



University of Liberal Arts Bangladesh (ULAB)

Department of Media Studies and Journalism

Internship Report

Submitted by:

Shazid Islam shad

ID: 191012030

Course Code: MSJ 11498

Submitted to:

Dilshad Hossain Dodul

Senior Lecturer

Host Organization: Adventor Global Limited



FALL 2023

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STUDENT DESTAILS

Name	Shazid Islam Shad
ID	191012030
Department	Media Studies and Journalism
Major Concentration	Digital Film and TV production
Career Objective	My goal is to see myself as a film maker and I like to write stories for films and also like to play different characters in any film.

INTERNSHIP DETAILS

INTERNSHIP DETAILS Host Organization	Adventor Global Limited
Address	House 1199, Avenue 10, Mirpur DOHS, Dhaka, Mirpur, Bangladesh
My Working Section	Audio Visual Unit
Supervisor	Md Fahim Jawad
Designation	Corporate Communications and Marketing Executive
Supervisor contact	fahim@adventorglobal.com
Start Date	October 01, 2023
End Date	December 12, 2023
Hours per Week	35+ hours
The Total Working Period	Approximately 8 weeks.

ACKNOWLEDGMENT

I want to thank my parents for supporting me mentally and financially to be admitted to the University of Liberal Arts Bangladesh, and also keep faith in me that I will complete my education and be a better version of me. I am from a rural area from Barisal division from there to now where I am all the credits goes to my father. There were many obstacles I have faced in this journey but he always provides me the support to overcome that situation. To ULAB and the Department of Media Studies and Journalism, I am eternally grateful for the opportunity to study what I have always considered with my passion also. Over the past four years, I have grown significantly in both knowledge and experience. My major concentration is Digital film and TV production

University of Liberal Arts Bangladesh gives me the perfect place for learning and earning skills which will help me to achieve my aim. My media studies and journalism degree are a very versatile degree that will guide me to learn skills like film making, news writing, campaign planning, research development, critical thinking, and law with much more valuable skills. Dilshad madam, Muhammad Abdul Kader sir, Nandita Tabassum Khan madam, Mohammad Shazzad Hossain sir, Aminul Islam sir, and many more faculty whose guidance provide me many important lessons which make me a better version of me. There are no words that can describe how thankful I am to them.

I want to take this opportunity to express my deepest thanks to Mohammed Nehal Hossain, the director of Adventor global limited, for providing me the opportunity to do an internship with them. My supervisor Md Fahim Jawad is a true mentor and I have learned many practical skills from him.

Last but not least, I am thankful to all my friends, seniors, juniors, and all the members of my university. I am very grateful to my department and classmates. They have made the journey valuable and memorable for me.



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: Shazid Islam Shad
ULAB ID: 191012030

Signature

A handwritten signature in black ink that reads 'Shazid' is positioned above the 'Signature' label.



INTERNSHIP APPROVAL FORM

Student Name: Shazid Islam Shad

ID No: 191012030

Major: Digital Film and Television Production

Year: 2023

Local Phone: +8801726711313

Email: Shazid.islam.msj@edu.bd

Semester (Tick one):

☐ Spring 2022

☐ Summer 2022

☐ Fall 2022

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: Dilshad Hossain Dodul

Title: Senior Lecturer

E-mail: dilshad.hossain@ulab.edu.bd

Phone: +880 1722-962443

INTRODUCTION

University life is the perfect period for me to learn about the skills which need to reach my aim. This portfolio report contains my projects from courses under the Media Studies and Journalism (MSJ) department along with the major courses of Digital film and Tv production.

During my four years at ULAB, I have developed as an aspiring learner with a growing skill set. Along with that, I've finished the assignments given to me by different courses. These assignments include theoretical projects, research proposals, understanding of art and society, hands: on media experience, visual production, public relation, Installation Art, Digital Cinematography, Fictional Narrative Production and more.

As a student of Digital Film and TV production audio-visual production is one of those areas where I have much interest to work. I have worked with kharimati production, Nymphaea production, Pankouri production and many more. This helps me to practice my classroom learning into the practical world. This was some time tough for me but it helped me a lot to learn more practically. So, for my internship I joined Adventor Global Limited as an audio-visual support. Nehal Hossain, the director of Adventor global gives me the opportunity to work with them. Adventor global is a 360-marketing solution firm so I have gained much practical and soft skill knowledge from them. I have done script writing, translation, cinematography, video editing and other skills in Adventor Global. The most important skill I have learned is teamwork and having a punctual manner in work. Those all skills I have acknowledged from the members of my internship organization.

The best lesson is what I have learned in my classroom. It provides me with the skills which push me to work as a better intern in my organization. I hope what I have learned from my internship organization will guide me to the next step of my career.

OBJECTIVES

During an internship, we get the opportunity to practice our academic knowledge and skills in the practical field. My expectation from this internship was to know more practical knowledge about audio-visual production.

- To effectively network with the people in the industry
- To learn effective and professional communication
- To know how an organization works
- To increase my ability to manage situations under pressure
- To be a part of a few big projects, which I can address later
- To learn how to work in a corporate environment
- To be able to work with different types of people
- To learn how to work with a professional production team
- To learn about professional production design
- To learn how to direct film production, budgeting, and planning.
- To learn research and development

HOST ORGANIZATION

Adventor global limited is a 360-solution giving advertising marketing agency. They provide creative solutions, marketing campaigns and event management support. Adventor global limited started in 2018 and within five years they have established a proper 360 marketing solution agency. Adventor has its own sub agencies under it which are doing different works of Adventor global limited. Adventor Global is the mother company. Adbox which is a production house, innoventor which is a tech solution agency, then comes ticikify which is an agency of providing services about ticketing process of any event like concerts etc., after that Adventor communication which is a communication campaign consulting firm those all are under the Adventor global limited.



Image: Adventor Global Limited and its other service providing agencies.

Adventor Global Limited at a Glance:

Organization Type: Private Company.

Year of Establishment: 2018

Name of Owners: Nehal Hossain, Mozammel Haque Johny

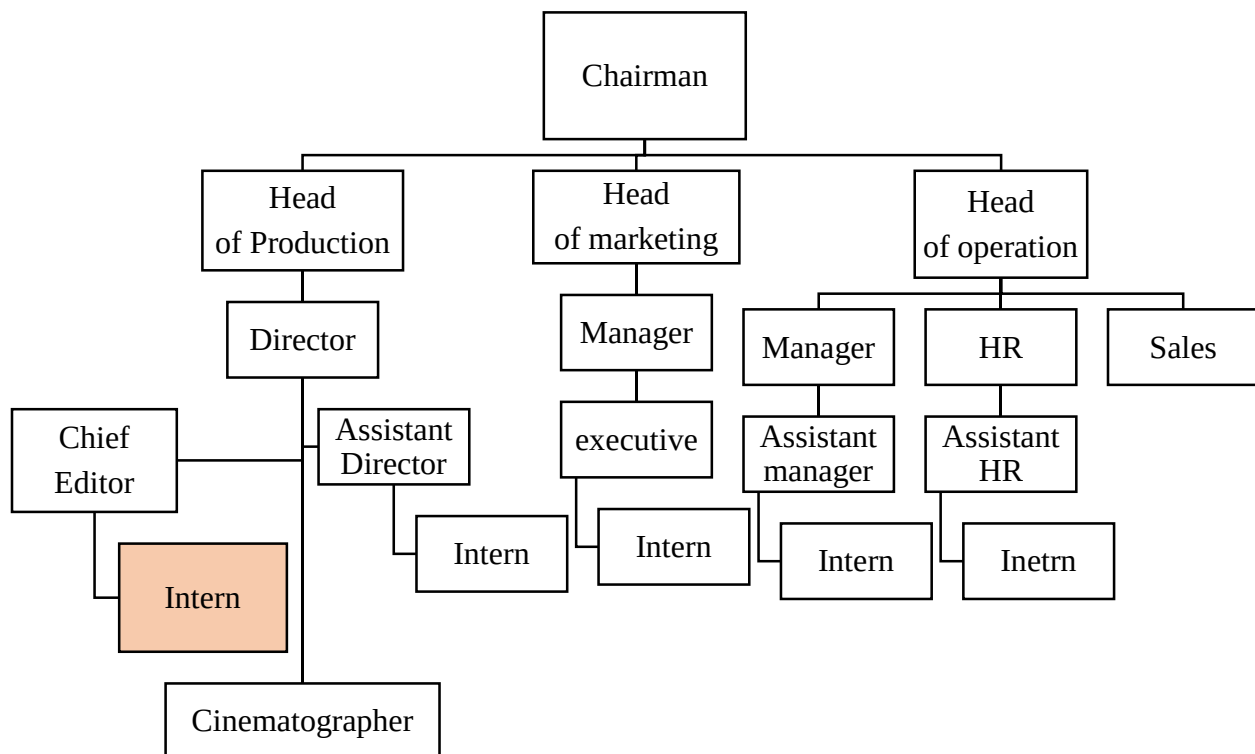
Address: House: House 1199, Avenue 10, Mirpur DOHS, Dhaka, Mirpur, Bangladesh

