USB



# Internship/Project Manual

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## 1



**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.
6. □ Submit Project/Internship Proposal to CSO (**USB ONLY**).
7. □ Submit 5 hard copies and 1 soft copy (CD) of report 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 cameraInterviewed sources |  |
| ∙ | Wrote Bangla language script detailing history and culture of February. | Ekush ey |

#####  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.

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##### 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 Project and Internship: Spring 2022**

## ULAB School of Business

***‘Due to pandemic situation dates & details may be changed'***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl. | Event | Details | Date | Remarks |
| 1 | Supervisor Assign | Assignment of Supervisor | 10/2/22(Thursday) |  |
| 2 | Sign Up form Fill Up | Student will fill up Google form for Sign Up. Sign Up form link: <https://forms.gle/m7g2S96mfjtkEtLKA> | Deadline 17/2/22(Thursday) |  |
| 3 | Seminar | Internship/Project Proposal and Report Writing Guidelines: Spring 2022. | 3/3/22(Thursday) |  |
| 4 | Submission of Acceptance letter | Submit letter of appointment (Photocopy) from your Internship organization to CSO. | Deadline 3/3/22(Thursday) |  |
| 5 | Proposal Submission | E-mail Project/internship proposal (soft Copy) to assigned supervisor. After approval, supervisor will send it to careerservices@ulab.edu.bd | Deadline 20/3/22(Thursday) |  |
| 6 | Internship/Project Meeting | Internship/Project Mid review | 21/4/22(Thursday) |  |
| 7 | Draft Copy forReview | E-mail a draft copy of final report to your Supervisor. | 19/5/22(Thursday) |  |
| 8 | Submission of Final Report | **FOR INTERNSHIP STUDENTS:**1. 6 hard copies in transparent color (Not colored) spiral binding (Out of 6, 1 copy is for your host organization and it will be sent by CSO)
2. Submit the soft copy in PDF Format and in one single file and rename the PDF File name according to your Name. Soft copy must be submitted in a CD.

**FOR PROJECT STUDENTS:**1. 5 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 Name. Soft copy must be submitted in a CD. | 31/5/22(Tuesday) | No extension of the report submission date will be given under any circumstances. |
| 9 | Evaluation by Host Organization | Submit host organization evaluation / assessment form duly signed by host organization supervisor to CSO.It should be submitted in a closed envelop. | 31/5/22(Tuesday) |  |
| 10 | Seminar for defense grooming | Internship /Project Defense Grooming Session: How to face? | 2/6/22 (Thursday) |  |
| 11 | Defense | Internship Defense will be held with a Panel of Faculties, consisting 3 to 4 members. | 7/6/22(Tuesday) |  |



### INTERNSHIP/PROJECT REPORT GUIDELINES

#### Introduction

The Internship Program carries six credits, equivalent to two full credit courses. 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 plagiarised.

***Report writing guidelines***

|  |  |  |
| --- | --- | --- |
| 1 | Page | Should be of A4 size |
| 2 | Font | Times New Roman, 11 |
| 3 | Colour | Black & WhiteNo colour printing (except for graphs, charts etc.) No picture, colour pages or logo/watermark in page making |
| 4 | Spacing | The body of the report should have 1.5 line spacing |
| 5 | Margin | 1.5 inch/3.8 cm all round |
| 6 | Word/page Limit | Maximum 25 standard pages(A4, 1.5 inch margin, Times New Roman 11 font in the body, 1.5 line gap)including everything (cover to cover) |
| 7 | Logo and picture | Do not include too many, be concerned about thecopyright issues. May be used or include only when they really matter. |
| 8 | Report objectives | Maximum 3 in number, better to be one, should berelevant and achievable within the time frame |
| 9 | Sampling | Should be well thought out, appropriate, and adequate |
| 10 | Consistency | Report objectives, methodology, and findings should bewell aligned and rightly linked to each other |
| 11 | Referencing style | All references and citation must conform to Harvard System of Referencing. For reference, visit:[h ttp ://lib w eb .an glia.ac.u k/referen cin g/h arvard .h tm](http://libweb.anglia.ac.uk/referencing/harvard.htm) |
| 12 | Plagiarism | 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 should be given a failing. For lower instances of plagiarism, the examiners can decide on penalty, such as re-write and re-submission, reduced marks/grades, etc. |

