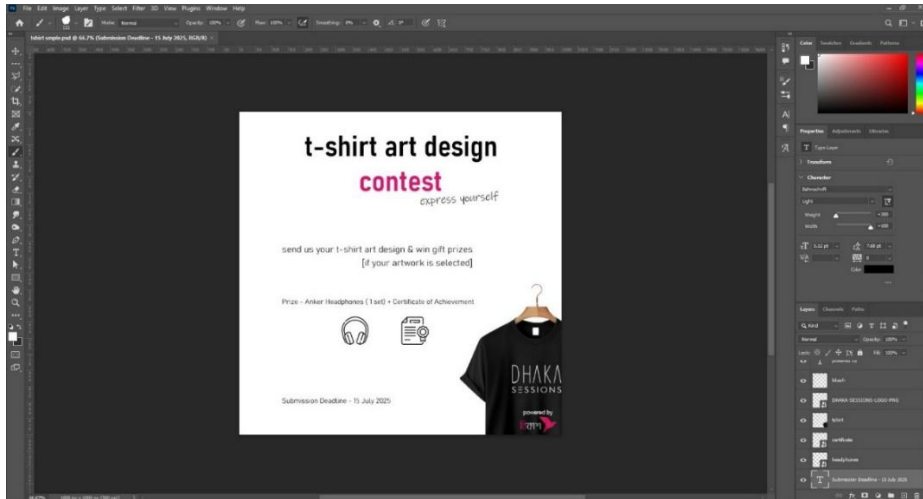


Fig: 2.A

This is the photoshop file for cover of poster design for tshirt contest by Dhaka Sessions

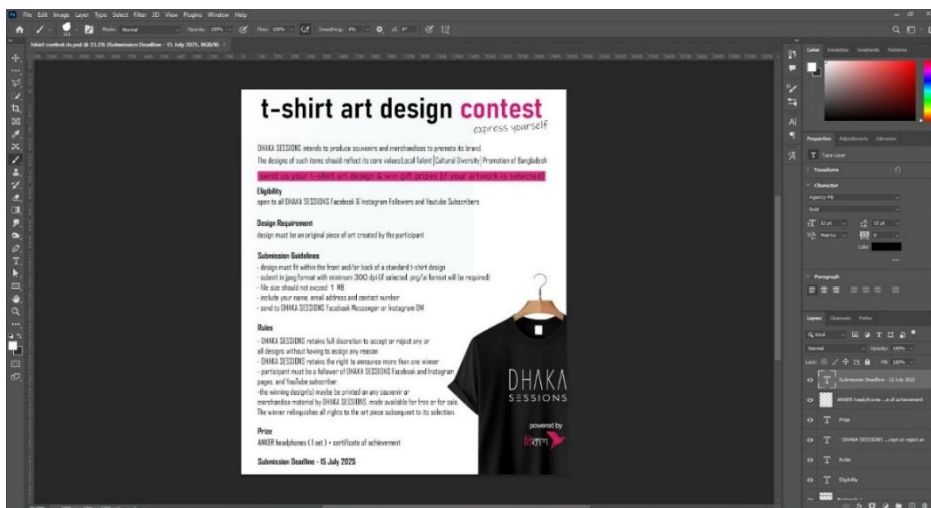


Fig: 2.B

This is the photoshop file for poster of tshirt design contest by Dhaka Sessions

Screenshot from Dhaka Sessions Facebook Page

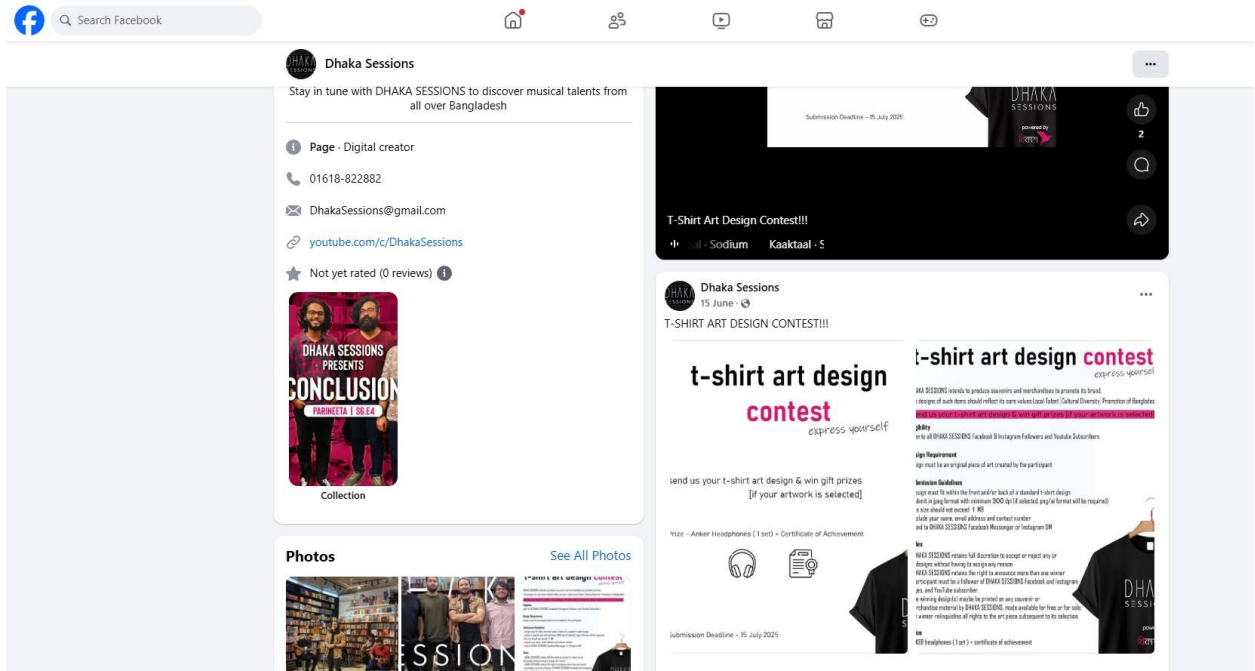


Fig: 2.C

This is the screenshot from Facebook of the poster design I did for Dhaka Sessions that's been uploaded on Dhaka Sessions Facebook page.

