



AMERICAN INTERNATIONAL UNIVERSITY–BANGLADESH (AIUB)
FACULTY OF SCIENCE & INFORMATION TECHNOLOGY

INTERNSHIP AFFILIATIONREPORT ON

***Teaching Assistant in Introduction to Computer Studies at AMERICAN INTERNATIONAL
UNIVERSITY–BANGLADESH***

An Internship Report Presented to the
OFFICE OF PLACEMENT and

DEPARTMENT OF COMPUTER SCIENCE

In Partial Fulfillment of the Requirements for the Degree

Bachelor of Science in Computer Science and Engineering

Supervised By

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LECTURER

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LETTER OF SUBMITTAL

19 March, 2021

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Subject: Submission of Internship Report on Teaching Assistant in INTRODUCTION TO COMPUTER STUDIES at American International University-Bangladesh.

Dear Mam,

With due respect I want to point out that It's my pleasure to submit internship report titled “***Teaching Assistant in INTRODUCTION TO COMPUTER STUDIES at AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH***”. As a Teaching Assistant, I was assigned in two different sections under supervision of Rashidul Hasan Nabil at Introduction to Computer Studies [B5, B16] lab. Here, I have to work with respective faculty. As a Teaching Assistant, my duty was assisting the faculty and help students if they face any kinds of problems. I try my best helps the students and make good communication with them. I also tried help the teacher in their task. It was great pleasure to work with the faculty. I am extremely satisfied to assist in this internship program.

I offer my actual thanks and appreciation to my supervisor and ASMA FARIHA mam for giving me the chance to do this internship.

Sincerely yours,

RAHMAN, MD. SHAKIBUR

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LETTER OF ENDORSEMENT

The Internship Affiliation Report entitled “*Teaching Assistant in INTRODUCTION TO COMPUTER STUDIES at AMERICAN INTERNATIONAL UNIVERSITY–BANGLADESH*”, has been submitted to the Office of Placement and Department of Computer Science in partial fulfillment of the requirements for the degree of **Bachelor of Science in Computer Science and Engineering** by **RAHMAN, MD. SHAKIBUR (ID:18-36598-1)**. This report is presented to the Internship Defense Committee for evaluation and has been accepted.

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First of all, I would like to thank almighty Allah, for his grace in accomplishing my internship report timely.

I would like to express my gratitude to the **Faculty of Science & Information Technology** to keep internship credit in the curriculum of the graduation program and give me a scope of tasting the flavor of industry-oriented tasks and the field of work with my interest. I am also grateful to the **Faculty of Science & Technology & Office of Placement & Alumni**, AIUB to arrange an opportunity for choosing an own interested organization and complete internship there.

I am also thankful to my organization supervisor **Rashidul Hasan Nabil**, Lecturer, American International University-Bangladesh from the core of my heart for his kind support, guidance, constructive, supervision, instructions and advice and for motivating me to do my internship smoothly at American International University-Bangladesh.

I also thank my intern supervisor **ASMA FARIHA**, Lecturer, Department of Computer Science, American International University-Bangladesh. Without their support, finishing this report to this point would have been quite impossible. They provided me much helpful recommendations, inspiration, and encouragement.

Finally, I'd like to thank American International University-Bangladesh (AIUB) for giving me with the opportunity to work as a "Teaching Assistant." Also, I am very much pleased working with such wonderful faculties.

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1.INTRODUCTION

1.1 Rationale

In order to building experience, Internship program is necessary for a student as a starting of his/her professional career for a recent graduate. This introduces some programs within an organization whose primary purpose is to offer practical work experience in a particular occupation to people who are new to that field. In this report, I would like to introduce about my role at American International University – Bangladesh as Teaching Assistant. I was assigned in a Lab class by the department of Computer Science in order to assist the student in this class. This role helps me to see how a class operates, learn how to discipline, how to interact with the students, and serve as part of an educational team. In this report I will show my experience and feedback of my internship period as a teaching assistant.