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#### Internship report format

Cover/Fly



Title Page Approval form Declaration

Letter of Transmittal

Executive Summary Table of content

**Pa rt A : Internship E x perience** (10 -12 p ages)

**Chapter One:** Organization Profile

Industry analysis (Five Forces Model if applicable)



(SWOT Analysis)

Financial performance analysis (for listed companies)

**Chapter Two**: Interns Role and responsibility

**Chapter Three:** Observations

**Pa rt B : R esea rch Project** (no t mo re th an 12 p ages exclud in g app ended pages)

**Chapter One:** Research Design

Background/Statement of the problem/why this topic is important Objective(s) of the project

Main research question(s)

(How you conducted the study / research) Methodology

Type of research: Primary, secondary or mixed

If survey use, explain sampling method Discus about data source

Discuss about method of collective data/information

If interviews used, explain

**Chapter Two:** Theoretical Background (if applicable)

**Chapter Three:** Analysis and Findings

**Chapter Four:** Conclusion and Recommendations (if applicable)

#### Chapter Five:

***References*** *Appendices Exhibits*

*Tables/Graphs/Charts*

*Questionnaire (if survey / interview used)*



#### Project report format

Cover/Fly



Title Page Approval form Declaration

Letter of Transmittal Abstract

Table of content

**Chapter One: Introduction**

Background/Statement of the problem/Why this topic is important Objective(s) of the project



Main research question(s)

(How you conducted the study / research) Methodology

Type of research: Primary, secondary or mixed If survey use, explain sampling method

Discus about data sources

Discuss about method of collective data/information

If interviews used, explain

### Chapter Two: Theoretical Background (if applicable)

**Chapter Three: Organizational profile/Industry mapping/descriptive report Chapter Four: Analysis and Findings**

### Chapter Five: Conclusions and Recommendations (if applicable)

#### Chapter Six:

***References*** *Appendices Exhibits*

*Tables/Graphs/Charts Questionnaire (if survey/ interview*

*used)*

####  Best of luck!

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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

CS001 (00) Page 1 of 1

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# INTERNSHIP PROPOSAL FORM

**Name :**

**ID :**

**Department :**

**Supervisor’s name :**

**(Faculty)**

**Organization name :**

**Internship title :**

**Student’s signature & date: Supervisor’s signature & date:**

**(Submit your Research Proposal to your Supervisor for approval)**

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[Type here]

# PROJECT PROPOSAL FORM

**Name :**

**ID :**

**Department :**

**Supervisor’s name :**

**(Faculty)**

**Project title :**

**Student’s signature & date: Supervisor’s signature & date:**

**(Submit your Research Proposal to your Supervisor for approval)**

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

TITLE WILL BE ALL CAP TIMES NEW ROMAN FOURTEEN SIZE CENTRE PALCED

Internship Organization Name

Prepared by

Times new Roman twelve (name) ID: 103011550

Supervised by

Times new Roman twelve (name) Assistant Professor (designation)

Submitted in Partial Fulfillment of the Requirements for the Degree Bachelor of Business Administration



Date (month, year)

IMPACT OF FINANCIAL MARKET CRISIS ON THE PERFORMANCE OF ISLAMIC AND CONVENTIONAL BANKS OF BANGLADESH

Internship Organization Name

Prepared by Name ID:

Supervised by Teacher’s Name Designation

Submitted in Partial Fulfillment of the Requirements for the Degree Bachelor of Business Administration

September 2018

CS002

# Internship Report Approval Form

Student Name ID No.

Major: Year:

Mobile Phone: Email:

##### INTERNSHIP/PROJECT INFORMATION

Internship

Organization:

Internship /Project Report Topic:

Term (Tick one): □ Spring 2022 □ Summer 2022 □ Fall 2022

##### SUPERVISOR APPROVAL

(Tick One)

□ Approved □ Not Approved □ Partial Re-write □ Full Re-write

Remarks (For Not Approved):

Signature: Date:

Name:

E-mail:

Phone: