**DEH**



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**Internship/Project/Dissertation Manual**

1. Checklist
2. Guide to CV Preparation
3. Internship Calendar
4. DEH internship/project report writing guidelines
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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.

2



**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 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

**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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Calendar for Internship: Summer 2022

Department of English & Humanities (DEH)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. | Event | Details | Date | Remarks |
| 1 | Submission of Acceptance letter | Submit letter of appointment (Photocopy) from your Internship organization to CSO. | Deadline 30/6/22(Thursday) |  |
| 2 | Draft Copy for Review | E-mail a draft copy of final report to your Supervisor. | 7/9/22(Wednesday) |  |
| 3 | Submission of Final Report | FOR INETRNSHIP STUDENTS:1. 3 hard copies in transparent color (Not colored) spiral binding
2. Submit the soft copy in PDF Format and in one single file and rename the PDF File name according to your topic and your name and email to the Admin Officer, DEH
 | Will be announced by the department | No extension of the report submission date will be given under any circumstances. |
| 4 | Presentation | Internship Presentation will be held with a Panel of Faculties. | Will be announced by the department |  |

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**BA in English Program**

**DISSERTATION AND INTERNSHIP**

GUIDELINES

**March 2017**

**Original:** March 2017 **Updates:**

January 31, 2018

February 25, 2021

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**CHAPTER I**

**INTRODUCTION**

The dissertation/internship is the final stage of the BA in English degree and provides you with the opportunity to show that you have gained the necessary skills and knowledge in order to organize and conduct a research project.

Writing a thesis means committing yourself to contributing to your academic field through research. It requires you to follow a process through which you arrive at the final product – your dissertation. This process includes defining a topic, conducting the research, writing drafts and submitting the thesis, and, finally, defending your findings. This complex process requires a large amount of dedication and sustained work on your part. However, the end product should make you proud not only because it helps you attain your goal, it also places you in a respectable position in your field of study.

A dissertation is a “formal” academic document that must adhere to specific “rules” on how it is presented. Chapters should include an introduction, a literature review, a justification of the data/text selected for analysis and research methodology, analysis of the data/text and, finally, conclusions and recommendations. The topic of the dissertation is your choice but you must be able to defend your choice when approaching a Supervisor.

## Why Write a Dissertation?

Writing a dissertation will enable you to:

* put into practice theories and concepts learned in the program;
* study a particular topic in depth;
* demonstrate your ability to conduct independent investigation;
* apply relevant theories;
* enable interaction with practitioners (where appropriate to the chosen topic);
* show your ability to plan and manage a project within deadlines

As an undergraduate student of the Department of English and Humanities, you are expected to uphold all ethics and principles of research. An electronic copy of your thesis will be preserved in the ULAB library for future reference.

As a student of ULAB, you have full access to the DEH English Zone where peer tutors, knowledgeable and familiar with many of the issues you will encounter, can assist you in revising your thesis. The DEH Teaching Assistants are also available to assist you with formatting and organizing your manuscript. Students who avail these services along the way encounter fewer obstacles in the long run than if they ask for assistance only at the end of their project.

## Using this Manual

This manual provides guidelines on how to format and submit your thesis. It contains explanations of form and style as well as suggestions for where you can get help along the way. It is imperative that you read the entire manual ***first*** and consult it at intervals as you prepare your manuscript.

You must also adhere to current style manuals recommended for your course of study (***MLA*** for Literature-related topics and ***APA*** for Language or Linguistics-related topics.

For questions or clarifications, please contact the faculty member who is in charge of the Dissertation course for the semester.

**CHAPTER II**

**SUPERVISION AND CLASS ATTENDANCE**

## Class Attendance

The faculty in charge of the dissertation and internship courses (ENG499 and ENG498) for the semester will conduct classes until mid-term to revise the strategies students have been taught in ENG435: Research Methodology.

Attendance is mandatory and will account for 20% of the final grade. This portion of the grade will be awarded by the faculty-in-charge.

## Supervision

Students will be supported through the dissertation by an Academic Supervisor. Students will approach faculty members in the Department of English and Humanities with a research proposal to express their interest in working with them. Based on a review of the proposal, the faculty member may choose to accept or reject the student. Once a student is accepted by a faculty member**, a consent form, available at the department office, will be signed by both parties** and a copy will be retained by said office as well as by both the supervisor and the student.

The rules for the internship are similar to those for the dissertation. Please see Chapter III for details.

## Role of Academic Supervisor

The Academic Supervisor‘s primary role is to facilitate the student’s research. Therefore, the student is entirely responsible for the quality and content of the dissertation.

The Supervisor’s duties are outlined below:

1. To assist the student in understanding the feasibility of the proposal and the possible obstacles they may face; for example, accessibility to information, insufficient or non-conclusive data.
2. To assist the student in tailoring the proposal to the time and other resource constraints.
3. To assist the student at the beginning in finding useful and relevant resources.
4. To advise on the choice of a suitable methodological approach
5. To monitor progress and provide timely feedback for successful completion of the dissertation.
6. To check the dissertation, based on a set of rubrics provided to the student beforehand.
7. The Supervisor may not necessarily read the finished work prior to submission. The Supervisor will not check or correct grammar and expression.
8. The Supervisor will read the complete dissertation after final submission to assess the work.
9. The dissertation and presentation will be assessed by the Supervisor (60% for the thesis and 20% for the presentation).
10. Once the dissertation and presentation are assessed by Supervisor, the faculty-in- charge will be responsible for submitting the final grade to URMS.

## Responsibilities of the Student

As mentioned above, the quality and content of the dissertation depends on the student. Therefore, it is the student's responsibility to inform their Supervisor of progress and to direct the development of the dissertation. Any problems encountered along the way must be communicated to the Supervisor at the time they occur.

In addition:

1. The student will attend all classes conducted by the faculty-in-charge.
2. The student will meet the Supervisor at least once every week, or according to a mutually agreed upon schedule. Should the student fail to communicate with the Supervisor for two consecutive weeks without prior permission or notification, the latter reserves the right to withdraw from Supervisory duty.
3. The student is responsible for the standard of English used in writing the dissertation. The student must also use appropriate citation and referencing

conventions. The Supervisor will check and mark, but not correct these issues. Correction is the student’s responsibility. Help may be taken from the English Zone or department TAs.

1. The dissertation and research work must be the student’s own as it should reflect the student’s research abilities and understanding of the topic.
2. If the student is unable to work on the dissertation due to circumstances beyond their control (illness, personal, family visits, holidays, work commitments), it is their responsibility to inform the Supervisor ahead of time or as soon as possible.

**CHAPTER III**

**INTERNSHIP**

The Internship Program carries three 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 connects and reflects the student’s major and also summarizes the internship experience.

You are expected to use the same language in the internship report that you would use for any academic paper. Reports should 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.

## 3.1 Report Writing Guidelines

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

|  |  |  |
| --- | --- | --- |
| 1 | Page size | Should be of A4 size |
| 2 | Font | Times New Roman, 12 point |
| 3 | Color | Black & White |
| 4 | Spacing | The body of the report should be double-spaced |
| 5 | Margin | 1 inch all round |
| 6 | Word/page Limit | For internship 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 included 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 the field of study |
| 12 | Plagiarism | Should be very careful not to submit a plagiarized report. You will be required to submit a soft copy of your report/thesis at the time of submission of the hard copy. The soft copy shall be used to check the amount of its plagiarized 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: 60%Defense/Presentation: 20%Class Attendance: 20%Report from the site supervisor |

**CHAPTER IV**

**RULES AND ADVICE FOR PREPARING A MANUSCRIPT**

## 4.1 Mechanics

### Word count:

The BA thesis text will be 6000-8000 words long (not including the Abstract or Bibliography).

The BA internship report will be 5000-6000 words long (not including the Abstract or Bibliography).

The Abstract will be 200-250 words long.