1.2 Background

The university was established in 1994 as AMA International University Bangladesh, a joint venture between AMA Computer University of the Philippines, and local initiator Dr. Anwarul Abedin. Regular academic classes started in 1995. AMA Computer University later left the partnership, and in 2001 the university was renamed American International University-Bangladesh. The university has its own board of trustees and is a self-governing institution. Dr. Carmen Z. Lamagna is the university's present Vice-Chancellor. There are four departments and they are Faculty of science and Technology, Faculty of Engineering, Faculty of Business Administration, Faculty of Arts and Social Science. The University is determined to give excellence and it is Computer-based, just as result based instruction programs receptive to the developing difficulties of the time. Security System of this university is very satisfactory. The overall environment for studying in campus premises is well. AIUB ranked as an International University by UNESCO which is published by UNESCO in the International University Handbook, 2006 edition. The ICCA 2020 will be organized by the Department of Computer Science, Faculty of Science & Technology (FST) at AIUB.

AIUB operates under four Faculties:

- Faculty of Arts and Social Sciences
- Faculty of Business Administration
- Faculty of Engineering
- Faculty of Science and Technology

1.2.1 Organization

The academic supervision and control of the University is the responsibility of the Vice Chancellor. The Vice Chancellor is assisted by the Academic Council and an Advisory Committee. All matters concerning admission, candidacy and comprehensive examinations, issues and concerns are submitted in writing to the Office of the Vice Chancellor for approval. Decisions of the Vice Chancellor are final.

1.2.2 Vision

American International University-Bangladesh (AIUB) envisions promoting professionals and excellent leadership catering to the technological progress and development needs of the country.

1.2.3 Mission

AIUB is committed to provide quality and excellent computer-based academic programs responsive to the emerging challenges. It is dedicated to nurture and produce competent world class professional imbued with strong sense of ethical values to face the competitive world.

1.2.4 Quality Policy

Quality shall be adhered to in conformity with the prescribed national and international standards of quality and excellence including those provided by the professional bodies and organizations. The American International University- Bangladesh is committed to translate into actions the programs, projects and activities related to the sustainable delivery of quality management operation system. The students being the valued customers are the central focus of the university shall be provided with utmost care and attention to meet their primordial needs and future career success. In view of this commitment, the university shall exert best efforts to harmonize its action through collaboration, cooperation and consultation with every unit and components of the university.

1.2.5 Goals of AIUB

- Sustain development and progress of the university
- Continue to upgrade educational services and facilities responsive of the demands for change and needs of the society
- Inculcate professional culture among management, faculty and personnel in the attainment of the institution's vision, mission and goals
- Enhance research consciousness in discovering new dimensions for curriculum development and enrichment
- Implement meaningful and relevant community outreach programs reflective of the available resources and expertise of the university
- Establish strong networking of programs, sharing of resources and expertise with local and international educational institutions and organizations
- Accelerate the participation of alumni, students and professionals in the implementation of educational programs and development of projects designed to expand and improve global academic standards.

1.2.6 Laboratory Facility

American International Bangladesh University (AIUB) has a laboratory with all the facilities that any student needs. It also has laboratories such as Computer Lab, Language Lab, Physics Lab, Multimedia Lab, Design Studio and Electrical and Electronics Lab, Natural Science (Chemistry) Lab. Recently; AIUB is working to set up Industrial Products Lab.

1.2.7 Facilities in AIUB

A university is a learning place. The university springs from new information, expertise and vital meetings. The characteristic goal of AIUB is to extinguish the hunger of people in search of a broader learning and find new difficulties in life. Understudies has sharpened and encouraged in their chosen discipline to progress towards becoming leaders.

It persistently changes understudies into dynamic members in the improvement procedure in both curricular and extra-curricular exercises. It has constructed and kept up its notoriety for being a pioneer in the quest for quality and greatness. The essential recipients are the understudies who remain to profit by every one of the assets and administrations given by the college. Under the governance of committed

and visionary founders, innovative administration trained employees and skillful nursing staff, the university continues to be the arena for progress and the development of leaders in various corporate fields. The university is equipped with sufficient classes to adjust to the needs of the occasions and the students ' requirements.



Fig 1: AIUB CAMPUS



Fig 2: Computer Lab

1.2.8 Co-Curriculum Activities

Beside education, AIUB has also participated in co-curricular activities as like programming contest, Rover challenge and many other contests. It also arranges different fest like AIUB CS FEST, AIUB Cyber Gaming Fest, Job fair, Business Week, ESONANCE, ICREST and CASE STORM etc. Among all other university, they took part in different fest. AIUB organized sports tournament like AIUB Premier League, AIUB Champions League.