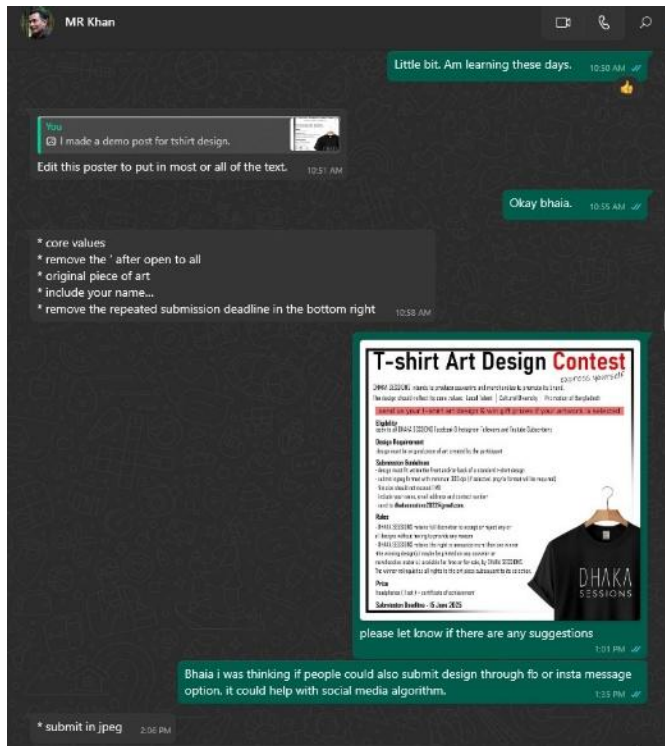


Fig: 2.D

This is the screenshot of my conversation with my supervisor where he is giving me suggestions on poster design

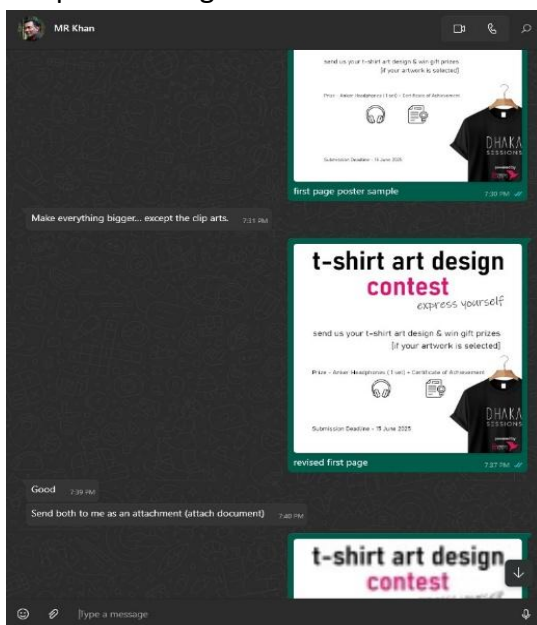


Fig: 2 E

This is the screenshot showing how I needed to revise same design few times before the final version got approved.

Link to Dhaka Sessions T-shirt contest post:

<https://www.facebook.com/share/p/19SuEfN49n/>

My mistakes:

- Designed the first version completely on my own without much guidance
- Initial design received a lot of feedback for improvements
- Had to revise and refine the poster before reaching the final version
- Learned that collaboration and feedback are essential in the design process

My learning:

- Learned how to communicate more effectively through visual design.
- Understood how small details (color, font, text position, stickers/images) affect the final product.
- Gained experience in maintaining patience and adaptability.
- Learned to stay open to constructive criticism.
- Focused on delivering a polished and professional final version.

Project 3

Project Type: Reel Thumbnail

Project Name: Reels

Project Duration: 5 days

Description: During my internship at Dhaka Sessions, I learned the importance of creating engaging thumbnails for reels. Thumbnails act as the first impression of a video, especially on platforms like Instagram and Facebook, where users scroll quickly. A well-designed thumbnail can grab attention and increase the chances of someone clicking on the reel.

My Duties: My task often involved selecting key frames from the video that best represented the content or emotion of the clip. Sometimes, I had to carefully go through the footage to find a suitable image or take a screenshot that captured a strong visual moment. Once I had the right frame, I added text overlays and adjusted the composition to make the thumbnail more appealing and informative at a glance. Choosing the right font, size, and placement was important to ensure the text was readable without overpowering the image. This process helped create thumbnails that were both visually engaging and clearly communicated what the reel was about

Screenshot of Photoshop raw file

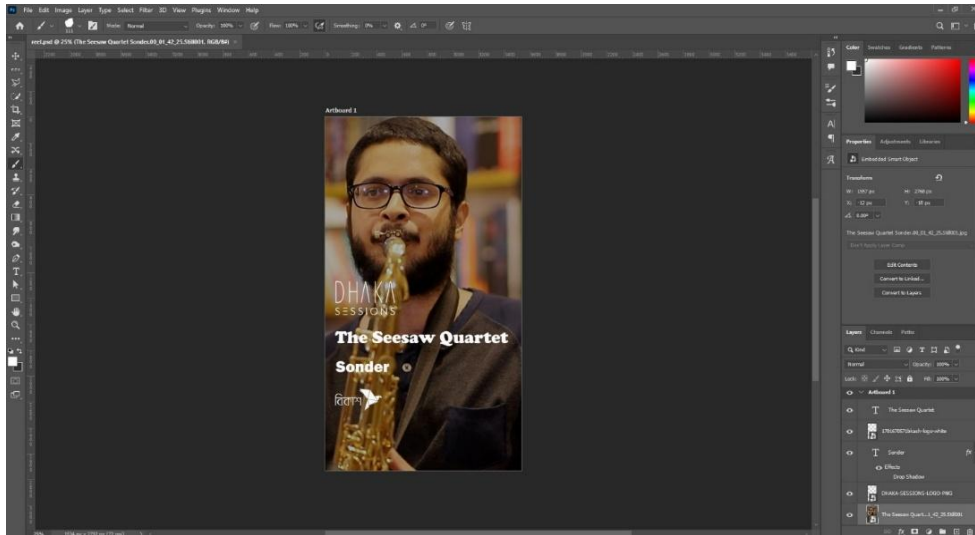


Fig: 3.A

This is the screenshot of photoshop file I have been working on for thumbnails of reels.

Screenshot from Dhaka Sessions Instagram Profile

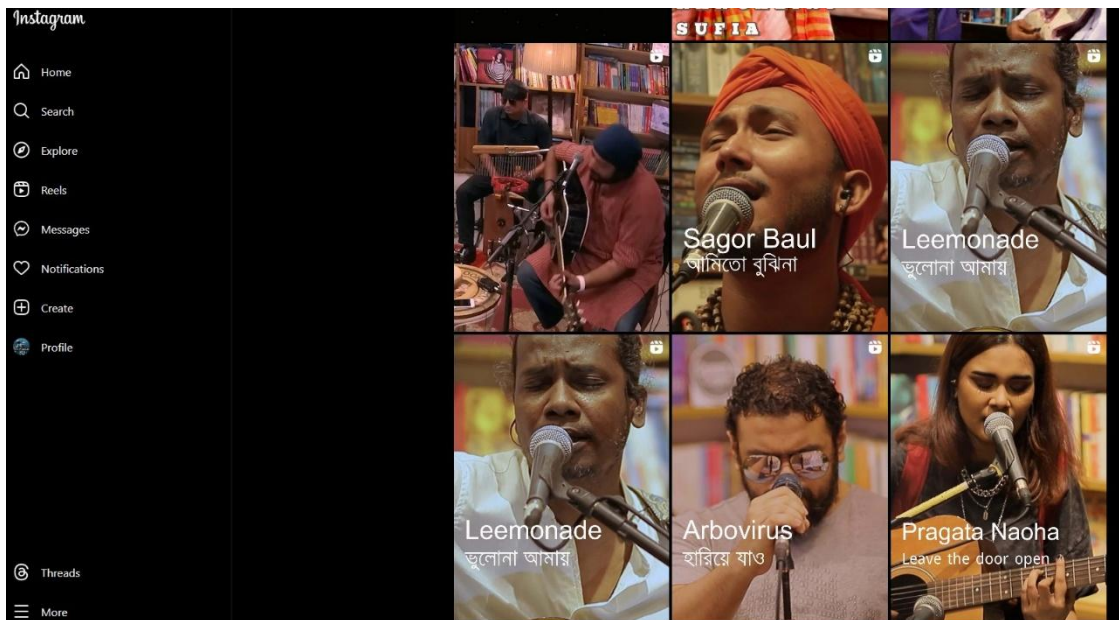


Fig: 3.B

This is the screenshot of Dhaka Sessions' Instagram page showing thumbnails edited by me