### Formatting:

* Times New Roman, 12 point font
* Double spaced
* Text alignment: Justified
* 1 inch margins on all sides
* All pages, except the title page, copyright page, signature page, dedication page, acknowledgements page, and abstract page, must be numbered.
* Page numbers should appear on the bottom right corner of your document.
* Each chapter should begin on a new page.
* Works Cited or References begin on a new page at the end of your dissertation.
* Do not split tables and figures. They must fit on the same page. If you must split, be sure to do it in a logical manner.
* Pages must be arranged in the following order:
	+ Title page
	+ Signature page
	+ Dedication (optional)
	+ Table of Contents
	+ Acknowledgements (optional)
	+ Abstract
	+ Chapters
	+ Works Cited/References
	+ Appendices (optional)
* Make sure the dissertation title is identical on the title page and the signature page.

### Document Save Format:

Save your document as a .docx file as you write and edit. Once the dissertation is completed and approved by the supervisor for submission, save the file as a .pdf.

### Submission:

You will submit

* 2 hard copies, bound with transparent laminate covers and a blue spine
* A soft copy

The hard copies must be signed by you and your Supervisor. The department will retain one hard copy and your Supervisor will retain the other. The soft copy will be retained by the library.

**CHAPTER V**

**PARTS OF THE MANUSCRIPT**

Your dissertation will comprise:

* **The front matter**
* **The text (Body of manuscript)**
* **References/Works Cited**
* **Appendices**

Details below:

|  |  |
| --- | --- |
| **Front Matter** |  |
| Title Page | Required |
| Declaration Page | Required |
| Signature Page | Required |
| Dedication | Optional |
| Acknowledgments | Optional |
| Table of Contents | Required |
| Abstract Page | Required |
| List of Tables | When appropriate |
| List of Figures | When appropriate |
| List of Symbols or Abbreviations | When appropriate |
| **The Text** |  |
| Chapter 1: Introduction | Required |
| Chapter 2: Literature Review | Required |
| Chapter 3 and 4: Analysis/Discussion/Findings | Required |
| Chapter 5: Conclusion | Required |
| **References/Works Cited** |  |
| Bibliography | Required |
| Appendices | When appropriate |

**CHAPTER VI**

**PRESENTATION AND DEFENSE**

## Defense

Students will normally present/defend their theses and internship reports at the end of the twelfth semester.

The Defense will typically be 10 minutes long (8 minute presentation + 2 minutes Q/A). The Supervisor, other faculty members, and students will be present at the Defense.

## Plagiarism

Plagiarism occurs when students attempt to pass off someone else’s work as their own, typically by copying and pasting from others without proper acknowledgement. This is cheating and the University regards this as a punishable offence.

To avoid plagiarism (accidental or intentional), direct quotations, paraphrasing, and even general ideas must be acknowledged in the text and list of references. Quotation marks should be used to identify direct quotations. If students are unsure as to what constitutes plagiarism, they should consult their advisor. The general rule of thumb, however, is to always cite when in doubt.

Students must submit a report from Turnitin.com with your final submission to your Supervisor. The Library can be emailed for this service.

# CHAPTER VII ASSESSMENT

The following common standards apply:

* + - The dissertation must use a coherent and thoughtful level of English.
		- A description of texts or data is not enough. The dissertation must show an analysis and interpretation of the information collected and this must answer the research questions raised by the dissertation.
		- The dissertation must include a Literature Review to show an awareness of the relevant literature in the field.
		- The document should show that the author has learned something new, either from the literature review or from undertaking an empirical investigation, or both.

In addition, the rubrics used in assessment of the dissertation will reflect the following:

* + - Critical understanding and a depth of knowledge of the topic and reflects the student’s learning during the undergraduate program.
		- An ability to use one or more theoretical standpoints and apply the results in a practical setting.
		- An ability to critically appreciate major issues and problems internal to the subject area and/or with regard to the topic’s impact on global issues.

## Grading for Dissertation

* Class attendance: 20%
* Thesis: 60%
* Presentation/Defense: 20%

## Grading for Internship

* + - Internship report: 80%\*
		- Presentation/Defense: 20%
		- The report from the site supervisor will be taken into consideration in the final assessment

\*If students are able to attend the classes with permission from their internship site supervisors, grading will be 60% for the report and 20% for class attendance.

## Passing and Resubmission

* + - Students must receive a minimum of a C grade to pass.
		- When the grade received is a D, the student may be allowed to resubmit within four weeks of the beginning of the next semester provided that appropriate or suggested changes have been made.
		- Students receiving an F grade will fail the course that semester. The course may be retaken the following semester for a grade improvement.

**APPENDIX I: FACULTY MEMBERS’ AREAS OF INTEREST**

The DEH faculty members’ areas of specialization/interest are provided below to assist students in choosing a supervisor.

(Faculty members in the highlighted rows will not supervise students).

|  |  |  |
| --- | --- | --- |
| **Faculty** | **Designation** | **Areas of Specialization/Interest** |
| Prof. Shamsad MortuzaMA (UArizona)PhD (Birkbeck, ULondon) | ProfessorPro Vice-Chancellor Dean | Contemporary Poetry, Romanticism, Critical Theory, and American Literature |
| Prof. Kaiser HaqMA (DU)PhD (UWarwick, UK) | Professor | Modernism, Postcolonial Studies, Translation, Creative Writing |
| Prof. Kazi Anis AhmedMFA (Washington University in St. Louis, USA)PhD (NYU, USA) | Professor | Creative Writing |
| Prof. Syed Manzoorul IslamMA (DU)PhD (Queen’s, Canada) | Professor | Shakespeare, Modern Poetry and Fiction, Literary Theory, Postmodernism and Postcolonialism, Translatology |
| Prof. Shaila SultanaMA (King’s College, UK) PhD (UTS, Australia) | Adjunct Faculty Professor and Director, Center for Language Studies | Trans Approaches to Language and Identity, Sociology, Critical Geography, and the Historical and Sociocultural Significance of English in Post-colonial Countries |
| Prof. Azfar HussainMA (WSU, Pullman, USA) PhD (WSU, Pullman, USA) | Summer Distinguished Visiting Professor | Postcolonial Studies, Global Studies, Critical and Cultural Theory, Translation Studies, Creative Writing |
| Dr. Mahmud Hasan KhanMA (IIU, Malaysia)PhD (Macquarie University, Sydney),PhD (UIA, Kuala Lumpur) | Associate Professor | Discourse Analysis, Language Policy Studies, South and Southeast Asian Studies |
| Arifa Ghani RahmanMA (Texas A&M, College Station, Texas, USA) | Associate Professor | Fiction, Online Teaching, Research and Writing, Editing, Translation |

|  |  |  |
| --- | --- | --- |
| Dr. Sohana ManzoorMPhil (DU)PhD (Southern Illinois U, Carbondale, USA) | Associate Professor | 19th Century British Literature, Modernism, Feminism, Classical Literature |
| Dr. Tabassum ZamanMA (DU)PhD (National University of Singapore) | Associate Professor | City and Urban Discursive Practices, Popular Culture, Literature and Interdisciplinary Studies |
| Dr. S. Hasan Al ZayedMA (JU)PhD (SUNY, Albany, NY, USA) | Associate Professor | Historical Materialism, Postcolonial Theory, Contemporary Fiction |
| Nadia RahmanMA (Chittagong University) | Assistant Professor | Romanticism, Victorian Literature, British Drama, American Drama |
| Md. Muntasir MamunMA (JU)MPhil (DU) | Assistant Professor | Romanticism, Literary Theory |
| Dr. Syeda Farzana SultanaMA (DU)PhD (University of Rochester, NY, USA) | Assistant Professor | ESOL Teacher Professional Development, Online Teacher Identity Development, Effective Online Course Design, Technology in Language Teaching, Academic Writing in ESOL Context, Curriculum Development |
| Towhidul Islam Khan (on leave)MA (Warwick, UK) | Senior Lecturer | Culture, Media, Happiness Studies, Audience Studies, Arts and Development |
| Tanzia SiddiquaMA (NSU)MPhil (DU) | Senior Lecturer | Psycholinguistics, Pure Linguistics, Cognitive Science |
| Nazah FarhatMA (Westminster, UK) | Lecturer | Semiotics, Semantics, Multimodality |
| Nishat Atiya ShoileeMA (DU) | Lecturer | Shakespeare, Postcolonialism, Romanticism, Cultural Studies, Literary Theories |

