



## Dept of Media and Communication, IUB

### Internship Options and Procedure from Summer 2020 Onwards

The Department of Media and Communication welcomes students who would like to pursue internship in summer 2020 and onwards. Considering the current New Normal situation, we have devised a new mode of internship guideline to help our students in all possible ways.

#### **OPTIONS IN THE NEW NORMAL**

Three suggested formats for this semester (and till the situation gets fully normal) are:

**1. Option 1: Online/Virtual Internship (Encouraged by the Department of Media and Communication)**

The Department of Media and Communication strongly encourages students to pursue internship where the organization will allow students to work from home.

**2. Option 2: Traditional Internship: (Not encouraged by the Department)**

The Department of Media and Communication does not encourage the students to do the traditional mode of internship in this pandemic situation. However if the student decides on doing the traditional mode, that is being physically present in a workplace to complete internship tasks, it will be absolutely at the discretion of the student.

**3. Option 3: Faculty Guided Project Work: (Permitted by the Department)**

If the student is not willing to pursue any of the above two options, the student will have an opportunity to complete a project work and write an analytical report guided by a faculty member in the dept.

For New Normal situation, it is important that the intern students have adequate digital equipment and internet connections to participate in weekly online meeting and email with internship supervisor.

#### **PROCEDURE TO BE FOLLOWED**

To start internship in the Department of Media and Communication it is essential that the students complete all courses by the previous semester of the semester they want to do the internship.

The prospective internship students are normally required to follow the below steps

- a. (In the previous semester) Get their latest transcript checked and signed by their academic advisor in order to make sure that they are eligible to begin internship.
- b. (In the previous semester) Write an application (a letter of intent) to the Head of the Department. The checked transcript with the advisor's comments to be attached with this application.
- c. Arrange an internship placement (for virtual/online option in the New Normal situation) or decide to work on the other options. Ideally, the students should acquire an offer letter from the respective organization and submit it to the Dept. In order to get that letter, the Head of the Dept of Media and Communication will write a letter to the Head of the organisation if requested by the student who has already fulfilled the above two steps. If a student faces problem to find a work placement, please seek advice from your faculty advisor, as well as from Ms Tasneem Shahrukh, Internship program coordinator.
- d. After securing the above steps, the student should register for internship CMN 498 during the registration period
- e. Alongside this, the student should fill up and submit the Internship approval form to Ms Tasneem which is available in the department website.

Upon checking it, this form will be forwarded to the Head of department for nominating academic supervisors who will guide the students through the Internship.

The students are advised to keep close contact with internship supervisor Ms Tasneem during this whole process. They also need to share the above papers (step by step) at [tasneem@iub.edu.bd](mailto:tasneem@iub.edu.bd)