Link to Dhaka Sessions FB page playlist showing thumbnails edited by me:

<https://www.facebook.com/share/v/19GTRT4XkM/>

My Mistakes:

- Chose a font that looked too plain and lacked visual impact for social media
- Did not initially select a font that matched the style of Dhaka Sessions
- Placed and sized the logo incorrectly, affecting branding consistency
- Needed supervisor's feedback to correct these design issues

My Learning:

- Learned the importance of visual appeal, clarity, and branding in digital content
- Understood that a thumbnail is more than just a video frame—it helps grab attention and attract viewers
- Realized how small design elements like font choice, text placement, and logo size affect overall impact
- Gained insight on selecting fonts that align with the brand's identity
- Learned the value of maintaining consistency across all thumbnails for cohesive branding
- Developed skills in paying attention to detail and thinking from the viewer's perspective
- Recognized the importance of feedback as a tool for improvement
- Built a stronger understanding of design principles for social media content creation

Project 4

Project Type: Production

Project Name: PENOA Live On Dhaka Sessions

Project Duration: 3 hours

Description: Penoa is a Cox's Bazar–based band named after the region's golden "yellow flower," blending folk heritage and ocean-inspired poetry in their music. They write thoughtful Bengali lyrics rooted in local folklore, composed by a team led by Yeaseer Arafat and Vogoban Rudra. Penoa performed a few soulful songs for Dhaka Sessions, bringing a refreshing and heartfelt energy to the intimate setup. Her performance stood out for its raw emotion, gentle melodies, and expressive vocals. In the cozy, close-knit environment that Dhaka Sessions is known for, Penoa's music created a warm and personal experience for both the live audience and viewers online. Each song reflected her unique style, blending soft indie vibes with honest storytelling. Dhaka Sessions aims to archive such authentic performances, and Penoa's set perfectly captured the spirit of the platform—simple, sincere, and deeply connected to the essence of live music.

My Duties: At Dhaka Sessions music performance recordings, my main job was to help the video production team. I supported them during the shoot by helping set up cameras, lights, and making sure everything was ready before recording started. I also helped with the set design to make the stage and background look nice for the videos. These recordings usually took place at Bookworm, a cozy bookshop, which made the setting feel warm and special. I worked closely with the team to prepare the space and make sure the shoot went smoothly.



Fig: 4.A

This is a snapshot of Penoa performing at bookworms



Fig: 4.B

This is screenshot of Dhaka Sessions post for Penoa performance episode

Link to Dhaka Sessions post on youtube for Penoa permomance:

<https://youtu.be/jhG8IIgEoXo?si=59qVpJTDDmhz-08A>

My Mistakes: Filming two episodes back-to-back made the recording schedule unusually long and exhausting

- Unable to stay at the location (Bookworm) until the very end of the shoot
- Missed participating in the set dismantling and pack-up process
- Could only contribute during main production hours, not during final wrap-up

My Learnings:

- Learned the importance of planning and teamwork in recording live music performances
- Understood the need to set up camera angles and lighting before performances to avoid mistakes
- Observed how the audio team used microphone placement and sound checks for clear recording
- Gained experience in camera movement, framing, and capturing live energy
- Learned to stay focused and adapt quickly to sudden changes during a shoot
- Realized the importance of timing when filming live performances
- Understood the value of communication between video, audio, and artist teams
- Learned to be patient, solve problems on the spot, and respect musicians' creative process
- Gained real-world experience in music production
- Became more confident about working on creative projects in the future

Project 5

Project Type: Facebook Reel

Project Name: PENOA – এ আকাশ সীমাহীন

Project Duration: 2 days

Description: In Season 8, Episode 5 of Dhaka Sessions, the featured guests were *Penoa*, an emerging band from Cox's Bazar. Known for their unique blend of coastal rhythms and heartfelt lyrics, Penoa brought a refreshing sound to the series. They performed a set of original songs live, each filled with raw emotion and a strong sense of place, capturing the spirit of their hometown by the sea. I was present during the production, which took place at Bookworm, a cozy bookshop turned creative space. Dhaka Sessions' goal is to archive authentic, live music from across Bangladesh, and Penoa's episode is a testament to that mission.

My Duties: As a reel editor, my main responsibility was to work with already edited video footage and prepare it for social media platforms like Instagram and Facebook. I had to carefully check the video and make sure it was suitable for vertical or square formats, depending on the platform. This sometimes meant adjusting the frame, cropping certain parts, or shifting focus to keep the subject centered.

One of my key duties was to place the logos of Dhaka Sessions and its sponsor (such as bKash) properly on the screen. I made sure the logos were clearly visible, placed in a consistent position, and did not interfere with important visuals in the video. Along with this, I had to check if any masking was needed—like hiding unwanted elements or enhancing focus on the artist or performance.

I also looked after small visual details like brightness, contrast, and sharpness, ensuring the final reel was clean, professional, and engaging. I double-checked audio syncing and transitions to make sure the flow of the reel remained smooth. Every edit required attention to detail, as these reels represent the brand's image online. My role was to polish and finalize the content so it was ready for public viewing.

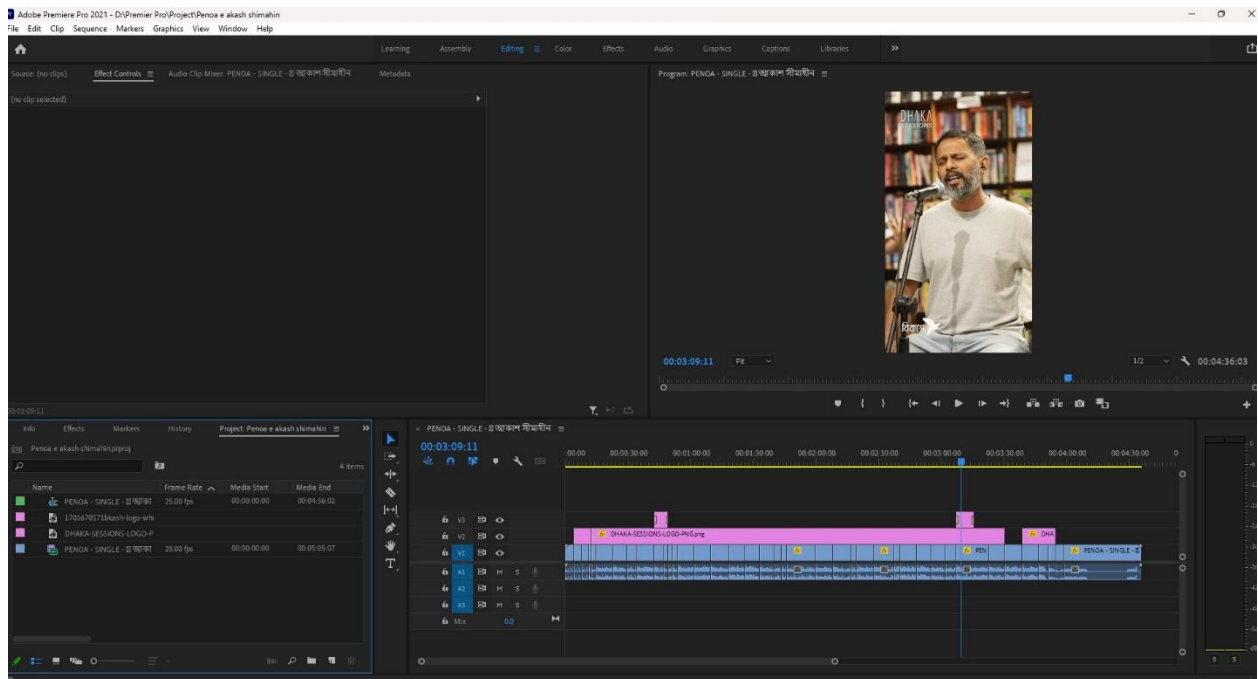


Fig: 5.A

This is screenshot from my panel of editing Penoa's e akash shimahin

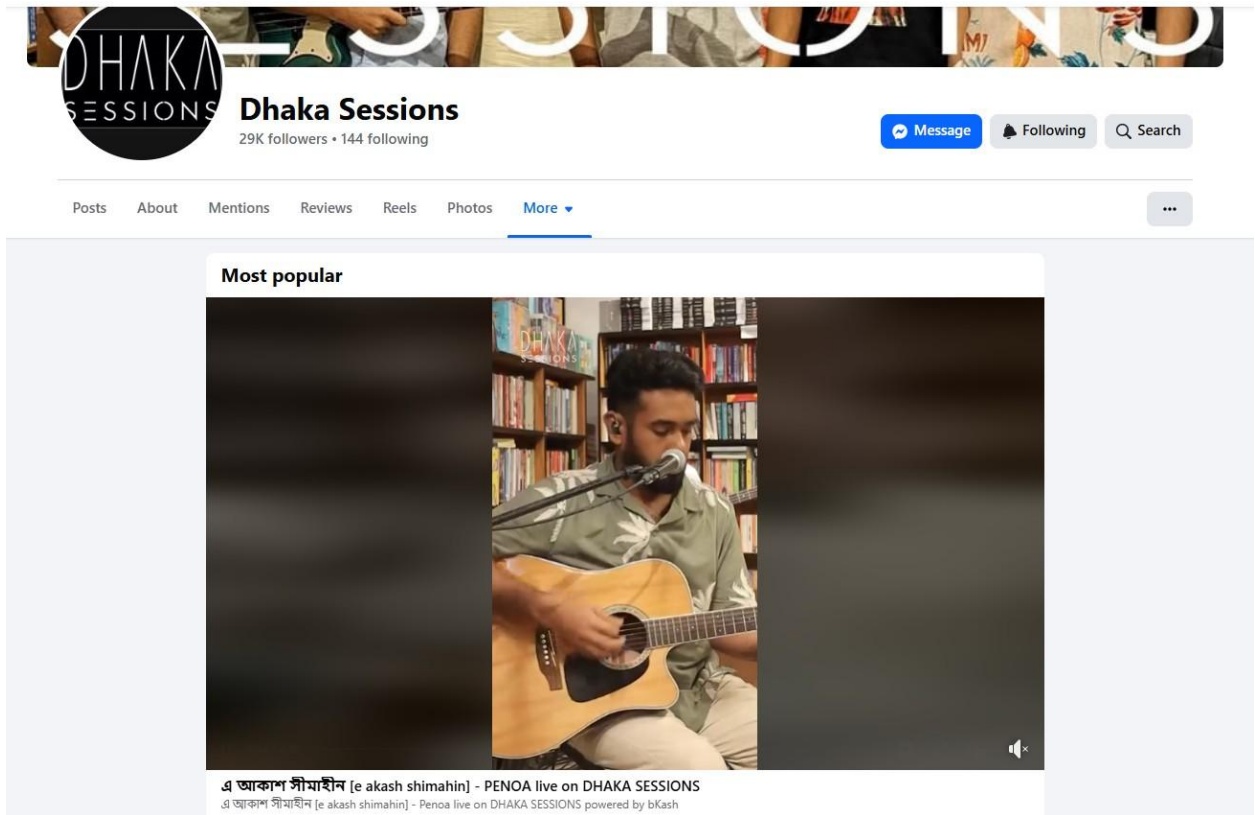


Fig: 5.B

This is screenshot of Dhaka Sessions' post of my reel on Facebook

Link to Dhaka Sessions' post on Facebook:

<https://www.facebook.com/share/v/19M9vt5jWe/>

My Mistakes:

- Placed the **Dhaka Sessions logo** in the wrong position
- Placed the **Bkash sponsor logo** incorrectly
- Included a scene that needed to be replaced with another
- Had to update and resend the reel after receiving supervisor's feedback

My Learnings:

- Learned to follow instructions strictly instead of adding personal changes without approval
- Understood the importance of not including elements in a video unless directed
- Learned to take guidance and direction from my supervisor
- Realized the value of trusting leadership and working within given instructions

Project 6

Project Type: Facebook & Instagram Reel

Project Name: Season 1

Project Duration: 2 weeks

Description: Dhaka Sessions Season 1 marked the beginning of a unique music archiving project in Bangladesh. The season focused on capturing live, acoustic performances by talented musicians in intimate, unconventional spaces across Dhaka. The main goal was to promote original Bangladeshi music and provide a platform for both established and emerging artists. Each session was recorded with natural sound and minimal post-production, giving the performances a raw and authentic feel. This approach helped preserve the true essence of the artist's sound and style.

My Duties: My duty as a video editor at Dhaka Sessions was to work with previously uploaded videos from platforms like YouTube, Facebook, and Instagram. I had to take these existing videos and edit them into new ratio such as horizontal (16:9) to vertical (9:16) for reels which will be suitable for different social media platforms, for posts. This included adjusting the framing so that the main subjects stayed properly visible in the new format. I often had to crop and reposition footage to make it look natural in the resized version.

In some cases, I also did light masking work—for example, hiding unwanted parts of the background or cleaning up parts of the frame that didn't fit well in the new ratio. Another part of my task was to add branding elements, such as the Dhaka Sessions and bKash logos, to the video so that the identity of the project and its sponsor were clearly visible. Overall, my responsibility was to repurpose existing content and make it visually appealing, engaging, and suitable for reposting across different platforms and formats.

