



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

**INTERNSHIP AFFILIATION REPORT ON**  
*Teaching Assistant 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 Computer Science and Software Engineering*

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## **LETTER OF SUBMITTAL**

6<sup>th</sup> December 2021  
Dr. Razib Hayat Khan  
Assistant Professor, CS  
American International University-Bangladesh (AIUB)

Subject: Submission of Internship Affiliation Report on Teaching Assistant

Sir,

This is my great pleasure to submit my internship report on “Teaching Assistant at American International University – Bangladesh”. Being a Teaching Assistant has given me the opportunity to learn a lot of new things. This report will offer you a taste of my fantastic possibilities to get expertise in one of these fascinating fields.

In my internship report, I attempted to outline my experiences as a Teaching Assistant in the Department of Computer Science at American International University-Bangladesh throughout my internship time (AIUB). At Compiler Design [E] and [G], I was hired as a Teaching Assistant under the direction of Md. Masum Billah. I received personal knowledge with the working environment as a Teaching Assistant.

In addition, I have had a lot of student engagement on a variety of levels, including assisting, advising, and offering feedback based on the questions. My job was to assist students, answer their course-related concerns, and take careful notes on who responded. In many cases, I was not allowed to pass judgment on the kids. Working with the faculty was a genuine joy. Furthermore, as an intern, I was able to connect with kids, which has improved my ability to communicate with people.

I am thrilled to be a part of this internship program. I'd want to express my gratitude to you and the course instructors for assisting me in meeting my internship requirements and making the experience a memorable one.

Sincerely,



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MD Imtiaz Hasan

18-36741-1

Program: Bachelor of Science in Computer Science and Engineering.

American International University Bangladesh (AIUB)

## **LETTER OF ENDORSEMENT**

The Internship Affiliation Report entitled “*Teaching Assistant in 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 *Hasan MD Imtiaz & ID: 18-36741-1*. This report is presented to the Internship Defense Committee for evaluation and has been accepted.



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**Md. Masum Billah**  
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Lecturer  
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**Prof. Dr. Tafazzal Hossain**

Dean  
*Faculty of Science & Information Technology*

## **ACKNOWLEDGEMENT**

First and foremost, I would want to express my gratitude to Allah for his mercy in allowing me to complete my internship report on time.

I'd want to show my thanks to the **Faculty of Science and Technology** for keeping internship credit in the graduate program's curriculum and providing me with the opportunity to sample the taste of industry-oriented duties and the sector of work that interests me. I'm also thankful to AIUB's **Faculty of Science and Technology and Office of Placement and Alumni** for arranging a chance for me to choose a company that interests me and finish an internship there.

From the bottom of my heart, I am thankful to **Dr. Razib Hayat Khan**, Assistant Professor, American International University-Bangladesh, for his kind support, guidance, constructive supervision, instructions, and advice, as well as for inspiring me to complete my internship in a timely manner.

As a teaching assistant for **Md. Masum Billah**, Lecturer, American International University – Bangladesh, I am delighted and thrilled to be regularly monitored. So, from the bottom of my heart, I am thankful for his kind support, guidance, constructive supervision, instructions, and advice, as well as for inspiring me to complete my internship at American International University-Bangladesh successfully.

Finally, I'd want to express my gratitude to the students who have always been supportive of both my successes and failures. It's safe to say that working as a teaching assistant at American International University-Bangladesh is a dream come true for me (AIUB).