|  |  |  |
| --- | --- | --- |
| SM Mahfuzur RahmanMA (BRACU) | Lecturer | Literary Theory and Criticism, Modern and Postmodern Literature, Translatology, Comparative Literature, Subaltern Studies, Culture Studies, Postcolonial and Poststructural Criticism, War Literature, The Irish Strain in Literature, Fractal Geometry in Arts, Swarm Intelligence in Resistance |
| Tasmia MayenMA (USussex, UK) | Lecturer | English Language andLinguistics, Research Methodology, Variation Study, SLA, Writing Rhetoric and Research Techniques |
| Sheikh NahiyanMA (BRACU) | Lecturer | Classroom Pedagogy, Second Language Teacher Education,Qualitative Research, English as a Second Language, World Englishes, Space, Language and Spatiality. |
| Qazi Mustabeen NoorMA (McMaster, Canada) | Lecturer | Creative Writing, Translation, Interpretation, Editing |
| Sumaiya KabirMA (DU) | Lecturer | Literature, Pop Culture |

**APPENDIX II: THESIS FRONT MATTER**

The following pages may be copied into students’ theses or internship reports. The highlighted items should be edited as needed.

**Dissertation Title**



**Student Name**

**Student ID**

**Department of English and Humanities**

**Date of Submission (Semester and Year)**

**Dissertation Title**

A Thesis Submitted to

The Department of English and Humanities University of Liberal Arts, Bangladesh

In Partial Fulfillment

of the Requirements for the Degree of BA in English

Student Name Student ID

Thesis Supervisor:

Date of Submission (Semester and Year)

**CERTIFICATE OF APPROVAL**

I hereby declare that this thesis is the student’s own work and effort. All sources of information incorporated here have been duly acknowledged. This thesis has been submitted with my approval.

(Supervisor Name) Designation

Department of English and Humanities

**DECLARATION**

This thesis is a presentation of my original research work. Wherever contributions of others are involved, every effort is made to indicate this clearly, with due reference to the literature, and acknowledgement of collaborative research and discussions.

(Student Name) Student ID

Department of English and Humanities

**Dedication (optional)**

**Acknowledgements**

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**Abstract**

**Chapter One Introduction**



**UNIVERSITY OF LIBERAL ARTS BANGLADESH**

**Dhanmondi Campus**: Hs 56, Rd 4A (Satmasjid Road), Dhanmondi, Dhaka 1209 **Permanent Campus**: Plot 597/A, Ramchandrapur, Beribadh, Mohammapdur, Dhaka Phone: 9661255, 9661301, 01730 082197, 01713 091936, 01714 161613

Fax: +88-02-9660619, [www.ulab.edu.bd](http://www.ulab.edu.bd/)

CS004



 **DISSERTATION/INTERNSHIP/PROJECT/THESIS**

**SIGN UP FORM**

**Summer 2022**

**USE BLOCK LETTERS ONLY**

|  |  |
| --- | --- |
| NAME: |  |
| ID# |  | CGPA (CURRENT): |  |
| PROG: |  | PHONE: |  |
| MAJOR: |  | MINOR/OPT: |  |
| ULAB EMAIL: |  |
| ALTERNATIVE EMAIL: |  |
| FACEBOOK ID: |  |
| PLEASE TICK:  DISSERTATION  INTERNSHIP  PROJECT  THESIS |
| NUMBER OF COURSE(S) YOU ARE DOING WITH DISSERTATION/INTERNSHIP/PROJECT/THESIS: |

|  |  |
| --- | --- |
| **PREFERRED ORGANIZATION(S):** | **APPLIED ALREADY?** |
| **1.** | YES / NO |
| **2.** | YES / NO |
| **3.** | YES / NO |

|  |
| --- |
| **PREFERRED AREA OF WORK OR INDUSTRY:****(E.G FMCG, FINAN. ORG., MULTI. COM., IT FARM, MEDIA HOUSE ETC.)** |
| **1.** |
| **2.** |
| **3.** |

**REMARKS (Office Use):**

![Z:\Admin & Faculty Directory, Forms, Logo\Career Services Office logo [Converted].jpg]() CS001

**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

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