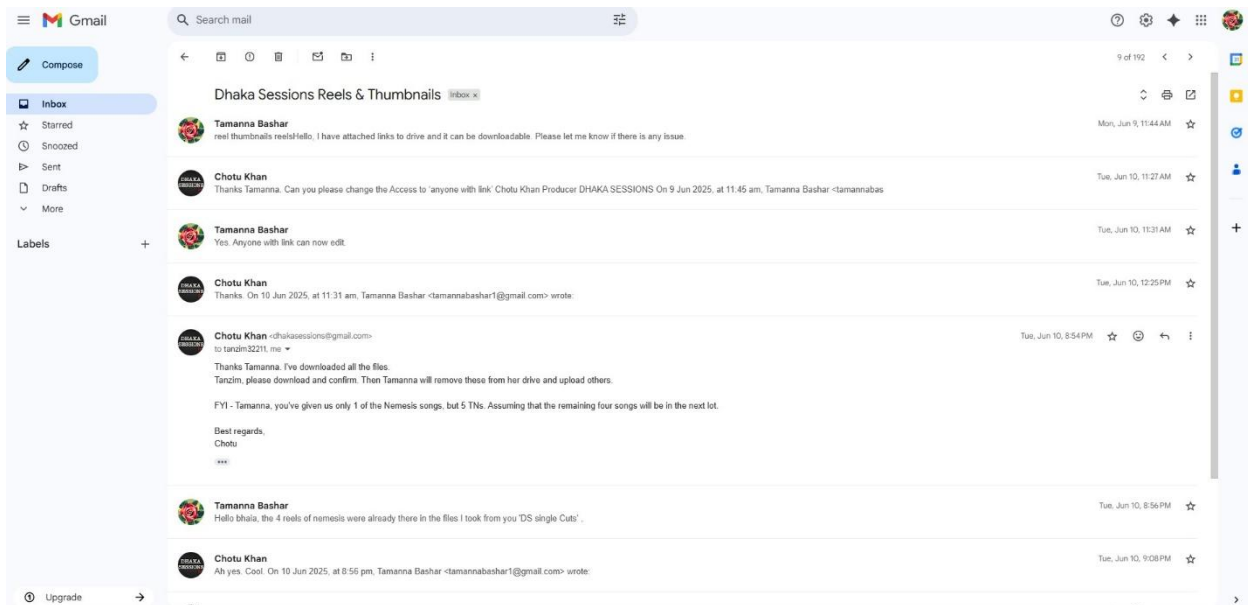


Fig: 6.A

This is E-Mail screenshot of season 1 reels to my supervisor

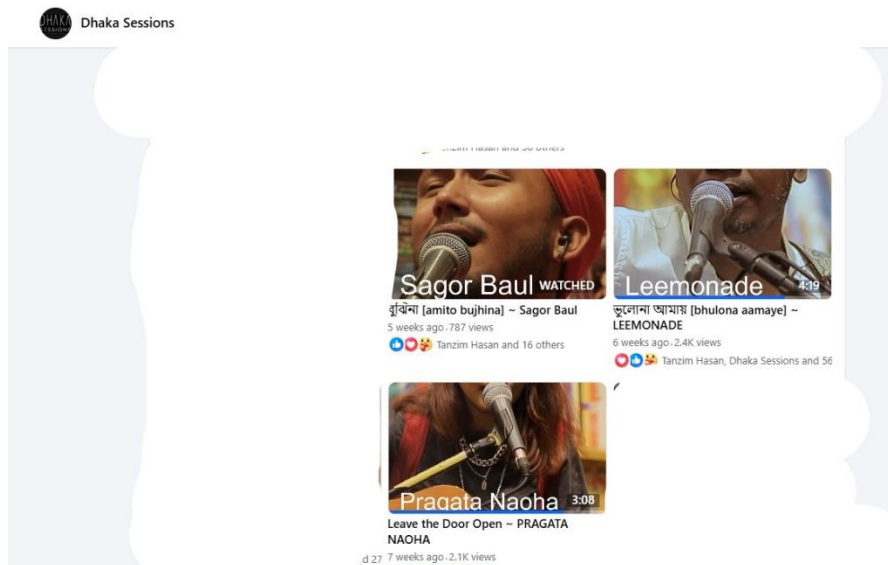


Fig: 6.B

This is screenshot of Dhaka Sessions reels from season 1 that has been published

Link to Dhaka Sessions official post:

<https://www.facebook.com/share/v/1F2Qq3UcTV/>

<https://www.facebook.com/share/v/1FmtMtHYRw/>

<https://www.facebook.com/share/v/1688RNBLiY/>

My Mistakes:

- Made minor mistakes while editing the first reel
- Needed to replace a few scenes based on supervisor's suggestion
- Relied on supervisor's guidance to minimize errors

My Learning:

- Learned the importance of attention to detail and working within a creative framework
- Gained experience in adapting horizontal videos into vertical formats for Instagram and Facebook
- Practiced reframing shots, adjusting timing, and keeping key visuals in focus
- Learned to add logos while maintaining a clean and balanced layout
- Understood pacing, visual flow, and storytelling within short time limits
- Improved efficiency in editing while following brand guidelines
- Learned to make quick editing decisions without losing the original content's essence
- Enhanced technical editing skills and sense of visual consistency
- Understood how to boost audience engagement in short-form digital content
- Gained a strong starting experience in real-world content editing

Project 7

Project Type: Facebook & Instagram Reel

Project Name: Labik Kamal Gaurob & The Band

Project Duration: 3 days

Description: Dhaka Sessions Season 2 continued its journey of documenting raw and soulful live music performances in intimate settings around Dhaka. One of the standout episodes from this season featured Labik Kamal Gaurob, a well-known musician known for his deep, expressive voice and fusion of folk and contemporary sounds. His performance brought a unique emotional depth to the series, combining traditional Bangladeshi musical elements with modern storytelling.

The episode with Labik Kamal Gaurob was recorded in a cozy, atmospheric space that matched the tone of his music. The use of natural lighting and minimal background distractions helped keep the focus entirely on the performance. The camera work was subtle yet intentional, capturing both close-up emotions and wider shots of the environment to complement the music's mood.

My Duties: My duty as a video editor at Dhaka Sessions was to work with previously uploaded videos from platforms like YouTube, Facebook, and Instagram. I had to take these existing videos and edit them into new ratio such as horizontal (16:9) to vertical (9:16) for reels which will be suitable for different social media platforms, for posts. This included adjusting the framing so that the main subjects stayed properly visible in the new format. I often had to crop and reposition footage to make it look natural in the resized version.

In some cases, I also did light masking work—for example, hiding unwanted parts of the background or cleaning up parts of the frame that didn't fit well in the new ratio. Another part

of my task was to add branding elements, such as the Dhaka Sessions and bKash logos, to the video so that the identity of the project and its sponsor were clearly visible. Overall, my responsibility was to repurpose existing content and make it visually appealing, engaging, and suitable for reposting across different platforms and formats.

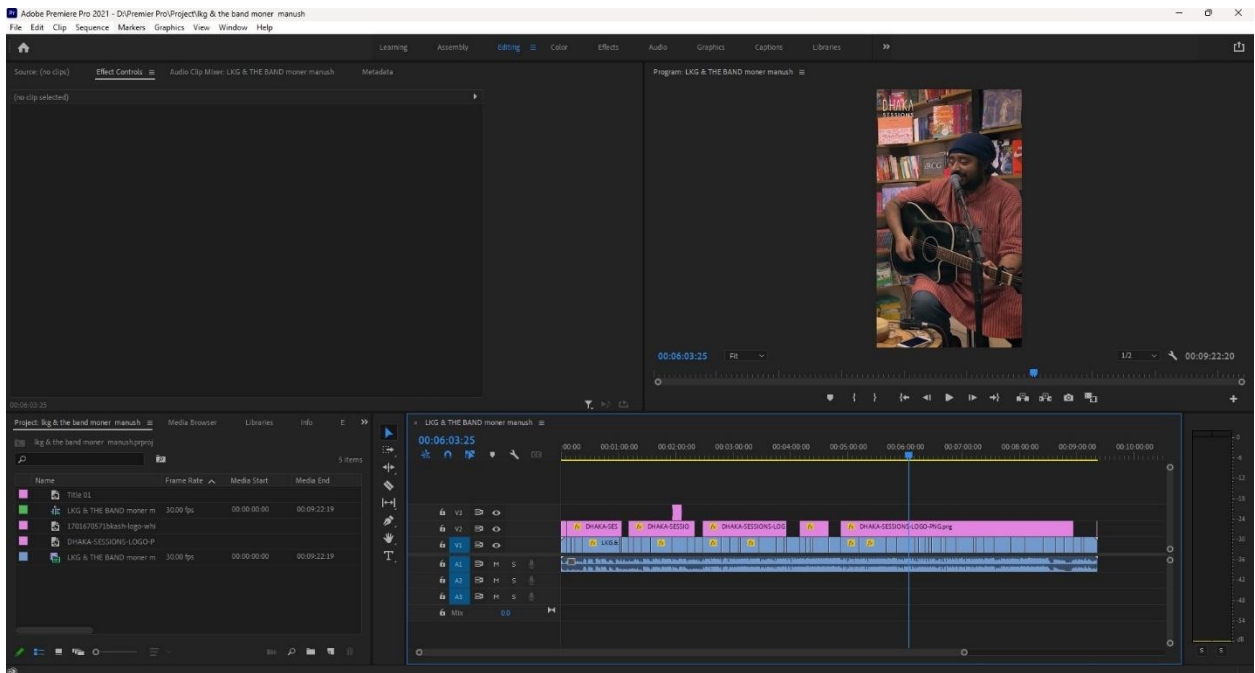


Fig: 7.A

Screenshot of Labik Kamal Gaurob song reel



Fig: 7.B

Screenshot of Dhaka Sessions reel of Labik Kamal Gaurob song that has been published

Link to Dhaka Sessions official post:

<https://www.facebook.com/share/v/18tE8d9QM2/>

My Mistakes: I made slight mistake with alignment or frame of footage.

My Learning:

- Learned the importance of pacing, structure, and audience engagement in longer reels
- Understood how to maintain flow and viewer interest throughout a 10-minute reel
- Practiced making smooth transitions that matched the rhythm of audio and performance

- Gained skills in time management—highlighting key moments while trimming unnecessary parts
- Learned to keep visual consistency (framing, logo placement, color tone) across a long timeline
- Realized that small details like syncing, masking, and audio levels are more noticeable in longer edits
- Improved patience and editing judgment when handling extended content
- Strengthened ability to tell a clear story visually over a longer format

Project 8

Project Type: Research & log

Project Name: Updating info

Project Duration: 1 day

Description: Dhaka Sessions maintains a detailed Excel spreadsheet to keep track of all its seasons and episodes. This spreadsheet is an essential tool for organizing information related to each musical performance. For every episode, it includes the season number, episode number, and the name of the featured band or artist. It also documents where the videos from that episode have been published — such as reels on social media platforms like Instagram and Facebook, or full-length performance videos uploaded to YouTube.

The spreadsheet is structured in a way that makes it easy to search and filter information. Each row typically represents one episode, while columns are dedicated to different categories such as release dates, video types, platform names, and publishing status. This helps the Dhaka Sessions team keep track of which content has been posted, what's pending, and where each format is available to the audience.

Having this system in place ensures better workflow and smooth coordination among the video production, editing, and social media teams. It also helps maintain a consistent archive of the project, which is valuable for reference, future planning, and reporting. Overall, the spreadsheet is a practical and organized way to manage Dhaka Sessions' growing archive of musical content.

My Duties: As part of my internship at Dhaka Sessions, one of my key responsibilities was to research and input detailed information into their Excel spreadsheet. This spreadsheet served as a centralized database for all the seasons and episodes produced by Dhaka Sessions. My job was to ensure that each episode entry included accurate details such as the season number, episode number, artist or band name, and the platforms where the content was published — including reels on Instagram and Facebook, as well as full-length videos on YouTube.

To complete this task, I had to carefully go through each episode, cross-check published content on different platforms, and verify the correct information before updating the spreadsheet. I also had to make sure that the formatting and structure of the spreadsheet remained consistent so that the data could be easily searched and referenced by other team members.

This responsibility helped me develop a better understanding of content management and digital archiving. It also taught me the importance of attention to detail and staying organized when handling large amounts of data. Through this process, I gained valuable experience in using Excel for media production workflow, which is a useful skill in the field of digital content management.

My Mistakes:

- Could not find information on all Dhaka Sessions episodes online
- Left gaps in the spreadsheet due to missing data
- Required supervisor's input to fill in the missing information

My Learning:

- Learned the importance of being organized and detail-oriented when managing content information
- Gained experience in cross-checking and verifying data accurately
- Improved technical skills in Excel for content tracking and archiving
- Understood how large projects manage growing content libraries across platforms like YouTube, Facebook, and Instagram
- Realized the significance of behind-the-scenes tasks in the overall production workflow
- Developed a sense of responsibility, accuracy, and teamwork
- Learned how to contribute meaningfully to a project while supporting the production team
- Acquired skills valuable for future media-related roles

Internship Outcome

During my internship at Dhaka Sessions, I gained valuable hands-on experience in video editing, design, and production that helped sharpen both my technical and creative skills. Working with existing footage taught me the importance of reframing content for different platforms and audiences. I learned how to edit videos shot in horizontal formats and convert them into engaging vertical reels suitable for Instagram and Facebook. This required attention to framing, pacing, and visual clarity, especially when editing close-up shots or syncing footage with music or voice.

Editing from raw footage was a deeper learning process. It involved selecting the best takes, trimming unnecessary parts, syncing audio, and creating a coherent narrative. I became more confident using editing tools and applying color correction, masking, and transitions to improve the quality and flow of content.

Creating thumbnails taught me how crucial visual presentation is for attracting viewers. I learned to balance typography, image composition, and branding elements like logo placement and size to make a design pop. Receiving feedback on font choices and layout helped me understand the nuances of visual hierarchy and user engagement.

Being present at live recording sessions gave me insight into the production side of content creation. I observed how lighting, sound, and camera angles are carefully managed during a shoot. I also learned the importance of coordination and timing among the crew to ensure smooth recording.

Overall, the internship helped me develop a strong foundation in video editing and digital content creation, improved my design sense, and gave me real-world exposure to creative teamwork in a professional setting.

Workplace Log

8th June

I was told to upload reels I have been editing to google drive.

9th June

I upload 21 reels that I have edited so far and shared it with my boss and colleague.

10th June

I edited 2 reels as instructed by boss.

11th June

I edited 2 reels as instructed by boss.

Created 2 posters for tshirt contest by Dhaka sessions.

12th June

I edited 2 reels as instructed by boss.

13th June

I edited 1 reel and took instruction on edit from boss.

14th June

I edited 3 reels as instructed by boss.

15th June

I edited 1 reel for Dhaka Sessions

16th June

17th June

18th June

I edited 3 reels and uploaded 16 reels and their thumbnails on google drive. Sent them to boss.

19th June

I got advise from my boss and updated/~~ae~~-edited the thumbnails again and uploaded to ~~gg~~ google drive.