## TABLE OF CONTENTS

| <b>TOPICS</b>   | <b><i>Page<br/>no.</i></b> |
|---|----------------------------|
| <b>I. Title Page</b>  | 1                          |
| <b>II. Letter of Submittal</b>                                | 2                          |
| <b>III. Letter of Endorsement</b>                             | 3                          |
| <b>IV. Acknowledgement</b>                                    | 4                          |
| <b>V. Table of Content</b>                                    | 5                          |
| <b>VI. List of Tables &amp; Figures</b>                       | 6                          |
| <b>1. Introduction</b>  | 7                          |
| 1.1. Rationale  | 7                          |
| 1.2. Background   | 8                          |
| 1.3. Objectives   | 11                         |
| <b>2. Activities</b>  | 15                         |
| 2.1. Work Load  | 15                         |
| 2.2. Organization Wide  | 16                         |
| 2.3. Other Relevant Activities                                | 16                         |
| <b>3. Constraints/Challenges</b>                              | 17                         |
| 3.1. Identified/Observed in the Organization                  | 17                         |
| 3.2. Academic Preparation                                     | 17                         |
| 3.3. Personal/Professional Skills                             | 17                         |
| <b>4. Acquired Knowledge</b>                                  | 18                         |
| 4.1. Consequences to Organization                             | 18                         |
| 4.2. Implications to University's Internship Program          | 19                         |
| 4.3. Effects on Personal/Professional Skills                  | 20                         |
| <b>5. Concluding Statements</b>                               | 22                         |
| 5.1. Summary  | 22                         |
| 5.2. Recommendations/Suggestions for future strategic actions | 21                         |
| 5.2.1. Organization   | 22                         |
| 5.2.2. University   | 23                         |
| 5.2.3. Personal/Professional                                  | 23                         |
| <b>6. Recommendation Letters</b>                              | 24                         |
| <b>7. Appointment Letter</b>                                  | 25                         |
| <b>8. References</b>  | 26                         |
| <b>9. Appendices</b>  | 27                         |

## **LIST OF TABLES & FIGURES**

| <b>TITLES</b>                          | <b><i>Page no.</i></b> |
|--|------------------------|
| <b>1.1</b> Recommendation Letter image | 24                     |
| <b>1.2</b> Resume Profile Image        | 27                     |
| <b>1.3</b> Appointment Letter Image    | 25                     |

# 1. INTRODUCTION

## 1.1. Rationale

An internship allows a student to participate in a real-world organizational setting. This report gives information to teachers to assist students in earning credit. It gives educators information about the profession that is in charge of preparing students to participate. Furthermore, by collecting information for the internship student and maintaining the report throughout the work experience, the internship report improves the student's accountability. The report contains all of the information required to complete the three credits of the internship course. This Teaching Assistant position allows me to learn how courses are run, how to discipline students, and how to be timely and work as part of an academic team. This report is a reflection of my efforts and actions during the internship.

## 1.2. Background

Dr. Anwarul Abedin created the American International Institution of Bangladesh (AIUB) in 1994, which is a government-approved private university. With its Board of Trustees, the University is a self-contained entity. It provides a variety of graduate and undergraduate degree programs from four faculties, with a focus on engineering and business studies.

**AIUB is now divided into four faculties:**

- Faculty of Arts and Social Sciences (**FASS**)
- Faculty of Business Administration (**FBA**)
- Faculty of Engineering (**FE**)
- Faculty of Science and Technology (**FST**)

### **The structure of the organization**

It is the Vice-responsibility Chancellor's to ensure that the University's academic programs are properly supervised and controlled. Both the Advisory Council and the Academic Council, both of which are led by the Vice-Chancellor, provide assistance to the Vice-Chancellors. All academic questions, such as admissions, tests, adjustments, and concerns, shall be sent to the Office of the Vice-Chancellor for consideration and approval before being addressed further. The judgments of the Vice Chancellor are conclusive.

## **Geographical location**

The University is located on Kuratoli Road in the Kuril neighborhood of Dhaka [6]. The campus size of around 5 acres (2.0 hectares) is the biggest of any private institution in Bangladesh, and it is the second largest in the country after the University of Dhaka.

## **The AIUB's Long-Term Vision**

In order to meet the country's technical advancement and development demands, the AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH (AIUB) anticipates cultivating experts and great leadership [3].

## **The Mission of the AIUB**

Located in Dhaka, Bangladesh, American International University-Bangladesh (AIUB) is dedicated to offering high-quality and exceptional computer-based academic programs that are sensitive to the developing issues of the day. In order to prepare competent world-class professionals infused with a strong sense of ethical principles to tackle the competitive world of arts, business, science, social science, and technology, it is devoted to nurturing and producing world-class professionals with a strong sense of ethics [3].