Social Media:

Facebook: <https://www.facebook.com/adventorglobalLTD>

Youtube: UCK7uzMOD0WeBBmlh67J_Bvg

ORGANOGRAM OF THE |ORGANIZATION:



TASK

I joined Adventor Global Limited as an Audio-visual intern. My main role is giving support to the production unit to produce better audio-visuals. My tasks are given below

- Script translation English to bangla and bangla to English
- Assist the video editing team
- Assist the chief cinematographer
- Making excel sheet for project
- Making presentation of project description
- Making questionnaires for an interview.
- Music selecting for videos and music editing.
- Research about finding of new projects
- Giving support to Color grading of videos.
- Giving support to Translation video editing.
- Photo designing for upload
- Budget making for production.
- Script writing for short videos.
- Place selection for shooting.

Project description

PROJECT:1

Project Name: English to Bangla subtitle translation of UNICEF Frontline workers Module 2 (stigma and discrimination).

Client: Expressions limited

Start Date: 2/10/23

End Date: 15/10/23

Project Overview:

UNICEF Frontline workers Model 2 (stigma and discrimination) is campaign-based audio visual about disabled persons in many areas around the world like Afghanistan, Uganda, Africa, Peru, Bulgaria, Jordan and many more. In this episode, Yetnabresh Nugusi Mola, a disability specialist at UNICEF, discusses the importance of removing barriers and providing support for persons with disabilities. She emphasizes the need for inclusive and accessible products, services, and infrastructures. This audio visual describes how a disabled person has to face discrimination in the society and also how UNICEF is trying to solve this problem and give them the environment they want to live in. It indicates many issues that a disabled person has to face in their daily life. This audio Visual is documented in English language.

My Responsibility & Task:

The Task is to convert the English audio to Bangla and also the English subtitles will be attached with the video. My task was to extract the English subtitles from the video and translate it into Bangla language. So, I collaborate with the media team. First, we remove the video and extract the audio and then make a transcript of its English subtitles and translate all the subtitles into Bangla language. My team maintains a format with time, break, speaker name and other data. It's made easy to distribute the particular script to a particular voice artist to do the Bangla voice over of the video.

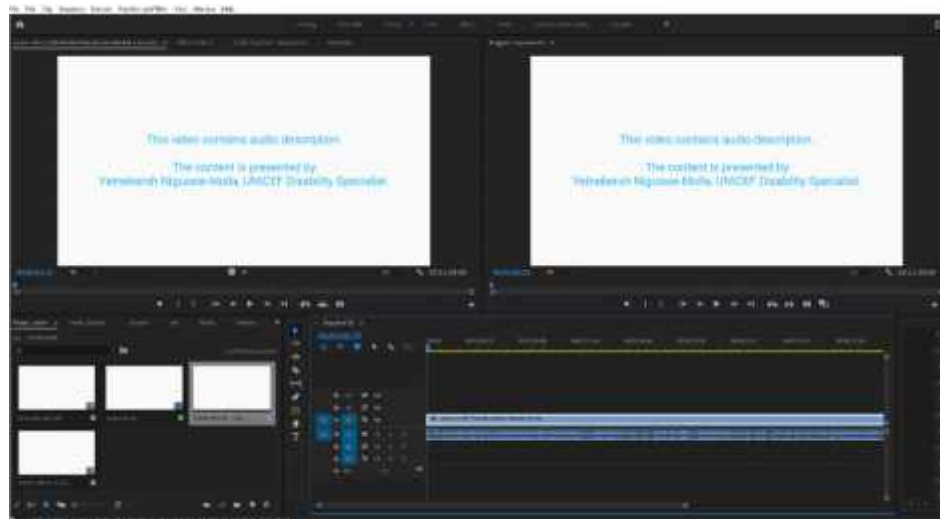


Image 1.1 extracts the audio from the video

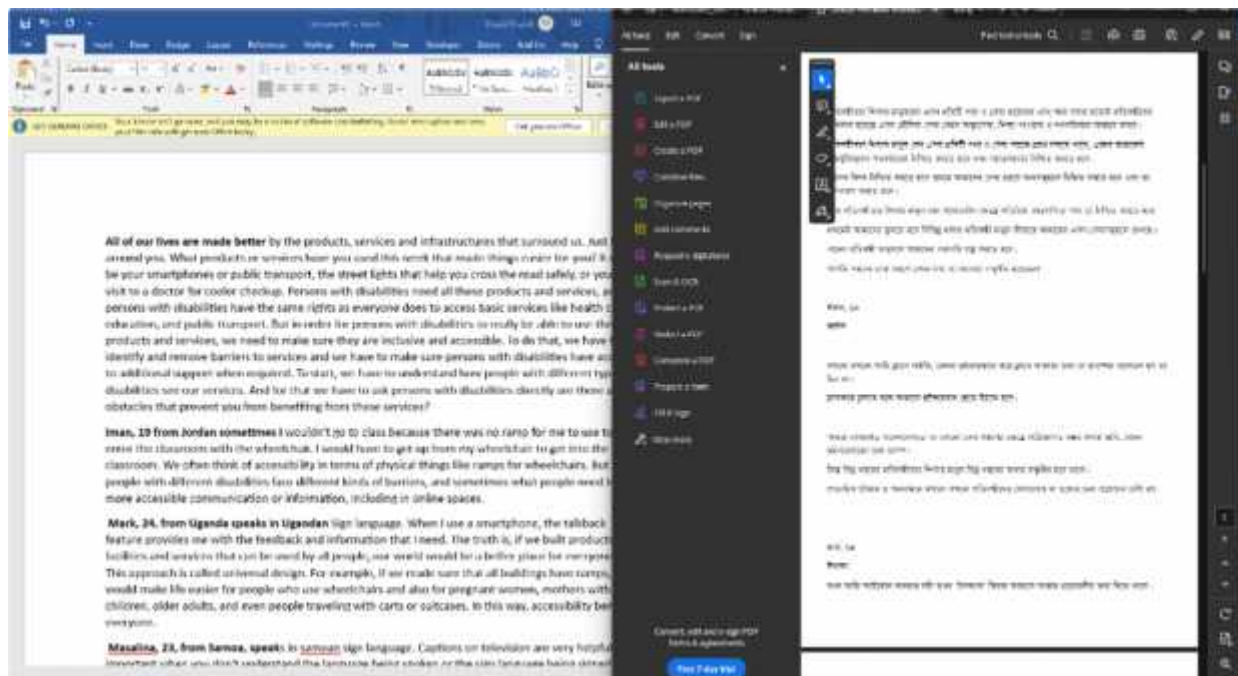
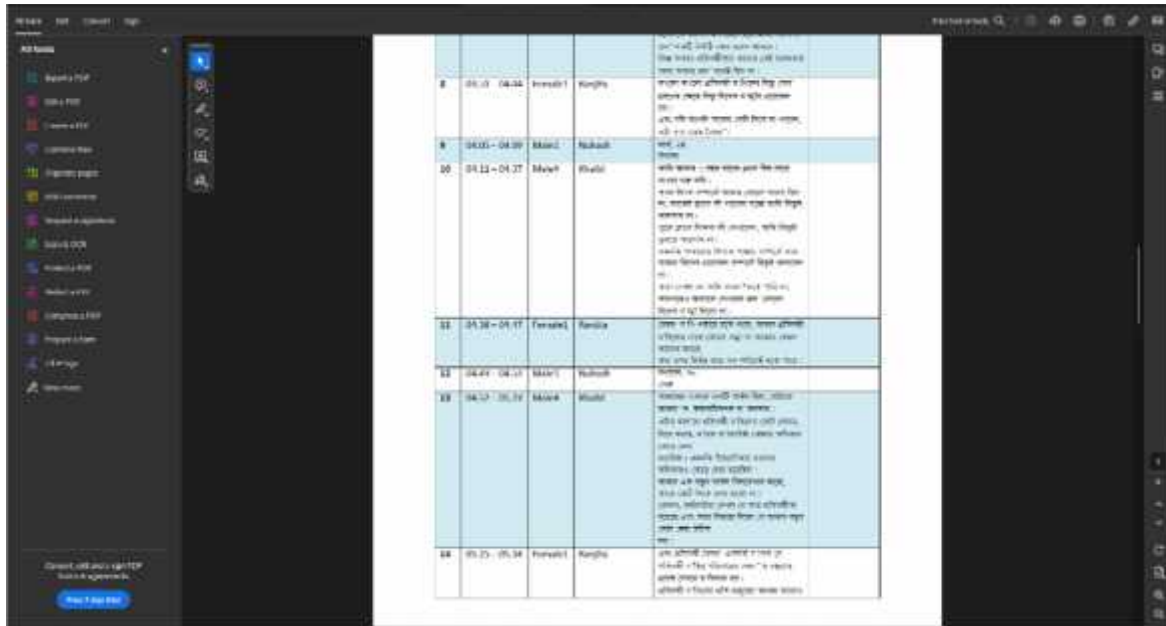