20th June

I edited 1 reel for Dhaka sessions (DS).

21st June

I edited 1 reel for DS taking new guides from my supervisor.

22nd June

I edited 1 reel for DS following guidelines from my supervisor.

23rd June

I had to go for set design of a podcast show by Dhaka Sessions called 'Reverb'.

24th June

I had shooting for the podcast show 'Reverb'.

25th June

I had shooting for the podcast show 'Reverb' by the same team of Dhaka Sessions.

26th - 30th June

I took a break from work.

1st July

I edited 3 reels for Dhaka Sessions.

2nd July

I edited 2 reels for Dhaka Sessions.

3rd July

I edited 1 reel for Dhaka Sessions.

4th July

I went and collected raw footage of podcast show 'Reverb' by same team of Dhaka Sessions.

5th July

I edited podcast reel from raw footage and synced with audio.

6th July

I edited for podcast and took suggestion from boss.

7th July

I edited 8 reels for Dhaka Sessions today.

8th July

I edited 1 reel for Dhaka Sessions.

9th July

I edited 3 reels for Dhaka Sessions.

10th July

I edited 2 reels for Dhaka Sessions.

11th July

12th July

13th July

I edited 25 thumbnails for reels.

14th July

I edited reel for a podcast show 'Reverb' by Dhaka Sessions.

15th July

I edited reel from raw footage for podcast.

16th July

I edited reel from raw footage for podcast.

17th July

I edited 2 reels for Dhaka Sessions.

18th July

I edited 1 reel for Dhaka Sessions and 2 reels for the podcast show 'Reverb', task given by Dhaka Sessions team.

19th July

I edited 4 reels for Dhaka Sessions.

20th July

I edited 3 reels for Dhaka Sessions and 2 reels for reverb.

21st July

I edited 3 reels for Dhaka Sessions.

22nd July

I edited 2 reels for Dhaka Sessions' podcast.

23rd July

I edited 3 reels for Dhaka Sessions' podcast 'reverb'.

24th July

Edited 2 reels for Dhaka Sessions.

25th July

I edited 3 reels for Dhaka Sessions and got new instructions from supervisor.

26th July

I re-edited 4 reels for Dhaka Sessions.

27th July

I re-edited 4 reels for Dhaka Sessions.

28th July

I re-edited 4 reels for Dhaka Sessions.

29th July

I re-edited 5 reels for Dhaka Sessions.

30th July

I re-edited 5 reels for Dhaka Sessions.

31st July

Re-edited 7 reels for Dhaka Sessions.

1st August

I edited 3 reels for Dhaka Sessions.

2nd August

I edited 1 reel for Dhaka Sessions.

3rd August

I edited 1 reel for Dhaka Sessions.

4th August

I edited 1 reel for Dhaka Sessions.

5th August

I edited 1 reel for Dhaka Sessions.

6th August

I edited 1 reel for Dhaka Sessions.

7th August

I edited 1 reel for Dhaka Sessions.

8th August

I edited reels for Dhaka Sessions.

9th August

I have edited reels and thumbnails for Dhaka Sessions podcast show 'Reverb'.

10th August

I edited reel and thumbnail for 'Reverb'.

11th August

I edited 1 reel and thumbnail for Dhaka Sessions.

12th August

I edited 1 reel and thumbnail for Dhaka Sessions.

13th August

I edited 1 reel and thumbnail for Dhaka Sessions.

SELF-ASSESSMENT FORM

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

have performed. Name of Intern: _

University ID: 183012065_

Name of the Institute/Organization:
Corporate Office Address:
Email: Web:

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

42 hours

2. Was your internship paid? If yes, how much? No
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.	3
3	I am open to new experiences.	5
4	I have gained the capacity to be more productive.	4
5	I can recognize my personal strengths.	3
6	I can recognize my personal weaknesses.	3
7	I have a sense of personal achievement.	4
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	5
11	I have the ability to work cooperatively with others	5
12	I have the ability to communicate effectively	3

13	I have increased my ability to be a leader	3
14	I feel more connected to my community	3
NO	CRITERIA (Academic learning impact)	
15	I have acquired knowledge from the job duties I performed	3
16	I have broadened my critical thinking skills (reasoning, problem solving)	3
17	I have learnt the ability to work independently	3
18	I feel my classroom learning was enriched	4
19	I have the ability to connect academic subject matter to the real world.	3
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	
20	I developed specialised technical skills for a specific job function	4
21	I broadened my future employment possibilities	4
22	I received an opportunity to explore a specific career	3
23	I developed realistic ideas about the work world	3
24	I narrowed my future possible career choices.	2
25	What is your average score from this test?	3.625

I enjoyed my term as intern at Dhaka Sessions. I got to learn a lot. I got to brush up my Skills as video editor and graphic/digital designer at Dhaka Sessions. And I got to Experience and part of production team in Dhaka Sessions.

1. General Comments

Tamanna

Signature of Intern

Professional Competencies

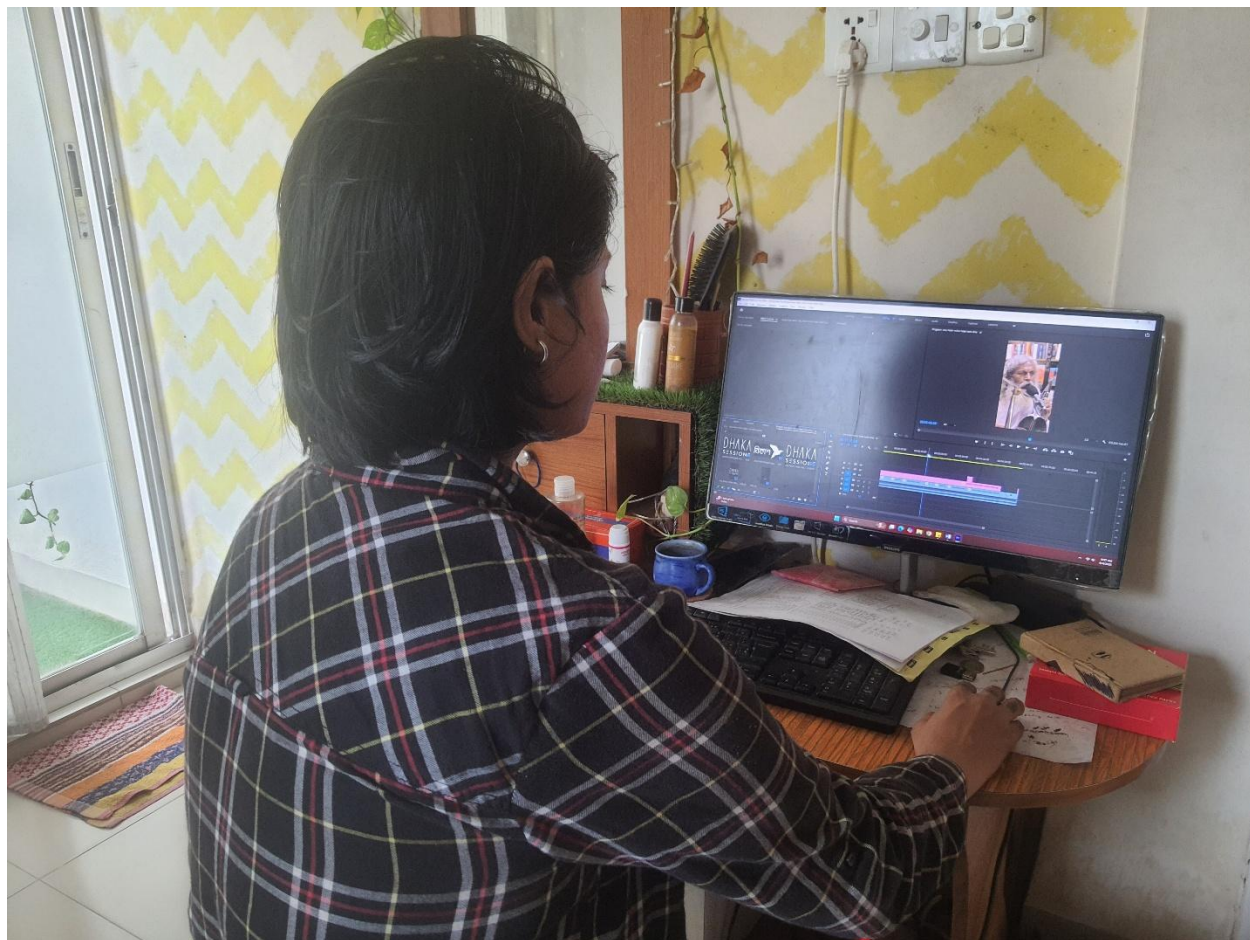
As soon as I joined Dhaka Sessions as an intern, I was immediately involved in one of their live events held at Jatra Biroti. My initial task was to capture videos during the event that would later be used for social media content. Although I completed the assignment, the footage I recorded could not be used due to limitations in the video resolution of my phone. As a result, my responsibilities were reassigned to areas better aligned with my available tools and skills—primarily video editing.