Under the guidance of Office of Students Affairs (OSA) there are many clubs. The Clubs are:

- AIUB Oratory Club (AOC)
- AIUB Drama Club (ADC)
- AIUB Performing Arts Club (APAC)
- AIUB Art Club (AAC)
- AIUB Photography Club (AIUBPC)
- AIUB Social Welfare Club- SHOMOY
- AIUB Film Club (AFC)
- AIUB Computer Club (ACC)
- AIUB Community of Engineering Students (ACES)
- AIUB Business Club (ABC)
- AIUB Foreign Student Association (AFSA)
- AIUB Cricket Team
- AIUB Football Team
- IEEE Student Chapter
- AIESEC at AIUB
- AIUB Robotic Crew

1.3 Objectives

Internship main objectives are gain knowledge and from particular field. In order complete my undergraduate program Bachelor of Science and Technology in Computer Science and Technology under department of Faculty of Science and Technology I should complete this report. The reason of this internship program is to understand professionalism how industry works how they

behave. The entire program create chance to learn. The major purpose of my internship is to get myself prepared for the professional field. So, I took the internship as a Teaching Assistant to:

- To know about establishing teacher-student communication effectively.
- To gain knowledge of professional environment.
- To know how to do work in industrial and corporate environments.
- To know about maintaining as well as managing work within specific duration.
- Maintaining work under pressure.
- To prepare myself for my future career.
- To know the system how to teach and how to maintain the classroom.

2.ACTIVITIES

2.1 Work-Related

As a teaching assistant, I had to assist two lab classes in a week. I had started my lab class from January in online. Before midterm I join lab in online. After mid I join lab in on campus. I have gain experience regarding teaching, student management and lab tasks. My task was to help the students to do their lab task, help to fill- up forms data and solve problems without class timing. If they face any difficulties, may work was to give them proper solution. I was assigned Introduction Computer Studies lab. Students are comfortable communicate with me. My supervisor sometimes gives me task if any students problem with their CISCO account and I solved their problem. The students utilized the chance and I tried to assist them my level best. My supervisor also suggests me how to improve myself if I have any lacking and it was very positive environment and helpful for me. Due to the Covid – 19 situations all over the world as well as in our country, we have to take all the classes online through Microsoft Teams as per our university rules and regulations. In the class, my major task is to assist the student. First of all, the course teacher covers the topics and then he tells student to solve problems. Sometimes student was not clear about some topics or sometimes I faced that they are confused that how to solve the specific problem. In that case, my job was to help them understand the problem. Though I was assigned in fresher lab courses many students face various problem. After I was assigned this course, I was going through all topics so that if students face problem I can solve. The supervisor gives me task check attendance sheet and after midterm in lab exam or quiz he told me monitoring the exam room and serial exam paper id wise.

By doing this internship, I have opportunity to urge the taste of proficient life. I can able to improve my abilities careful this internship program as instructing collaborator like how to oversee understudies, how to act with understudy and make an environment so that understudy can effortlessly questions in case he/she confronted any issue. In arrange to communicate with the understudies, I had to cautious almost verbal and non-verbal communication so that understudy can effectively get it what I am attempting to say.



Reset Password

Email

SMS can only be used if a mobile phone number has been configured.

Reset via SMS

Reset via Email

[Back to log in](#)

Fig 3: Resetting one the student cisco account

1	Sn	StudentID	Student Name	1-Jan	2-Jan	3-Jan	4-Jan	5-Jan	6-Jan	7-Jan	8-Jan	9-Jan	10-Jan	Total
2	1	18-36710-1	HASAN, ALVI	P	P	P	P	P	P	P	P	P	0	9
3	2	18-38215-2	HOSEN, MD. MRIDUL	0	0	P	0	0	0	0	P	P	0	3
4	3	19-39293-1	ABIR, MD. SHAHRIAR	P	P	P	P	P	P	P	P	P	0	9
5	4	19-39671-1	NATASHA, SABIHA HAZERA	P	P	P	P	P	P	P	P	P	0	9
6	5	19-39673-1	UDQY, M. JUNAYED IBNE MOHIUDDIN	P	P	P	P	P	0	P	P	P	0	8
7	6	19-39697-1	FAHIM, SHAHRIAR ALAM	P	P	P	P	P	P	P	P	P	0	9
8	7	19-39698-1	AHAMMED, SHETHIL	P	P	P	P	P	P	P	P	P	0	9
9	8	19-39712-1	FATIMA, KANIZ	P	P	P	P	P	P	P	0	P	0	8
10	9	19-39757-1	RAJIN, MD. IKTEDAR HASAN RUSHDI	P	P	P	P	P	P	P	P	0	0	8
11	10	19-39801-1	DHRUBO, SHOWVIK SALMAN	P	P	P	P	P	P	P	0	P	0	9
12	11	19-39967-1	TABASSUM, NUZHUT	P	P	P	P	P	P	P	P	P	0	9
13	12	19-39968-1	ISLAM, MD. MUHAIMINUL	P	P	P	P	P	P	P	P	P	0	9
14	13	19-39979-1	JESEY, DILRUBA KHANAM	P	P	P	P	P	0	P	P	P	0	8
15	14	19-40067-1	MUSHFIQ, MUHTADIN	P	P	P	P	P	P	P	P	P	0	9
16	15	19-40115-1	ZIHAD, MD FAYSAL JAMIL	P	P	P	P	P	0	P	P	P	0	8
17	16	19-40116-1	MARFY, ARIFUL ISLAM	P	P	P	P	P	P	P	P	P	0	9
18	17	19-40117-1	NIBRAS, SHAMIT	P	P	P	P	P	P	P	P	P	0	9
19	18	19-40118-1	HASAN, MD. NAZIM	P	P	P	P	P	0	P	P	P	0	8
20	19	19-40125-1	ISLAM, MD. NAYMUL	P	P	P	P	P	0	P	P	P	0	8
21	20	19-40135-1	ISLAM, MOHAMMAD MARUFUL	P	P	P	P	P	P	P	P	P	0	9
22	21	19-40151-1	REJA, TANHA	P	P	P	P	P	P	P	P	P	0	9
23	22	19-40171-1	FAHIM, JUNAYED KABIR	P	P	P	P	P	P	P	P	P	0	9
24	23	19-40179-1	BASAK, RITU	P	P	P	P	P	P	P	P	P	0	9
25	24	19-40211-1	JONY, MD. SHAHEEN ALAM	P	P	P	P	P	P	P	P	P	0	9
26	25	19-40217-1	BORNA, FARIA HOSSAIN	P	P	P	P	P	P	P	P	P	0	9
27	26	19-40248-1	HASAN, MD. MEHEDI	P	P	P	P	P	P	P	P	P	0	9

Fig 4: Checking Attendance Sheet

2.2 Organization-wide

The computer science department at American International University-Bangladesh follows all rules and regulations to the point. The department does not compromise on educational quality since it is committed to bringing out the best in each and every student and preparing them for their future careers by establishing an appropriate learning environment.

Each semester at AIUB consists of two terms: a midterm and a final term. Every course has a course outline that is followed during instruction. A student is required to sit for an exam. However, no students are allowed to sit for an exam unless they have at least 80% attendance.

For the pandemic situation (COVID 19), American International University Bangladesh- (AIUB) has some rules and regulations for teaching and evaluating students. The evaluation is now mainly based on the assignment, lab tasks, class performance, Project, and viva. As a teaching assistant, I had some fixed responsibilities for the classes in my organization that was fixed by the department that are given below:

- The major responsibility is to assist the student in the theory class but not to judge the students.
- Sometimes I redirect the queries to my respective course teacher so that the students can understand perfectly.
- To make sure that the students follow all the rules and regulations of the university properly.
- To make sure that students follow the instructions given by the course faculty.
- To help them so that they can able to understand the topic perfectly.

2.3 Other relevant activities

As a Teacher Assistant works under the direction of a teacher to provide students with extra resources and make it easier for them to solve problems. I learnt a lot and obtained valuable experience in the teaching field. I learned how to run a virtual classroom, connect with students, virtually understand their difficulties, provide feedback to their issues, and appropriately advise them. At the same time, I have undoubtedly improved and practiced my professional skills. I had a terrific and successful experience with my supervisors because they were so encouraging, and I didn't have any troubles in this hard atmosphere. I've prepared myself for future obstacles in the workplace via this internship.

It is Covid19. During the pandemic time, university was not close because of online class. An online class is a course conducted over the Internet. It is a great opportunity for all of us that we can continue our semester. Our university is using Microsoft Teams. Which is a product of Microsoft. Here students can act like as normal class. As a result, our education is continuing like as previous. My supervisor tried to give the best service for the students. When some of the students cannot understand any

problem, they knock me without class time. I solved several problems. I think it is a great opportunity to learn something new from online class. How to manage time, student, and exam.

2.3.1 Evaluation Policy:

Mid Term	Quiz (Best two)	30%
Lab Performance		20%
Attendance/ Assignment/ Performance		10%
Midterm Exam		40%
Total		100%
Final Term	Quiz (Best two)	30%
Lab Performance		20%
Attendance/ Assignment/ Performance		10%
Final term Exam		40%
Total		100%
Grand Total		40% of Midterm + 60 % of final Term

Table-1: Marks Evaluation Policy of AIUB

2.3.2 Course Requirement

- Student must appear all the quizzes before the term examinations.
- Must submit the assignment on time.
- Must submit the performances on time.
- Must submit all other assessments on time to achieve the marks; otherwise, he/she will have to give penalty for being late.
- Must appear at the Mid Term and Final Term Examination.
- Must have 80% attendance to pass the course.

2.3.3 Honor Code

- Dishonesty will NOT be tolerated. Will result in zero marks in the corresponding work.
- Good students will help to the weaker students at class.
- Students all are supposed to ask me questions during the lecture, to come to me during the consultation time if they face any difficulty.
- Class response will be counted as a good performance.

2.3.4 Policies of Absent

- An application must be furnished with proper cause and supporting materials to me on next appearance in the class.
- Continuous or periodic absence of three classes before each term (mid/final) without any valid/justified cause must be sent to the OSA for further investigation.
- The student will be permitted to sit for the next classes only if cleared by the OSA with suggestions of any penalty for the student.
- Teacher will be all in all in deciding which penalty should be applied to such students, even negative marking can be implemented.

2.3.5 Policies for Quizzes, Assignment

- There will be no Makeup quiz. In any special consideration case, the absence must be dealt with above rules.
- If a student is unable to submit the assignment in due date, then the student must notify me about the late submission with proper date within the due date through email or in person.
- Quiz, assignments and all other assessments must not be copied from somewhere else.

2.3.6 Policies for written Exam

- Any missing of the written (mid/final) exams.
- Must be informed immediately to me through email or in person (self/any representative).
- Set-B form must be filled up according to the rules stated in the form within the exam period.
- Set-B form must be filled up according to the rules stated in the form within the exam period.

2.3.7 Policies for grading missing performance

- Student missing any performance/s of evaluation categories like (exam, quizzes, assignments etc.), for the Midterm must be given grade 'I'.
- The makeup exam (Set-B) must be held within three days after the (Mid/Final) term exam.
- Students have to ensure that they are going to seat for the makeup exam (Set-B) due to a proper or very major reason with full evidence it.
- Student missing performances like-exam/quizzes/assignments etc., for the Final term must be given grade 'UW'.
- Student absent for more than two weeks before midterm or after midterm and missing more than one evaluation categories will be suggested to drop the course.
- If students unable to fulfill the requirements and get 'I' or 'UW', must drop the course through 'Drop Form' and Application to the Vice Chancellor within officially mentioned time from the registration department.
- Any problem with student's grade must be consulted with me within three days of the release of grades.

2.3.8 Policies for dropping course

- If student obtain a grade 'I' or 'UW' in Mid/Final term MUST drop the course through proper form and application. Otherwise, the course will have a grade 'F'.
- MUST drop the course within/before one week after the mid/final term exam and he/she can't drop it out of this time.
- If student got a grade 'F' in midterm, student will not be allowed to drop the course.

3.CONSTRAINTS/CHALLENGES

3.1. Identified/Observed in the Organization

The working atmosphere was really responsive here. The supervisors were nice and helpful from the beginning. Working as a teaching assistant demands a detailed awareness of the students' difficulties. Initially, I had considerable difficulty understanding the students' queries. It grew easier as time went on. It was also a first for me to collaborate with a faculty member. Before each lesson, I had to prepare myself for the topics that will be covered in the following class. At the starting, I found a few troubles in understanding the questions of the understudies. From the start of my lab, the chiefs were really polite, liberal, and accommodating, and they went above and above to assist me. As a teaching assistant, I must determine what challenges most students encounter, whether or not the work they are assigned is appropriate for them, and whether or not I am qualified to address their concerns. I also need to determine whether or not I am qualified to address their concerns, as well as the appropriate technique to take. I noticed that a few pupils struggle to understand the problems. Finally, I should emphasize that prior to the classes, I had to prepare myself by practicing all of the activities and studying about the themes that would be discussed in the next session.

3.2. Academic Preparation

The internship period was exceptionally supportive for me to extend my aptitude in Cisco Organizing Institute. I got the encounter of learning as well as very a bit of educating at the same time. I trust the encounter I have picked up from here will doubtlessly offer assistance me on the off chance that I need to seek after my career in scholarly life in afterward stages of my life. I moreover learned how the instructors handle the weight of understudies in a course. To work as a group with the instructor as well as with the understudies and helping each other in specific reason will offer assistance me to do group work in future in scholastic life. At the point when I was an understudy, I had course so I had past data approximately the subjects. It caused me an awesome bargain since, in such a case that at some point I had the choice to be faculty at that specific point it caused me a ton. It caused me an exceptional course of action to increase helpful work involvement what I have recognized some time recently which made my attention base solid for what's to come. I have required to gotten to be commonplace with additional capacities to allow the understudies satisfactory data. To gotten to

be prompt for the classes was another positive point for me. All these things said over will be strong for my future scholarly career.

3.3. Personal/Professional Skills

I just had my academic course knowledge previous to the internship. I'm not familiar with the teaching profession. However, now that I've been teaching for a while, I've accumulated a lot of knowledge. I had to contact with a good number of students as a teaching assistant. To engage with them, good communication skills were necessary, as well as a full understanding of the academic courses in order to answer to the students' inquiries. Because of the help of my supervisors, I had not faced any kind of problem. I have learned a few specialized aptitudes amid my internship time, such as how to connected with understudies. Another important task for me was to progress my tuning in abilities. I have to be strengthened my listening aptitudes and I feel this has not however been fulfilled. I also have enhanced my speaking skills during the internship period. Listening about the problems of the student and speaking about them was a bit of new experience for me. I have to connect with multiple students as a teacher and had to listen about their problem also tried to speak about the solutions. That requires outstanding communication skills in both listening and speaking. It is also necessary to have a good knowledge of academic courses to resolve students' issues.

4.ACQUIRED KNOWLEDGE

4.1. Consequences to Organization

As a teaching assistant, I truly have delighted in my internship period at Division of Computer Science and Building, American International University– Bangladesh. I was exceptionally energized and certain that this internship will offer assistance me to realize my up and coming encourage career in future as well as visualize the entire scholarly life. From the primary day of the internship program I have attempted my heart and soul to join the vital pertinent data to prepare the report of my internship program. I have attempted to memorize the craftsmanship of polished skill through my course resources amid the period of my internship.

In this period of time, I tried my best to cooperate the students in all sorts of problems as much as I can. I always tried to make a friendly environment with the students. Because I believe that being friendly with them will help to understand their problems. To help the students to understand any topic, I always tried to give the certified resources to the students with the help of my organization. I always tried to help the organization to fulfill their duties towards the students. I have a lot of value for my internship at the Department of Computer Science, American International University-Bangladesh (AIUB), as a teaching assistant. I have enjoyed my temporarily given job well. I feel really lucky to get the chance to work for an association that is instructive. I always tried to make the most of my supervisor's full help and need something that she actually underpins me. I always get full support from my supervisor and I need anything she always helpful to me. He brings up my blunder, and causes me right my mistakes, on the off chance whenever I commit errors.

I have learned how to handle the weight within the course, how to alter with various types of individuals conjointly the time administration. The organization has given exceptionally neighborly environment of educating and learning. My administrators were exceptionally accommodating in helping me. I continuously get full back from my administrator and I require anything she continuously supportive to me.

4.2 Implications to University's Internship Program

I would grateful to use this chance to thank the honorable people who helped me while finishing my internship curriculum. This internship program of American International University– Bangladesh is really delightful. In this pandemic circumstance, this opportunity is quite unusual. But because to these very quality online classes, we can conduct this internship with real-life flavor. In the online media, we may quickly contact our honorable teacher. Also, students can easily contact us and express their issues.

This could happen only for this fantastic online medium. Throughout the internship, I attempted to develop the art of teaching and impart the theoretical knowledge that I had gained and will continue to acquire from numerous courses to the students. On the other hand, there can be some improvement done to betterment the internship program of our university is:

- The university can arrange a seminar at the beginning of the period of internship and invite the students to motivate them about the upcoming internship.
- The University should take initiative for the students who could not manage the internship on their own at an appropriate time. The university can offer various companies to encourage them to hire students in their internship period.
- As well, the university can also organize another session just at end of the internship time to exchange opinions, insights regarding his/her internship. It will be helpful for the students.
- There should be more interaction in between supervisor and the students so that the supervisor can be regularly informed about the progress of the internship.