Image 1.2 converts the English to bangla



The screenshot shows a video transcription software interface. On the left is a sidebar with various tools and settings. The main area displays a video timeline with a table of subtitles. The table has columns for time, source, target, and text. The subtitles are in Bangla and correspond to the video content.

Time	Source	Target	Text
00:00 - 00:04	Source 1	Target 1	এই ভিডিওতে আমরা দেখাচ্ছি...
00:05 - 00:09	Source 2	Target 2	এই ভিডিওতে আমরা দেখাচ্ছি...
00:10 - 00:14	Source 3	Target 3	এই ভিডিওতে আমরা দেখাচ্ছি...
00:15 - 00:19	Source 4	Target 4	এই ভিডিওতে আমরা দেখাচ্ছি...
00:20 - 00:24	Source 5	Target 5	এই ভিডিওতে আমরা দেখাচ্ছি...
00:25 - 00:29	Source 6	Target 6	এই ভিডিওতে আমরা দেখাচ্ছি...
00:30 - 00:34	Source 7	Target 7	এই ভিডিওতে আমরা দেখাচ্ছি...
00:35 - 00:39	Source 8	Target 8	এই ভিডিওতে আমরা দেখাচ্ছি...
00:40 - 00:44	Source 9	Target 9	এই ভিডিওতে আমরা দেখাচ্ছি...
00:45 - 00:49	Source 10	Target 10	এই ভিডিওতে আমরা দেখাচ্ছি...

1.3 Final translated file for voice taking over

English version-

<https://drive.google.com/file/d/1PrJzF0bx9DpuoI6xDtVXYIo3JfKr92I/view?usp=sharing>

Final File of the project Link:

<https://drive.google.com/file/d/16AE3xnLah-rs5iZvT9KqCsCoIt3YN7dA/view?usp=sharing>

Challenges

- The primary challenge was enhancing Bangla typing speed in a limited timeframe.
- Creating accurate subtitles for a 10-minute video required considerable patience, ensuring no grammatical errors.
- Transcribing spoken words and translating them from English to Bangla was a time-intensive task.

Mistakes:

- Initially, there were some spelling errors in Bangla.
- At the beginning, I struggled to identify grammatical errors.
- Receiving feedback twice necessitated additional time for revisions.

Learning Outcomes:

- This project significantly contributed to my understanding of grammar and translation skills.
- The process of reading and writing for translation expanded my vocabulary and knowledge of word meanings.
- Learning to format the final audio script effectively was a valuable lesson, and I plan to apply this format in my future work.

PROJECT 2

Project name- Replace the voiceover of UNICEF Frontline workers Module 2 (stigma and discrimination) in English to Bangla.

Client: Expressions limited.

Start Date: 3/10/23

End Date: 15/10/23

Project Overview:

UNICEF Frontline workers Model 2 (stigma and discrimination) is campaign-based audio visual about disabled persons in many areas around the world like Afghanistan, Uganda, Africa, Peru, Bulgaria, Jordan and many more. In this episode, Yetnabresh Nugusi Mola, a disability specialist at UNICEF, discusses the importance of removing barriers and providing support for persons with disabilities. She emphasizes the need for inclusive and accessible products, services, and infrastructures. This audio visual describes how a disabled person has to face discrimination in the society and also how UNICEF is trying to solve this problem and give them the environment they want to live in. It indicates many issues that a disabled person has to face in their daily life. This audio Visual is documented in English language

My Responsibility & Task:

The task involved editing the voiceover in Adobe Premiere Pro, switching it from English to Bangla. Our media team successfully translated the subtitles for the UNICEF Frontline Workers Model 2 from English to Bangla. We then obtained voiceovers from four different artists. My role was to incorporate the main video into Premiere Pro and replace the English voiceover with the Bangla version, while retaining the subtitles in English.



Image 2.1. Premiere pro timeline of the project file of UNICEF Frontline workers Model 2.

English version-

<https://drive.google.com/file/d/1PrJzF0bx9DpuoI6xDtVXyIo3jJfKr92I/view?usp=sharing>

Edited version (Bangla)-

https://drive.google.com/file/d/1jBlxT9x_vXq8gzLYzlXu3bqGJQKur1OO/view?usp=sharing

Challenges:

- A key challenge was synchronizing the complete Bangla voiceover while keeping the English subtitles accurate.

- Due to the nature of verbal voiceovers, there were instances where the Bangla audio did not align perfectly with the timing of the English subtitles.
- The voiceover recordings were extensive, necessitating precise editing to extract relevant sections and discard the rest.

Mistakes:

- There were occasional mismatches between the subtitles and voiceovers.
- Given the extensive length of the raw voiceover files, selecting the appropriate segments was time-consuming and sometimes confusing.

Learning Outcomes:

- This project significantly enhanced my video editing skills, including expertise in voiceover editing, adjusting background scores, and noise reduction.
- Additionally, it provided me with insights into the lives of people with disabilities and raised awareness about how we can support them.
- This experience has been valuable in broadening my understanding of inclusive communication and technical editing skills.

PROJECT 3

Project Name: Photo edit of Mou between Dot Birth and Tickify for facebook.

Start Date: 24/10/23

End Date: 25/10/23

Project Overview- Dot Birth is an advertising agency and Tickify is one of the sub marketing farms of Adventor Global which deal with ticketing related services for any kind of event or program. On 24, Tickify had a mou signing with Dot Birth about coke studio bangla live 2.0 as an official ticketing partner.

My Responsibility & Task:

My role involved editing photographs from the agreement signing ceremony between Dot Birth and Tickify. My supervisor supplied me with pre-made templates related to Adventor marketing, as well as several images from the ceremony. I used illustration software to enhance these photos, focusing on color adjustments and object removal to improve their aesthetics. Additionally, I had to resize and fit the photos within the provided templates to ensure a consistent and professional presentation

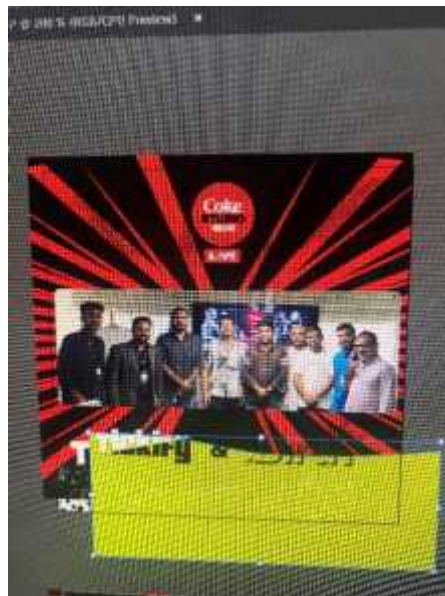


Image 3.1 Photo edit with illustration.

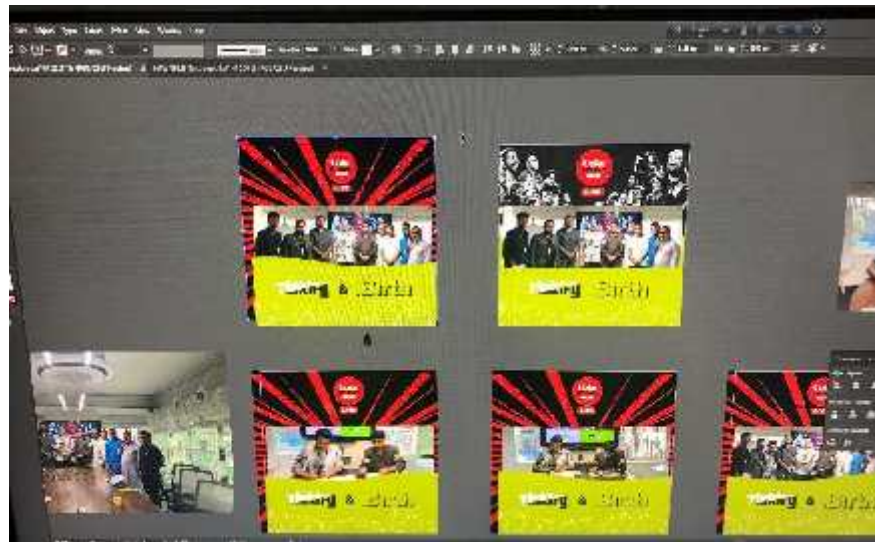


Image 3.2: Photo edit in Illustration



Image3.3 Final edited photo

Post link-

<https://m.facebook.com/photo.php?fbid=239274639156349&id=100092214439756&set=a.132282933188854&mibextid=K8Wfd2>

Challenges:

- Being inexperienced with illustration software initially led to confusion, but with my supervisor's guidance, I was able to progress.
- The task required editing the photos to fit them seamlessly into the provided templates.
- As it's related to coke studio so we have to make the arrangement of the post related to the coke studio theme.

Mistakes:

- The process took longer than expected due to my limited prior experience with Adobe Illustrator. In hindsight, a quicker completion would have been preferable.

Learning Outcomes:

- This project significantly enhanced my photo editing skills.
- The guidance from my supervisor was invaluable, and working under a tight deadline fostered a strong team collaboration.
- I acquired various skills in this project, including color correction, layer leveling, and refining the edges of footage in Adobe Illustrator.
- This experience has been instrumental in developing my technical proficiency and collaborative working style.

PROJECT 4

Project Name: English to Bangla subtitle translation of UNICEF Frontline workers Module 5 (Removing barriers and Providing support).

Client: Expressions limited

Start Date: 22/10/23

End Date: 05/11/23

Project Overview:

UNICEF Frontline workers Model 5 (Removing barriers and Providing support) is campaign-based audio visual about disable persons in many areas around the world like Afghanistan, Uganda, Africa, Peru, Bulgaria, Jordan and many more. The goal is to create a respectful and equitable society for persons with disabilities, ensuring equal opportunities and eradicating stigma and discrimination.

My Responsibility & Task:

The task involved converting English audio into Bangla while retaining English subtitles in the video. My role was to extract these English subtitles and translate them into Bangla. Collaborating with the media team, we first separated the audio from the video and then transcribed the English subtitles. These subtitles were then translated into Bangla. We maintained a structured format that included time stamps, breaks, speaker names, and other relevant data. This structured approach facilitated the distribution of specific scripts to the designated voice artists for the Bangla voiceover. The final output included timestamps, the names of the voice artists, and their corresponding lines.

Internship report



Image 4.1: early draft of English voice over



Image4.1: Draft of Bangla translation of the English voice over



14	00:20 - 00:28	Shakib	Shakib	শাকিব খান
15	00:29 - 00:40	Shakib	Shakib	শাকিব খান
16	00:40 - 00:50	Shakib	Shakib	শাকিব খান
17	00:50 - 01:00	Shakib	Shakib	শাকিব খান
18	01:00 - 01:10	Shakib	Shakib	শাকিব খান



Image 4.2: Final Draft for Bangla voice over

Final project link-

<https://drive.google.com/file/d/1KZpbVllPmzQ7hPIuPXRHrrMdo4cPoqkC/view?usp=sharing>

Challenges:

- A significant challenge was enhancing my Bangla typing speed in a limited timeframe.
- The video, being 10 minutes long, required considerable patience to subtitle without any grammatical errors.
- The task involved verbal transcription, necessitating extra time to accurately translate from English to Bangla.

Mistakes:

- Initially, there were some spelling errors in the Bangla text.
- At the beginning, I struggled to identify and correct grammatical errors.

Learning Outcomes:

- This project greatly improved my understanding of grammar and translation.
- The process of reading and writing words for translation broadened my knowledge of their various meanings.
- Learning to format the final audio script was a crucial takeaway, and I intend to apply this format in future projects.
 - This experience has been instrumental in enhancing my linguistic skills.

PROJECT 5

Project name- Replace the voiceover of UNICEF Frontline workers Module 5 (Removing barriers and Providing support) in English to Bangla.

Client: Expressions limited

Start Date: 22/11/23

End Date: 28/11/23

Project Overview:

UNICEF Frontline workers Model 5 (Removing barriers and Providing support) is campaign-based audio visual about disabled persons in many areas around the world like Afghanistan, Uganda, Africa, Peru, Bulgaria, Jordan and many more. The goal is to create a respectful and equitable society for persons with disabilities, ensuring equal opportunities and eradicating stigma and discrimination.

My Responsibility & Task:

The Task is to Edit the voiceover in premiere pro from English to Bangla. Our media team successfully translated the subtitle of UNICEF Frontline workers Model 5 from English to Bangla. And then we took voice over from 4 different voice over artists. My task was to put the main video in premiere pro and change the voice over from Bangla to English. The subtitle will remain in English.

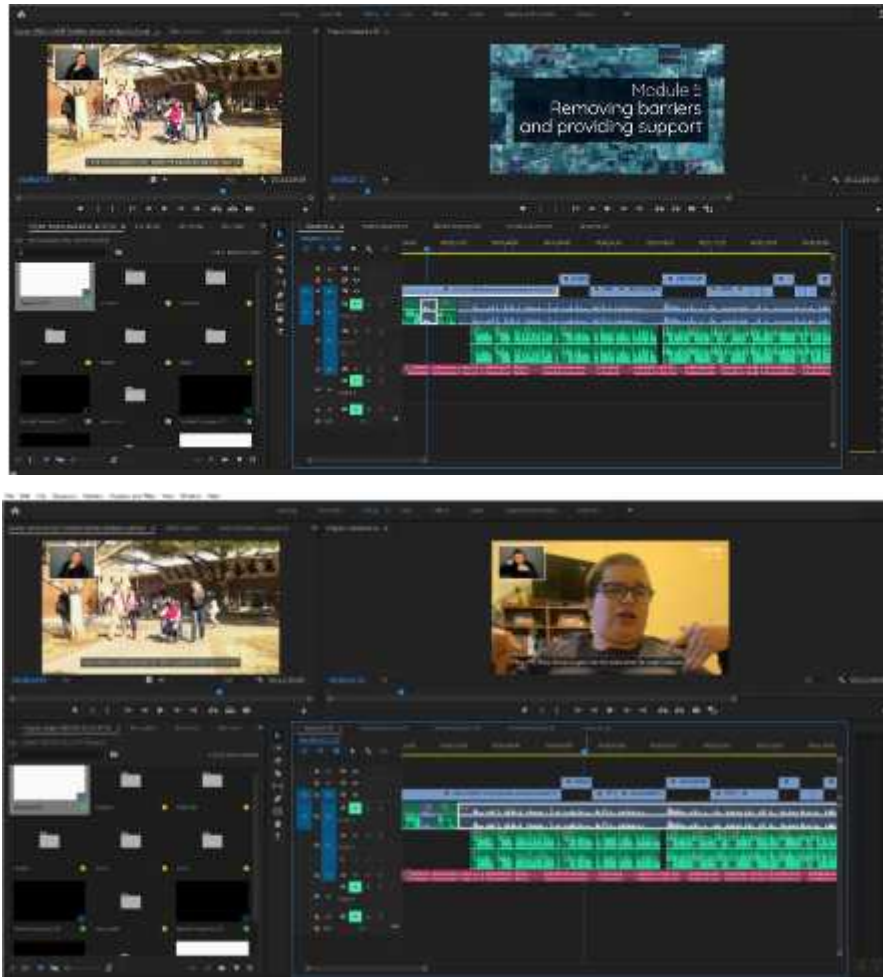


Image 5.1 Project file of UNICEF Frontline workers Model 5 (Removing barriers and Providing support) editing.

English version-

<https://drive.google.com/file/d/1AvYeguPh6sEYkBMltsa6dH6t4gOubpaW/view?usp=sharing>

Final edited project link-

https://drive.google.com/file/d/1M5ZsVyWv3iE0xr-CuSsk_ZINUFwKcYPv/view?usp=sharing

Challenges:

- Synchronizing the voiceover with the subtitles was a primary challenge, requiring them to align perfectly in terms of timing.

- Due to the video's length, there were instances where the subtitle transitioned before the corresponding voiceover line concluded. I had to slightly slow down the video at certain points to ensure alignment between the voiceover and subtitles.
- Another key task was to refine the Bangla voiceover, making it clear and easily understandable.

Mistakes:

- While there were no major errors in this project, managing the time efficiently was somewhat challenging for me.

Learning Outcomes:

- This project significantly enhanced my skills in audio recording and editing.
- I learned important techniques in timeline management within Adobe Premiere Pro, especially in terms of cutting and aligning audio tracks.
- Additionally, this experience underscored the importance of teamwork in achieving a cohesive and high-quality final product.
- These skills are valuable assets that I will continue to apply in future projects.

PROJECT 6

Project name- Dhaka Metro Rail MRT Line 6.

Start Date:2/11/23

End Date: 9/11/23

Project Overview:

This was a high-profile project. Dhaka Metro rail line MRT6 which is start form Uttara to Motijil. This MRT6 line has started its service in 2023.This documentary has a duration of six minute and it's about metro rail service experience among the civilian in Dhaka city. The video was aimed to create for how the civilian are experiencing the metro rail and what type of benefit they can get from it. We took footage of Metro rail and also took interview from different persons like man, woman, children, disable persons. This video was scheduled to be displayed in Sangsad Television Bangladesh.

My Responsibility & Task

My role as an assistant cinematographer for this project, I was responsible for managing the budget related to the shooting unit's equipment and ensuring everything stayed within the allocated funds. This assignment marked my debut in cinematography with Adventor, and a significant part of my job involved making the interviewees feel comfortable and at ease while they shared their experiences with the metro rail. Our shooting schedule was tight, with just four days to complete all the filming. We conducted four interviews, focusing on the civilians' experiences using the metro rail. For the shooting, we chose five key stations: Uttara, Kalshi, Mirpur 10, Shawrapara, and Adabor. Additionally, our shooting locations extended to Hatirjheel, Purbanchal, and a few other places, providing a comprehensive coverage of the subject. This project was particularly noteworthy for me as it was my first experience with field-centric work, presenting unique challenges and learning opportunities in outdoor cinematography.

Budget for “Dhaka Metro”

This budget only contains the equipment expensive of the shooting unit. Other expense and human resource expense is not included. I was assignment for to made only the equipment expense budget for four days shooting of this project.

Equipment's	Quantity	Day	Cost/day	Total
Sony Alpha 7 iii	1	4	2000	8000 bdt
Sony Alpha 7 R iii	1	4	3000	12000 bdt
24-105 mm	1	4	1000	4000 bdt
85 mm 1.8	1	4	1000	4000 bdt
Rode clip	1	4	700	2800 bdt
Shotgun Rode	1	4	1000	4000 bdt
Reflector	1	4	500	2000 bdt
Lens filters	1	4	1000	4000 bdt
light stand	1	4	1500	6000 bdt
Extra Batteries	3	4	900	3600 bdt
Drone	1	4	2000	8000 bdt
			Total	58400 bdt

Cinematography And taking interview



Image 6.1 taking interviews for the audio visual.



Image 6.2 Go with the interviewee to the selected place for taking the interview.

Challenges:

- Securing permission from the Metro Rail Authority for filming in the stations posed a significant initial hurdle.
- Due to the crowded nature of metro stations, we had to reduce our team size on-site, operating with a smaller crew.
- Unforeseen delays occurred when some interviewees did not arrive as scheduled, affecting our shooting timetable.
- At Uttara North station, we faced an interruption when station guards halted our shooting midway for unknown reasons, though we resumed after a half-hour break.

Mistakes:

- Being my first field assignment, I initially felt nervous and unsure.
- As a new team member, I occasionally missed cues or instructions from my director.
- On the first day, I arrived late to the shooting location due to traffic.

Learning Outcomes:

- This project was a rich learning experience. It involved field visits, team collaboration, camera operation, and handling audio equipment, all of which allowed me to apply and enhance my skills.
- The most significant lesson was learning to work effectively as part of a team outside my comfort zone.
- I gained experience in interacting with diverse individuals and managing the pressure to complete the shoot within the fixed timeframe.
- This experience was instrumental in developing my adaptability and teamwork skills in a real-world setting.

PROJECT 7

Project name: Audio Visual Editing of Dhaka Metro Rail.

Start Date:15/11/23

End Date: 26/11/23

Project Overview:

This was a short but high-profile project. Dhaka Metro rail line MRT6 which starts from Uttara to Motijil. This MRT6 line has started its service in 2023. This documentary has a duration of six minute and it's about metro rail service experience among the civilian in Dhaka city. The video was aimed to create for how the civilian are experiencing the metro rail and what type of benefit they can get from it. We took footage of Metro rail and also took interview from different persons like man, woman, children, disable persons. After the end of the pre-production and shooting works now it's time to do the post production of this project.

My Responsibility & Task:

My task was to help the editing team to produce the best output of our project.

- Cutting the perfect footage from the raw footage
- Music selection for the total video.
- Color correction for some of the selected footage.
- Make the full audio of the interview totally noise free.

