CSE



# Internship/Project Manual

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**Checklist**

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

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**Guide to CV Preparation**

* + - Do not use a fancy font – they are difficult to read and may put some employers off. Use standard fonts like 12 pt New Times Roman or 11 pt Arial. Use consistent formatting style. For example all headings should look similar (same size and type of font, same indentation, spacing, etc).
    - There is no hard-and-fast design template. Try to keep it to one-two pages. NEVER go beyond two pages.
    - You should highlight what is BEST about yourself, mention your achievements, but also don’t oversell yourself.
    - Be concise, use active verbs, do not have long sentences, try not to use abbreviations.
    - Start with the most recent employment and education details and work your way backwards.
    - Describe what you did using active verbs: "Taught" "Designed" "Implemented"
    - Don’t leave gaps between education and employment details. If you have been travelling or using time to volunteer make sure you mention it.
    - Use headings in bold type to help the reader navigate.
    - Do not use personal pronouns like “I” or “We” in the wording of the document.
    - Use courtesy titles when referring to people (such as your References). Eg. Dr. Anisul Islam, Mr. Fahad Rahman or Ms. Jahanara Anwar.
    - Keep the career objective brief, impersonal (don’t use “I” or “my”) and to the point. Don’t just put together several objectives you have read somewhere and liked the sound of. Long, complicated, objective statements put off the reader right at the beginning.
    - Do give examples of memberships of clubs and activities you participated in. These make you stand out among the crowd and show the employers who you really are.
      * Do not include names of your father and mother.
      * Do not include permanent address.
    - There is no need to mention height, weight, blood group etc unless you know these are needed for the job you would like to do. Personal information should be kept to a bare minimum. District, etc, are not necessary.
    - Do mention your expected date of graduation.
    - Know when to use capital letters. Always use capitals in names of people, schools, colleges and places (Eg. University of Liberal Arts Bangladesh not University of liberal arts Bangladesh)
    - Do not use abbreviations such as “&”. Use the full form of the word – “and”. Remember that the CV is a formal document.
    - Do not include personal qualities, as they are your opinions, not necessarily facts about yourself (eg innovative, hard working, goal oriented). Put emphasis on facts in the CV. Emphasis what you did, what your achievements, activities and interests have been over the last few years.
    - Put a simple border (nothing fancy!) around your digital photograph.
    - It goes without saying that everything you mention in the CV needs to be accurate and true. **There is no need to sign off on the CV with statements such as “All information given in this CV is accurate to the best of my knowledge”.**
    - Leave lots of white space.
    - Make sure you spell check.
    - NEVER LIE!

**Farhana. Q. Student**

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

Email: f.q.s[@hotmail.com](mailto:s@hotmail.com) Mobile: +880-171-111-2222

#### Objective

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

#### Professional Experience

April 2009-Documentary on Seed Collection and Preservation

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

July 2008- Documentary film on ‘Water Pollution’

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

February 2008 - Documentary film on ‘21st February’

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

#### Education

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

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

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

#### Language Skills

Fluent in Bangla and English.

#### References

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

E-mail:

Z. Lecturer, Lecturer

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

E-mail





# Md. Q. Student

House 56, Road 4A @ Satmasjid Road, Dhanmondi, Dhaka 1209. Cell: +880 171 222-3333 Email: [md\_q\_student@hotmail.com](mailto:md_q_student@hotmail.com)

#### Objective:

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

#### Professional Experience:

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

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

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

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

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

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

#### Academic Qualifications:

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

#### Language Skills:

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

#### IT Skills:

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

#### References:

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

Tel.

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

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**INTERNSHIP/PROJECT REPORT GUIDELINES**

### Introduction

The Internship Program carries Four credits, equivalent to 1 full credit course. Therefore, the same rigor should be applied to prepare the internship report as for any other course. The internship report is likely to be read by potential employers; therefore, it is very important that the grade it receives is commensurate with its quality. The internship final report should be a formal document written in prose that summarizes the internship experience. You are expected to write in first-person and avoid third-person style of writing. Reports should be your own work and not be plagiarized.

The internship involves working full-time at an organization as well as research and writing of the final report over the course of one semester.

### Report writing guidelines

The internship/project report must relate to the student’s major field of study.

|  |  |  |
| --- | --- | --- |
| 1 | Page | Should be of A4 size |
| 2 | Font | Times New Roman, 12 |
| 3 | Colour | Black & White |
| 4 | Spacing | The body of the report should be double-spaced |
| 5 | Margin | 1 inch/2.54 cm all round |
| 6 | Word/page Limit | 1. For internship report:3000-4000 words, not including references and appendices 2. For project report: 5000-6000 words, not   including references and appendices |
| 7 | Logo and picture | Do not include too many, be concerned about the  copyright issues. May be used or include only when they really matter. |
| 8 | Report  objectives | Maximum 3 in number, should be relevant and  achievable within the time frame |
| 9 | Sampling | Should be well thought out, appropriate, and  adequate |
| 10 | Consistency | Report objectives, methodology, and findings  should be well aligned and rightly linked to each other |
| 11 | Referencing  style | All references and citation must conform to APA  or MLA style, according to supervisor’s preference |
| 12 | Plagiarism | Should have to be very careful not to submit an extensively plagiarised report. You will be required to submit a soft copy of your report/thesis at the time of submission of the hardcopy. The soft copy shall be used to check the amount of its plagiarised or copy/paste contents. For extensive plagiarism, where, for instance, the project part has been copied, you will be given a failing grade. For lower instances of plagiarism, the examiners can decide on penalty, such as re-write and re-  submission, reduced marks/grades, etc. |
| 13 | Grading | Report: 80%  Defense/Presentation: 20% |

### Report format

Title Page

Declaration of Academic Integrity Acknowledgements

Table of Contents

List of tables and Figures (if any) Executive Summary

CHAPTER ONE: **Introduction** (approximately 1,500 words) Background of the Study

Statement of the Problem/Issue Objectives/Purpose of the Study Significance of the Study

## CHAPTER TWO: Literature Review/Overview of the Company/Organisation

(approximately 1,500 words)

Brief history, nature of the organisation/competition, product lines, business volume/ employees

Financial performance analysis ( for finance core only) of most recent 3 years, including comparison with nearest competitor

CHAPTER THREE: **Internship Activities/Case Study** (approximately 3,000 words)

* It will be a weekly basis diary-like description of activities undertaken in the internship organisation
* Activities include, for instances, what you have 1) observed, 2) experienced, 3) performed, 4) learned, and 5) understood in your attachment period in the internship organisation.
* The description of internship activities needs to highlight your identification of any gap or discrepancy between your theoretical learning and organization practices you experienced in the attachment period.

CHAPTER FOUR: **Methodology** (approximately 500 words) Sampling

Data Collection Data Analysis

CHAPTER FIVE: **Analysis and Findings** (approximately 4,000 words)

* + Here you should include lessons learnt from your internship organisation
  + Also include results of surveys and analyse this data

CHAPTER SIX: **Conclusions and Recommendations** (approximately 1,500 words) Conclusion/Summary of Findings

Limitations Recommendations

## References Appendix/Annexure

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**INTERN ASSESSMENT FORM**

## (To be filled up by Internship Organization)

ULAB ID:

Name of Intern:

Host organization Supervisor: Designation: Organization:

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

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

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

Comments on where the intern can improve:

Signature of Supervisor & Date:

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

Career Services Office, University of Liberal Arts Bangladesh

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

CS007

PLAGIARISM DECLARATION

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

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

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

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