4.3. Effects on Personal/Professional Skills

As a student in the Faculty of Science and Technology, every student is required to complete an internship as part of the course curriculum in required to be considered a graduate. As a result, I must also finish the internship during the SPRING 21-22 semester and apply to the Department of Computer Science for the position of Teaching Assistant.

This internship made a major difference in my personal and professional abilities. I learnt how to deal with students as a teacher, as well as how to communicate with the students and the supervisors. Then, getting dressed properly, reporting on time, and properly preparing myself before entering the virtual classroom are some of the essential things. I acquired from this internship program. Practical job experience was the main goal of this program and it is effectively fulfilled as well as the goal of this internship is to gain the professional skills that I have already mentioned so that I may cope up myself easily if I am changing the academic life to professional life. As a teaching assistant, I was able to acquire many new abilities which will be valuable in the future profession. The most significant ones are-

- Communication Skills
- Time management
- Ethics in working
- Analytical Skills
- Problem Solving Skills
- Thinking Creativity
- Speaking in front of people

5.CONCLUDING STATEMENTS

5.1 Summary

This report, represents the practical life experience about the internship that I had done as a Teaching Assistant in American International University – Bangladesh (AIUB). I was taught a lot of things from this internship. I have learned how to interact with others. Working with my supervisors as an assistant has helped me a lot to increase my capability. To manage time and learning according to planning as well as interact with the people was the best of them. I have learned to share my thoughts and experiences with the students and learn different things. As each person has different type of thought and mentality, each student also has different way of learning. So, I always had to deliver myself such a way so that each student in the class get the clear idea about the topic, though the way may vary student to student. I hope that this experience will help me immensely in the future. I figured out how to impart to the understudy's various things about my sentiments and encounters. In an alternate manner, each understudy is contemplating. The things that I learned from the experience will always be with me as a teacher and will help me to overcome my shortcomings in future.

5.2. Recommendations/Suggestions for Future Strategic Actions

During my internship, I gained skills such as analyzing teachers, student requirements, a problem-solving approach, student demand, recording a system, and understanding what defines the value of an academic subject. Future Interns should be allowed to work on the academic side of things. This would assist students in gaining new abilities and real-life academic and professional concepts.

5.2.1. Organization

The lab classes quality through Microsoft Teams of the American International University – Bangladesh (AIUB) is pretty good enough now everyone join lab on campus. Students get proper facilities at the time of studentship. But forty students in a class is not less and it is very hard for a teacher as a single person to control the students for as a whole. So, I would like to recommend the authority to reduce the number of students in the lab. Another thing is that some student having lack of internet facilities during online as a result they sometimes miss regular classes. If we going to online again, I wish the authority has taken some steps about it still I would like to recommend the authority to arrange some more facilities to solve this problem.

5.2.2. University

I'd like to thank American International University-Bangladesh for giving me the chance to learn about the professional field's competitive atmosphere. I can now confidently say that the internship has uplifted my confidence in terms of the skills in the academic professional field. However, the university should be more cautious when it comes to internships. Due to a lack of information, some students were unable to manage their internship. If the university can provide a virtual seminar, it will be really beneficial to people who wish to improve their internship. The university should keep track of how the internship period is going and enhance its organization so that more students can participate in internship programs.

5.2.3. Personal/Professional

When it comes to working, a person's adaptability is crucial. It is challenging to cope with and adjust to a new working environment. This is something I need to focus on more and more. It was amazing to have the opportunity to observe and learn from my respected faculties throughout my internship. It is easy for anyone to get into the class as a student. But everything is different when you're a teacher. Faculty members must be concerned about every student in the class. I learnt about teaching on a personal level through this internship program, and I acquired many of my soft skills such as speaking, writing, judging, time management, self-management, and so on, of being a teacher. It will be beneficial to me if I decide to pursue an academic profession in the future.

6.RECOMMENDATION LETTER

7.REFERENCES

1. https://en.wikipedia.org/wiki/American_International_University-Bangladesh
2. <https://www.aiub.edu/about/Information>
3. <https://www.aiub.edu/about/Resources>
4. <https://www.aiub.edu/>

8.APPENDICES