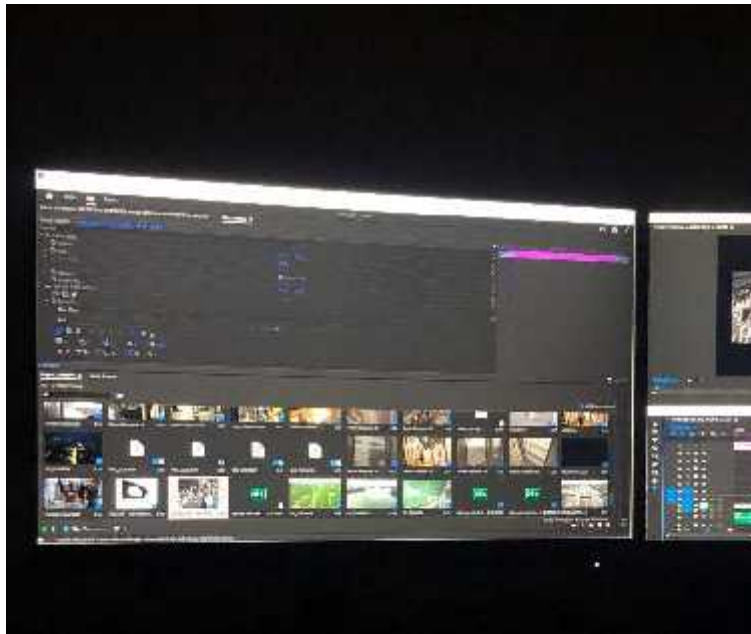


Image: 7.1 Project timeline of the Project file.

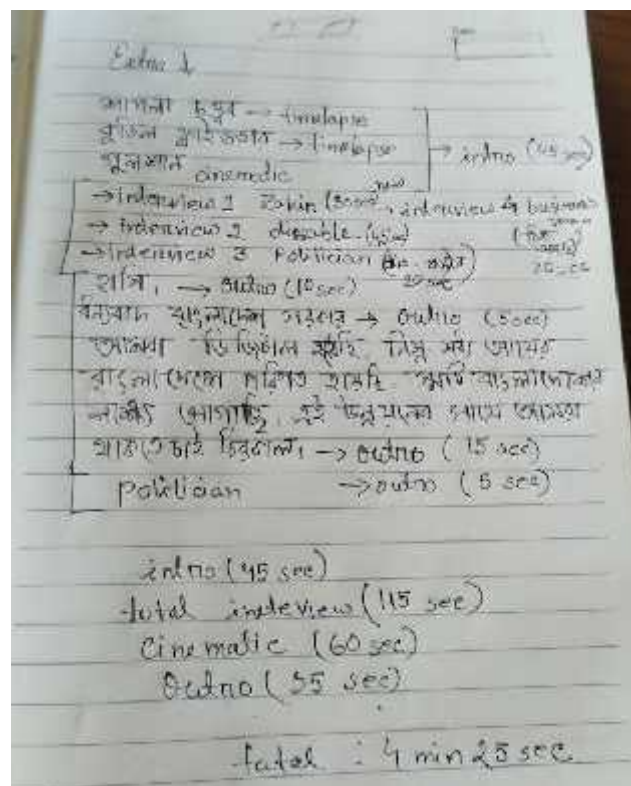


Image 7.2: first draft of some portions of the project from my supervisor.

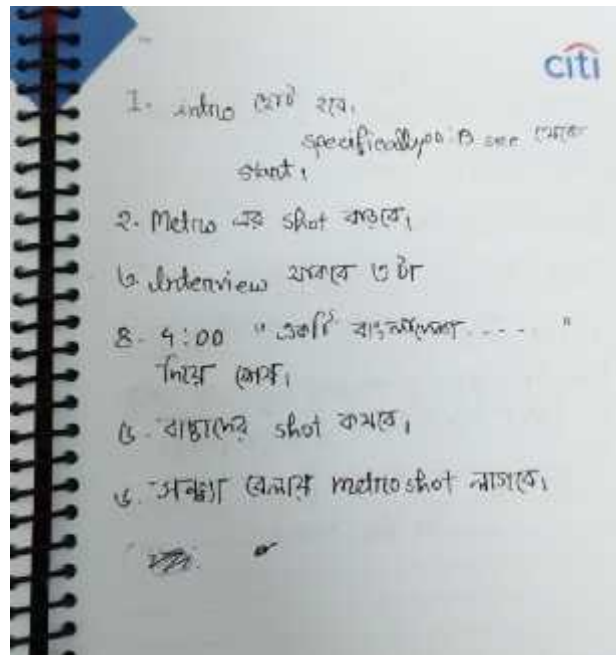


Image 7.3 Feedback

Final project link:

https://drive.google.com/file/d/17f_r_OAO6j00PmVQlDI1OOlKRnpl8F7C/view?usp=sharing

Challenges:

- Ensuring timely submission of the entire project was a primary challenge.
- Incorporating and making necessary amendments based on client feedback, which we received twice.
- Selecting the ideal background music that complemented the visual elements of the project.

Mistakes:

- I chose some footage that later revealed audio issues.
- As I was new to color correction, it took me a considerable amount of time to complete this task effectively.

Learning Outcomes:

- I developed video editing skills specifically tailored to documentary-fiction projects.
- This project gave me a deeper understanding of narrative storytelling techniques.
- I gained practical experience in sound level design, learning how to balance and enhance audio components.
- Working on this project taught me valuable lessons in how to effectively address and implement feedback and corrections, a crucial skill in any creative endeavor.

PROJECT 8

Project name: Compiling a database of resorts in Saint Martin, Bangladesh.

Starting Date:17/10/23

Ending date:25/10/23

Project Overview:

This project focuses on compiling a database of resorts in Saint Martin, Bangladesh, detailing their names, addresses, websites, business inception dates, advertising strategies, and the quality of their online photos and videos. The goal is to identify potential clients for our audio-visual advertising services, offering them enhanced marketing solutions to elevate their online presence and attract more customers

My Responsibility & Task:

My assigned task enlisted a detailed observation and analysis of resorts in Saint Martin. This involved a thorough examination of their digital presence, including Facebook pages and websites, as well as assessing public reactions to these establishments. Additionally, I paid close attention to the physical location and layout of each resort. This systematic approach guided the data collection process, ensuring that the information gathered was relevant and aligned with the objectives of our project proposal. The methodology was meticulously designed to provide a comprehensive understanding of the resort landscape in Saint Martin, essential for the formulation of an informed and effective project proposal.

Name	Number	Description	Price	Photo	Address	Amenities	Reviews	Website
Hotel de France	1	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	2	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	3	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	4	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	5	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	6	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	7	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	8	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	9	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	10	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	11	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	12	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	13	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	14	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	15	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	16	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	17	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	18	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	19	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes
Hotel de France	20	Hotel de France	117155.54140		Hotel de France	Average (photo: none & photo: none) (photo: none)	10/10 (2021)	yes

Image 8.1 Excel sheet after data sorting

Final sheet-

https://drive.google.com/file/d/1he3Xw9QkdgLpLm9t_ecA8YWhnUvrtlla/view?usp=sharing

Challenges:

- Identifying all the resorts that meet specific criteria and conditions.
- Conducting a thorough analysis of the collected data, including aspects like location, room service quality, and digital responsiveness.
- Evaluating the resorts based on various parameters, ensuring a comprehensive and accurate assessment.

Mistakes:

- Initially, I overlooked some resorts in my list, which I later added to ensure completeness.

Learning Outcomes:

- I honed my skills in data entry using digital tools, becoming more proficient in handling large datasets.
- I developed a stronger understanding and practical ability in using Excel for data organization and analysis.
- My critical judgment regarding content quality significantly improved, allowing me to evaluate information more effectively.
- This project enhanced my ability to analyze data against specific project proposal conditions, refining my analytical skills.
- The experience will be beneficial in my quantitative research work, particularly in sorting data and comparing different variables, which is crucial for thorough research analysis.