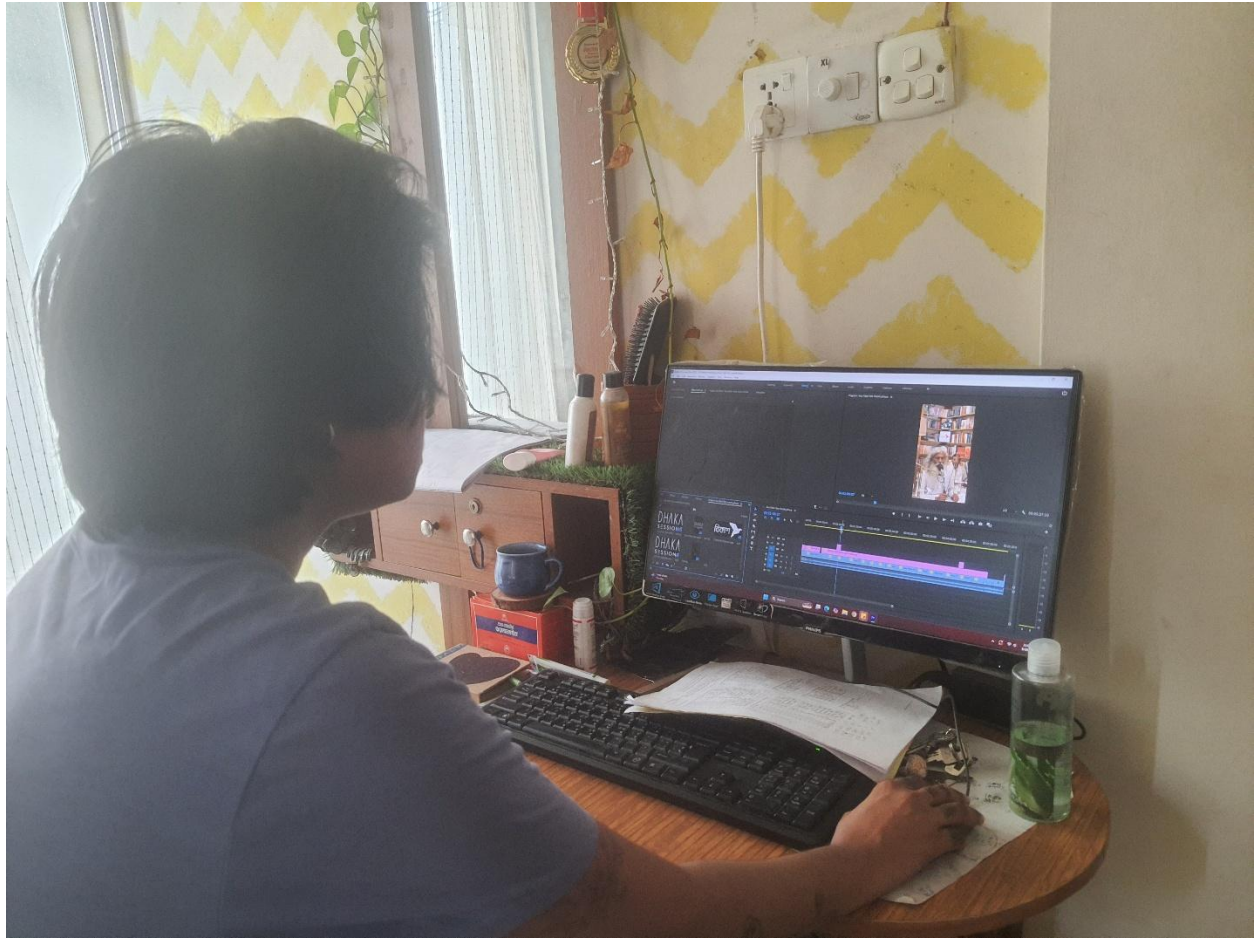
I was then assigned to edit reels for Dhaka Sessions, working with footage from previously published videos. This task helped me develop skills in reframing, cropping, and timing edits for different social media platforms. I became more comfortable using editing software and understood how to repackage existing content into engaging, short-form videos suitable for platforms like Instagram and Facebook.

Later in the internship, I was given the opportunity to edit videos for the Dhaka Sessions podcast titled *Reverb*. This was my first time editing content from raw video footage and syncing it with separately recorded audio. The process required close attention to detail, particularly in aligning audio with video, managing cuts, and maintaining smooth transitions. It also taught me basic techniques in post-production such as trimming, correcting framing, and adding branding elements.

These experiences significantly improved my technical competencies in video editing, as well as my adaptability and problem-solving skills in real production environments.

Working Photos









Concluding Remarks

My internship at Dhaka Sessions has been a deeply enriching experience that allowed me to bridge the gap between academic learning and practical application. Working in a real-world creative environment gave me insight into how teamwork, planning, and execution come together in professional media production. From researching and organizing detailed episode data to editing reels and observing live audio-video setups, I was involved in multiple stages of production. Each task helped me develop new skills and strengthen my understanding of digital content creation.

This internship also gave me a deeper appreciation for the level of coordination required to produce high-quality content. I learned the value of being detail-oriented, meeting deadlines, and adapting quickly to feedback—skills that will benefit me throughout my career.

As a Media Studies and Journalism student at the University of Liberal Arts Bangladesh, I found this internship to be a perfect match for my major in Digital Production. It helped me put theory into action and gave me a clearer picture of the industry I wish to enter. I leave this experience more confident, motivated, and ready to take on future challenges in the field of media and content production.