INTERNSHIP OUTCOMES

As I have always been interested in Audio-Visual production, it's a great opportunity for me to work with adventor global. As they are a 360-marketing solutions company I have learned about other segments of communication like marketing, internal communication, idea development and many more. I was also confused about work patterns because I was not clearly described before joining and also there was a risk of managing enough work that I can show in the internship report. Just I knew that there will be a great opportunity to explore Audio visual units and there is a scope to observe transformation towards digital platforms. So, I took the risk and joined the Adventor global limited.

Realization from Adventor global limited

As an intern in the audio-visual production team, it took me some time to understand the whole communication wings. Also took time to understand my scope of work. However, through interesting projects, I got pulled into the work. During this time, I tried to showcase my skills so that I build a good rapport with my co-workers and supervisor. I learned how to communicate with patience, and deal with different kinds of people who are the target audience and also realized being skilled isn't enough, I have to reach my target audience with proper strategies.

Achievements from the adventor global

- I got to learn how an Advertising agency works in the real professional field and what hurdle they face on a day-to-day basis.
- I learned the art of strategic communication to communicate with target audiences. Also learned how to make conversation fruitful without any exaggeration.
- The most important thing I have learned that how digital content is grabbing the audience's attention as well as how to make the content more interactive.
- I learned to lead a team and coordinate with them to finish all my given tasks.
- Most importantly, I learned how to properly meet deadlines under tremendous work pressure.

The whole work makes me more responsible. I believe now my professional skills and responsibility at work have improved remarkably.

WORKPLACE LOG

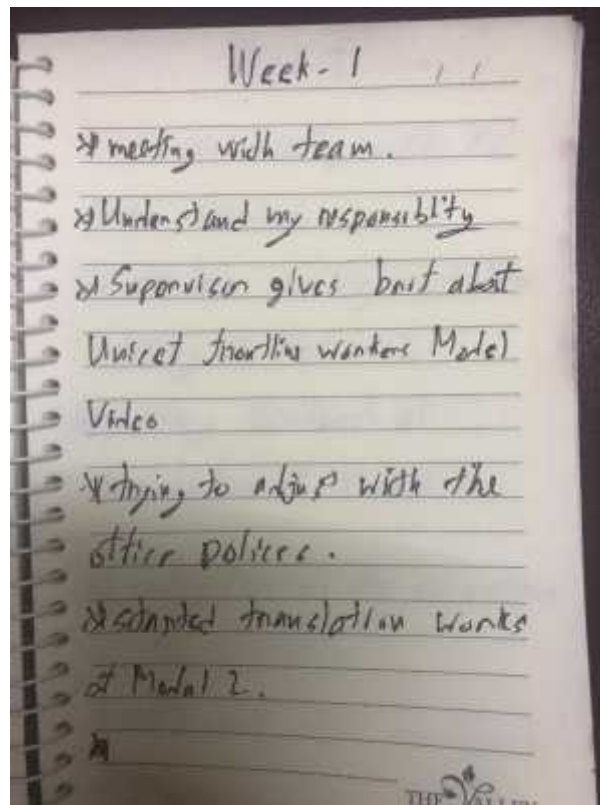


Image: Work Log 1

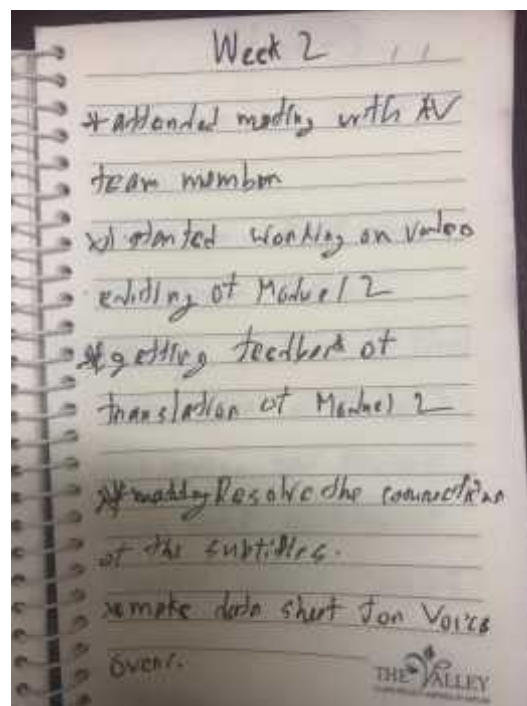


Image: Work Log 2

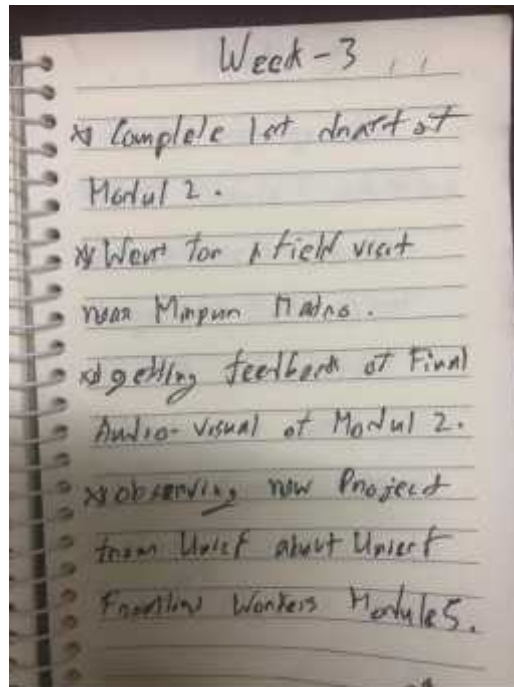


Image: Work Log 3

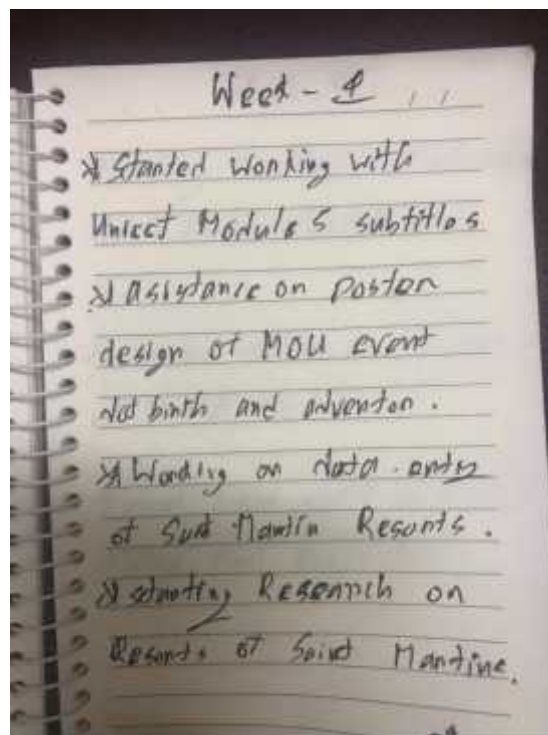


Image: Work Log 4

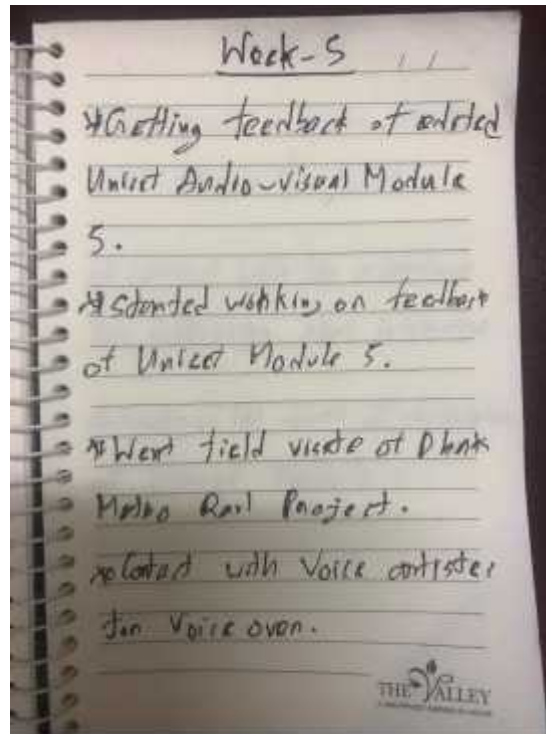


Image: Work Log 5

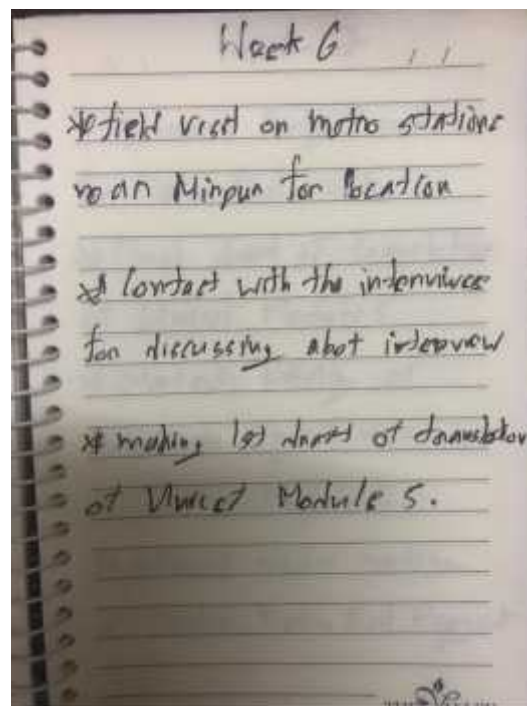


Image: Work Log 6

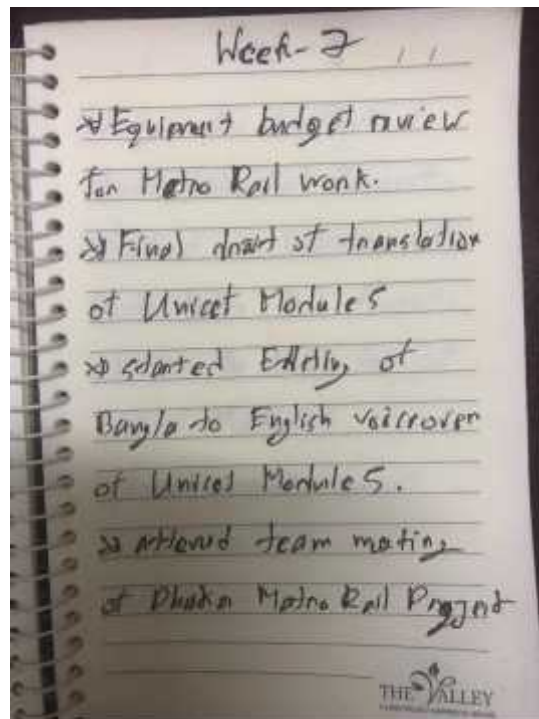


Image: Work Log 7

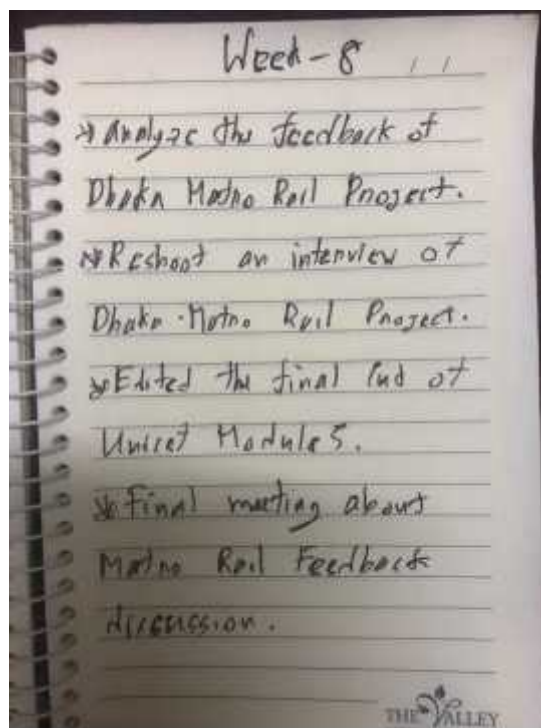


Image: Work Log 8

LIFE WITH ADVENTOR



Image: Adventor



Image: Marketing department



Image: graphics production panel



Image: Video editing panel



Image: Studio panel



Image: Project brief with Supervisor



Image: Meeting with client.



Image: Assisting drone operator on shoot.



MSJ043

SELF-ASSESSMENT FORM

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

Name of Intern: Shazid Islam shad

University ID: 191012030

Name of the Institute/Organization:	Adventor Global Limited		
Corporate Office Address:	House 1199, Avenue 10, Mirpur DOHS, Dhaka, Mirpur, Bangladesh		
Email :	adventorglobal@gmail.com	Web :	https://www.facebook.com/adventorglobalLTD

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

35 hours

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

non paid

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

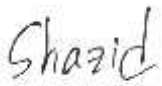
NO	CRITERIA (Personal)	RATING
1	I have a sense of satisfaction in doing something worthwhile.	4
2	I believe in my ability to make a difference.	5
3	I am open to new experiences.	4
4	I have gained the capacity to be more productive.	5
5	I can recognize my personal strengths.	3
6	I can recognize my personal weaknesses.	3

Internship report

7	I have a sense of personal achievement.	4
8	I have the ability to persevere in difficult tasks	5
NO	CRITERIA (Social/Interpersonal Impact)	4
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	5
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	5
NO	CRITERIA (Academic learning impact)	5
15	I have acquired knowledge from the job duties I performed	4
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.	4
NO	CRITERIA (EMPLOYMENT/JOB SPECIFIC IMPACT)	4
20	I developed specialised technical skills for a specific job function	5
21	I broadened my future employment possibilities	3
22	I received an opportunity to explore a specific career	5
23	I developed realistic ideas about the work world	4
24	I narrowed my future possible career choices.	5
25	What is your average score from this test?	4.57

5. General Comments

I am very happy with my internship experience because I always wanted to explore how a media production agency works and I got the chance to explore the whole thing. The two months experience helped me to understand transition as well as the work opportunity for my future. I believe this experience will help me in the future



Signature of Intern

PROFESSIONAL COMPETENCIES

The professional competencies I have developed during my internship program are listed below-

Knowledge

- Learn about the importance of maintaining the communication tone of any brand.
- Know about the importance of communication skills both internal and external.
- Enhance knowledge about Google Drive- Docs, Sheets, Slides.
- Enhance knowledge about Microsoft Word/PowerPoint/Excel.
- Know about the social media trend analysis process.
- Enhance knowledge about digital contents design and copywriting.
- Enhance critical Thinking.
- Enhance formal writing skills.

Skills:

- Good internal communication.
- Good teamwork skills.
- Interpersonal skills.
- Video editing skills.
- Written and verbal communication skills.
- Cinematography skills.

Attitude

- Value teamwork ethic.
- Value of meeting deadlines.
- Honesty and friendliness in the workplace.
- Ability to Work Under Pressure & Strong Attention to Detail.

CONCLUDING REMARKS

At the end of my internship, I am very proud and able to perform dynamic responsibilities at Adventor global. I have admitted that the workplace atmosphere was very positive and energetic. All of my co-workers were genuinely helpful and courteous. Whenever I seek any kind of help for my work, they provide it. Throughout the time my supervisor did his best to groom me. He always opens to any questions and does not bother how many times I am asking. He always tried to ensure I completely understood the task so that I could deliver in a professional way. After each work, my supervisor and colleagues appreciated me, no matter how small the work was. This gave me confidence and inspired me to keep going. I hope I will apply my learning outcomes in my future job place.