## **Objectives**

- Ensure that the University's growth and progress is maintained.
- Continue to improve educational services and facilities to meet the changing requirements of society and to meet the demands for change that exist.
- Encourage administration, professors, and staff to adopt a professional culture that will aid in the achievement of the institution's vision, purpose, and objectives.
- Raise awareness of the importance of research in uncovering new perspectives for curriculum creation and enhancement.
- Create community outreach initiatives that are meaningful and relevant to the needs of the community and that are informed by the University's available resources and skills



- Develop strong networks of programs, resources, and knowledge with local and international educational institutions and organizations, and share these networks with the public.
- Encourage alumni, students, and professionals to get more involved in the execution of educational programs and the creation of initiatives that will grow and enhance worldwide academic standards.

## **The Quality Policy of the AIUB**

In order to maintain quality, it is necessary to comply to the mandated national and international standards of quality and excellence, which may include those established by professional groups and organizations. Programs, initiatives, and activities relating to the sustainable delivery of a quality management operating system are being translated into action at the American International University-Bangladesh (AIUB). Students, as valued clients, are the primary focus of the University, and they must be treated with the highest care and attention in order to satisfy their fundamental requirements and ensure their future professional success. The University, as a result of this commitment, will make all reasonable efforts to coordinate its actions by collaborating with other units and components of the University, and by consulting with them [4].

## **Institutional Member of the Board of Directors**

- Asia Pacific Quality Network (APQN)
- International Association of Universities (IAU)
- International Association of University Presidents (IAUP)
- American Association of University Administrators (AAUA)
- Association of Universities of Asia and Pacific (AUAP - Board Member)
- Global University Network for Innovation (GUNI)
- Association of Management Development In South Asia (AMDISA)

## **A member of the committee**

- American Chamber of Commerce in Bangladesh (AmCham)
- Association of Management Development Institutions of Bangladesh (AMDIB)

## **Relationships and Networking**

- Microsoft Security Cooperation Program is an acronym that stands for Microsoft Security Cooperation Program (SCP)
- MSDNAA is an abbreviation for the Massachusetts Department of Natural Resources and Environmental Protection ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- Sun Education Center that has been authorized ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- Microsoft IT Academy is a training program for IT professionals ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- CCNA and IT Essentials are being offered in partnership with Cisco ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- Partnership with the Bangladesh Cricket Board in the Education Sector ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- Oracle Academy is a non-profit organization dedicated to the advancement of Oracle technology ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- CIW Professional Program (Certified Internet Web) certification ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- Certification Training Program (CTP) Authorized Training Academy ([www.cec.aiub.edu](http://www.cec.aiub.edu))
- The Duke of Edinburgh's International Award is given to those who have made significant contributions to society ([www.intaward.org](http://www.intaward.org))

## **Infrastructure**

The University serves as a repository of information. The University provides students with new information, skills, and substantial experience. AIUB was founded with the goal of quenching the thirst of those seeking a bigger learning horizon and finding new challenges in life. This has always been the organization's fundamental mission since its inception. Students are refined and fostered to become leaders in their chosen fields as a result of their education. In both educational and recreational activities, it is continually transforming pupils into active participants in the growth process, which is ongoing. The pursuit of quality and perfection has helped him establish and maintain his reputation as a leader in the industry. The primary beneficiaries are students, who are able to take use of all of the University's available resources and services [5]. As a result of the dedication and forward-looking vision of its founders, as well as the leadership of dynamic executives, competent faculty, and skilled

workers, the University continues to be a center of change and the training of executives in a variety of fields.

The University is equipped with enough state-of-the-art facilities to meet the demands of the times and the requirements of the learners. These facilities include:

- As part of their academic counseling responsibilities, each faculty member is expected to give academic aid and advice outside of class hours.
- Scholarships and waivers are provided on the basis of financial need, academic achievement, and talent.
- There is also a modern Auditorium and Multipurpose Hall with built-in acoustics, world-class sound systems, P3 LED projection screens, and seating for about 1000 people.
- Ample sitting options, both inside and outdoors, are available throughout the campus' open-architecture design.
- In addition to the main building's restaurant and food carts, there is also a book shop and a medical clinic on the grounds.
- To enable everyone on school to freely exercise their religion, secular prayer facilities have been established on campus, including Muslim prayer rooms as well as a Christian chapel, a Hindu mandir, and a Buddhist prayer room.

## **Library Services and Facilities**

AIUB Library is stretched over around 11,590 square feet and is positioned on the top floor of the famous spherical structure, in the center of the campus, with a panoramic view of the breathtaking tranquillity. The AIUB Library has a total floor space of approximately 11,590 square feet [5].

In addition to a common area on the first level and a separate "quiet zone" on the mezzanine floor for individuals who want a more peaceful environment in which to study or work, the library has a total seating capacity of 500.

Approximately 59,000 volumes, including books, journals, articles, newsletters, research works, CDs and DVDs, among other materials, are housed in the library. These materials cover more than 80 academic areas in the arts, business, engineering, science, social science, and technology, as well as a diverse selection of materials highlighting global benchmarks, international news, and other developing theories, concepts, researches, innovations, and other interdisciplinary topics [5].

For additional information about the AIUB library, please see: <http://library.aiub.edu/index.html>. Extracurricular activities are those that take place outside of the classroom. Aside from the academic sphere, AIUB's success in a variety of extracurricular activities is based on its superiority in several areas.

## **Extracurricular and Co-curricular Activities**

Along with academics, AIUB also thrives on co-curricular activities, which are coordinated through the Office of Student Affairs (OSA), which serves as the University's central hub, interconnecting several major functions that multitask various operations, both internal and external, and which is coordinated through the Office of Student Affairs (OSA) [2]. Through the efforts of the Office of Sports, the Office of Cultural Affairs, and the Office of Student Services and Welfare, the University is able to organize, facilitate, and participate in a variety of dynamic outreach programs, as well as constructive seminars, workshops, competitions, conferences, and other socio-cultural student club activities as well as departmental academic events on an internal, national, and international level. The following are some of the significant highlights:

- AIUB Computer Science Festival
- AIUB National Debate Festival (national debate competition)
- The AIUB Robotic Crew participated in the University Rover Challenge (Annual International Tournament on Robotics held in Utah, USA)
- The Case Storm (National Case Competition)
- Short Film Festival at the Star Cineplex (Annual National Short Film and Documentary Festival)
- The IDEAS Challenge is a competition in which participants must come up with innovative ideas (National Competition for Showcasing Ideas to Address Social Issues)
- The Darkroom: A Story of the Darkroom (National Photography Exhibition)
- Champions League of the AIUB (Football Tournament)
- Indoor Games sponsored by the AIUB

The AIUB Premier League is a competition for the best athletes in the world (Cricket Tournament)

Art, business, science, and engineering conferences held on an international scale

- Exchange programs with other countries (Cultural and Academic)
- AIUB Boishakhi Ullash (Aiub Boishakhi Ullash) (Annual Celebration of the Bengali New Year)
- Celebration of the AIUB Foundation (Annual Commemoration of the Founding Month of AIUB)
- Job Fair sponsored by the AIUB (Annual Flagship Event for Career and Placement of Current Students and Alumni)

- Dr. Anwarul Abedin Lecture Series (Regular Lecture Series in honor of the Late Founding Chairman, focusing on national and international issues in the arts, business, engineering, and sciences)
- Dr. Anwarul Abedin Lecture Series (Regular Lecture Series in honor of the Late Founding Chairman, focusing on national and international issues in the arts, business, engineering, and sciences)

### **1.3. Objectives**

The University's academic supervision and control are the responsibility of the Vice-Chancellor. The Vice-Chancellors are assisted by the Vice-Advisory Chancellor's Council and Academic Council, both of which are led by him. All academic issues, such as admissions, tests, modifications, and concerns, will be presented to the Vice-Office Chancellor's for approval. The judgments of the Vice Chancellor are final.

## **2. ACTIVITIES**

### **2.1. Work-Related**

I intended to assist two lab courses as an appearance helper. I've had practical experience with teaching and lab activities as an understudy. My job is to assist the understudies with their lab work. My job is to provide them with a good strategy if they encounter any difficulties. I also assisted them by providing information and reprimanding them in certain situations. Compiler Design Laboratories is where I'm assigned. The understudies took advantage of the opportunity, and I did my best to assist them. My instructor also advised me on how to cope with myself if I was absent, and it was a very safe and accommodating place for me. My major responsibility in the laboratory is to assist the understudy. Above all, the course instructor teaches the topics and then encourages the understudy to take care of the problem. Some understudies were adamant about certain themes, and every now and then I stood up to them, stating that they were perplexed as to how to cope with a given situation. Taking everything into consideration, my job was to evaluate the info on an understudy's topic before noticing their queries. This strategy may seem to be mild on the surface, but it produces superior outcomes since I must first see the amount they know before I can respond to their demands. Along similar lines, I had the option of providing a specific answer that would allow them to better comprehend their fear. I also make an effort to provide them with course materials so that they can clearly understand the idea. Because the coding in this course is so extensive, some understudies have several coding issues, and I aid them with excursion codes for a single difficulty. I have the possibility to gain a master life by accomplishing this short job. I can prepare to further develop my capacities serious this brief position program as a preparing assistant, such as how to administer understudies, proper behavior with understudies, and create an environment where understudies can without a doubt request in the event that he or she managed any issue. To converse with the understudies, I intended to be cautious regarding verbal and non-verbal communication so that the understudy could comprehend what I was attempting to communicate without difficulty. Furthermore, working under a faculty and directing

the understudies in accordance with the bosses' necessities aided me in functioning on the whole.

## **2.2. Organization-wide**

I worked at the Science and Information Technology Faculty. With a group of highly rated globally known academic members, AIUB's Department of Computer Science is dedicated to training students in exceptional enterprises and research-oriented companies. Course materials are critical in making things more understandable for students. My area of expertise was more useful in terms of preparing intelligible course materials for students to have a thorough understanding of a subject.

## **2.3. Other relevant activities**

Teacher Assistants operate under the direction of instructors to empower students and assist them in solving difficulties more quickly. In my career as a teacher, I've learned a lot and accumulated a lot of experience. I learned how to run a virtual classroom and how to think critically about problems. At the same time, I've been honing and improving my professional skills. I had the finest and most practical experience with my supervisor since he offered me with such assistance, and I have no issues in this demanding atmosphere. I am prepared for future employment difficulties as a result of this internship.



### **3. CONSTRAINTS/CHALLENGES**

#### **3.1. Identified/Observed in the Organization**

Here, the workplace atmosphere was genuinely neighborly. The supervisor was really kind and accommodating from the start. In the beginning, I had some issues knowing how to complete the assignment. Following that, I begin studying the issues using a variety of resources and reliable websites. This presented me with a lot of knowledge and insight into the subject matter at hand. My supervisor was really helpful in assisting me in making these things more accessible and seamless.

#### **3.2. Academic Preparation**

It was good for me to develop my computer abilities throughout the internship. I've also enhanced my ability to comprehend the computer fundamentals behind the challenges.

It was quite beneficial for me to take it concurrently since I want to pursue computer technology in the future. I aim to pursue a career in academics, and I feel that the experience I have gained will be valuable to me in that endeavor. I was allocated to a topic that I was familiar with since I studied at the same university's Faculty of Computer Science. I finished my Computer Fundamentals course, which is now known as Introduction to Computer Research, and did well in all of my topics. As a result, the subjects discussed were not difficult for me to comprehend.

#### **3.3. Personal/Professional Skills**

The fact that my prior expertise was restricted to academic courses presented a number of obstacles for me throughout my internship. Following my internship experience, I have learned that I have excellent organizational skills, adaptability, and creative thinking capabilities. Apart from that, the capacity to handle challenging jobs. It is my responsibility as a teaching assistant to obtain a thorough understanding of academic subjects while also developing strong communication abilities.

## **4. ACQUIRED KNOWLEDGE**

### **4.1. Consequences to Organization**

During my internship in the Department of Computer Science at American International University – Bangladesh, I got the chance to serve as a teaching assistant for a short period of time. I grew quite enthused right from the beginning of the internship application process. I promised myself that this internship will assist me in realizing my future added career as well as imagining academic life in the present. I've even tried to incorporate all of the necessary information for my internship application file by means of the soul's efforts. Throughout the duration of my internship, I attempted to evaluate the art of professionalism through the lens of my leadership abilities.

The organization provides me with training in a nice environment of mentoring and learning. My superiors had been really helpful in guiding me through this process. I get total assistance from my superiors, and I want to provide her something that will be useful to her on a consistent basis. Whenever I make a mistake, she immediately points it out and aids me in rectifying my mistakes. Other Interns had been quite nice, and it had been a pleasure to learn from them as well as from them.

During my internship, I also gained valuable experience in time management, dealing with pressure in the classroom, and completing my supervisor's work. I made every effort to assist the supervisor in any way I could. I made an effort to create a cordial working atmosphere with the supervisor. I contributed to the Organization's ability to fulfill its responsibilities towards the pupils. Also covered briefly in the following parts are the most important components of the field that I have been acquainted with throughout my internship experience.

#### **The importance of culture**

Because American International University-Bangladesh has its unique organizational culture, each institution has its own set of principles that are comparable to one another. I was able to adjust to their culture after a few days of arriving. The fact that I have significantly increased my self-report status, as well as my confidence level, has resulted in the hidden luxury of working with recognized professors in the actual world, which is a rare opportunity. I learnt how to be punctual, how to work under pressure, and how to cope with a variety of personalities.

### **Environment in the workplace**

The environment may be a critical component of all aspects of life. Despite the fact that it was an online semester and internship program, I strongly think that my internship position at American International University - Bangladesh is a positive learning environment and growth opportunity for me since I am a student at this university myself. For a real student, this is a very motivating environment. Employees' legal rights are scrupulously adhered to in this organization. People have a high level of morals, which is readily apparent. My supervisor was quite helpful. The other trainees were quite nice, and it was a pleasure to pick their brains and learn from them.

### **Organizing one's time**

One of the wonderful things that I have found as a result of my learning is the ability to manipulate time. I had a pressing need to learn about time management since I was having serious difficulties keeping track of both my effort and my studies. This will primarily improve performance and overall performance while also decreasing time wastage. Having good time management skills was very beneficial in managing large tasks and important meetings with my boss.

### **The ability to communicate**

One of the most essential and crucial things I gained through the internship program was the ability to interact effectively with others. Members of the American International University-Bangladesh professors and other administrators, who place a heavy emphasis on communication, prefer direct verbal conversation over computerized verbal engagement when communicating with one another.

## **4.2. Implications to University's Internship Program**

I would like to express my gratitude to the Faculty of Science and Information Technology for maintaining internship credit as a part of the graduate degree curriculum and for providing students with the opportunity to get a taste of academic work and the field in which it is conducted through internships. We would also want to express our gratitude to AIUB's science and engineering professors, as well as its recruitment and graduation offices, for selecting the Organization of their choice and providing them with the chance to do their internships there. Internships provided me with valuable insight into the professional and academic conduct and etiquette of offices and academic institutions. From the standpoint of learning and gaining experience, my internship as a teaching assistant at the American International University Bangladesh's School of Computer Science was a rewarding experience. From the beginning, I

have been certain that this two-month internship program would assist me in achieving my other academic career goals. During this brief term of my internship, not everything is thoroughly measured and not everything is accurately reported. However, it is a fantastic chance for me to get acquainted with the noble profession of teaching. I made an honest effort to incorporate all of the pertinent material in my report. Over the duration of the internship, I learnt about teaching approaches and sought to educate students with theoretical understanding about the information I was attempting to gather and acquire from the different classes. The parts that follow give a high-level summary of the primary areas that I learnt about during my internship and with which I have even a passing familiarity. On the other hand, some improvements that may be made to improve the overall quality of our university's internship program are as follows:

- To encourage students about the upcoming internship, the University may organize a seminar at the beginning of the internship period and invite them to attend.
- The University should take the initiative in assisting students who have not been able to complete the internship independently by the specified deadline. To encourage employers to retain students for the length of their internships, the University may offer a list of potential companies to them.
- At the same time, the University may organize a second seminar at the conclusion of the internship term to allow participants to discuss their thoughts and experiences during the internship. Having a tutor is advantageous for pupils.
- There has to be more fantastic interaction between the supervisor and the students so that the supervisor is more often informed about the progress of the internship. He or she may also guide the kids if he or she is having difficulty improving his or her performance.

#### **4.3. Effects on Personal/Professional Skills**

In order to be considered as graduates by the Science and Technology Faculty, all students enrolled in the faculty are expected to complete an internship as part of the course curriculum in order to be considered as graduates. Because of this, I will need to finish my internship during the spring semester of 2020-2021 and apply for post-teaching assistant positions with the Department of Computer Science during the following year.

This internship had a significant impact on my personal and professional growth, and I am grateful for the opportunity. I learnt how to communicate effectively with the supervisor. Then there are the invaluable things I learned from this internship program, such as dressing appropriately, reporting on time, and preparing oneself well before entering the virtual room. The major purpose of this program was to provide me with the opportunity to get valuable practical

job experience, and that goal has been met with great satisfaction. Additionally, the goal of this internship is to allow me to gather the professional abilities that I've already mentioned, so that I can cope up with myself without problems if I move from educational lifestyles to professional lifestyles. My experience as a teaching assistant enabled me to learn a variety of new skills that would be very beneficial in my future profession as a teacher's assistant. Some of the most significant are as follows:

- Work Integrity
- Planning Skills
- Systematic Skills
- Problem Solving Skills
- Good organizational skills
- Public Speaking
- Creativity
- Flexibility

## **5. CONCLUDING STATEMENTS**

### **5.1. Summary**

The internship program is the first stage in preparing the academic and organizational departments both intellectually and physically for their respective positions. This internship has assisted me in discovering some of the abilities that I possess, some of which enable me to deal with challenging situations, such as making decisions under pressure, and analytical capacity. The projects on which I worked motivated me to put in more effort, to be more responsible, and to be more confident. The internship program has prepared me for the next step in my professional development. I would want to express my gratitude to the University Authority and my supervisor for providing me with a fantastic chance to work as a teaching assistant, as well as for providing good support and motivating me to work harder. The internship program provides an excellent opportunity to get a knowledge of professional abilities. Students only grasp theoretical skills before to the internship, but after completing the internship, they should be able to comprehend professional abilities. The knowledge and skills I have gained as a result of my internship are really valuable. I am hoping that this experience will be quite beneficial in the future. It is the lessons I learnt from this experience that will stay with me forever as a teacher and will aid me in overcoming my inadequacies in the end.

### **5.2. Recommendations/Suggestions for Future Strategic Actions**

The internship opportunity as a teaching assistant provided me with the chance to develop skills in teaching analysis, problem-solving, system documentation, and determining the value of the educational field in general. It could be preferable if future Interns at this institution were permitted to appear on the academic obverse. This may assist students in gaining new abilities and real-world ideas about academic and professional life as a result of the experience.

#### **5.2.1. Organization**

The computers in the laboratories are linked to one another through a local area network (LAN). As a result, the speed is poor, and a small number of PCs fail to start. The information technology department should be made aware of the issue and the computer should be checked on a regular basis. There should be more facilities for both students and supervisors to interact and address problems in a timely manner inside the

organization. Because the supervisor is also a member of the faculty, he or she often has time constraints, which must be addressed.

#### **5.2.2. University**

I am really glad that I was granted the chance to do my internship as a teaching assistant at the same school as my undergraduate studies. The University, on the other hand, should use more caution when it comes to the internship. Due to a lack of knowledge, a few students were unable to supervise their internships successfully. There may be a few seminars or workshops offered by the university that will be very valuable for those who wish to increase the quality of their internship experience while working from home. On the other hand, the University should pay close attention to how the internship period is progressing and supervise additional companies in order to expand the number of internship opportunities available to students.

#### **5.2.3. Personal/Professional**

When it comes to working, someone's relevance is crucial. It is difficult to regulate and fine-tune one's performance in a professional atmosphere. Even now, I'm having to think about it more and more. Throughout the internship, I appreciated the chance to watch and learn from my esteemed professors and colleagues. It is simple for someone to get entry into a classroom when they are a student. Everything, on the other hand, is different when you're a professor. This internship program provided me with the opportunity to learn how to teach. In my personal life, I have strengthened my soft skills, which include things like public speaking and writing, decision-making, time management, and self-management, among other things. It would be beneficial to me in the future if I decide to pursue a career as a professor in my field.

# RECOMMENDATION LETTER



AIUB

AMERICAN INTERNATIONAL UNIVERSITY-BANGLADESH

## TO WHOM IT MAY CONCERN

This is certified that MD. IMTIAZ HASAN 18-36741-1 undergraduate student of CSE (Computer Science & Engineering) has served as a Teaching Assistant under my supervision in "Compiler Design" course for "Fall 2021-2022" semester, as a form of internship offered by the Faculty of Science and Information Technology.

His performance was outstanding, and attendance was regular. During this period, he adhered to all rules and regulations of this university and did not take part in any non-disciplinary activities to my knowledge.

I wish him every success in life.

A handwritten signature in black ink, appearing to read 'Md Masum Billah'.

Md Masum Billah  
Lecturer  
Department of Computer Science  
American International University-Bangladesh  
[billah.masumcu@aiub.edu](mailto:billah.masumcu@aiub.edu)

American International University-Bangladesh (AIUB)  
408/1, Kuratoli, Khilkhet, Dhaka 1229, Bangladesh  
Email: [info@aiub.edu](mailto:info@aiub.edu)



# APPOINTMENT LETTER



CS Info

Fri 9/24/2021 2:51 AM

To: MD. IMTIAZ HASAN

Cc: Md. Masum Billah

September 23, 2021



Dear Intern [18-36741-1],

Consider this as an appointment letter:

The following Laboratory based courses have been assigned to you as an Intern Student. This is a non-paid job, and you are required to work 6 hours a week. Please contact course teacher/s ASAP.

| Day       | Start Time | End Time | Course Title [Section] | Faculty Name    |
|-----------|------------|----------|------------------------|-----------------|
| Monday    | 2:00 PM    | 5:00 PM  | COMPILER DESIGN<br>[G] | MD MASUM BILLAH |
| Wednesday | 8:00 AM    | 11:00 AM | COMPILER DESIGN<br>[E] | MD MASUM BILLAH |

In the Laboratory, your main responsibility is to assist the students with their lab tasks. Additionally, you will have to assist the course teacher in preparing course materials. In any circumstances you are not permitted to judge the students.

**Give your response (Accepted or Rejected) within two working days** after receiving this mail. **Keep your Faculty in CC.** Failing to respond will result in a deallocation from the labs.

\*If you do not see your preferred courses, that means those were not available at the time of your allocation. Allocations have been done on a first come first serve basis.

## REFERENCES

- [1] Internship Report Format Provided by the Supervisor.
- [2] Development Department (itsd.aiub.edu), A. S. (2019, December 15). *American International University-Bangladesh (AIUB)*. Resources | AIUB. <http://www.aiub.edu/about/resources/>.
- [3] Development Department (itsd.aiub.edu), A. S. (2019, December 19). *American International University-Bangladesh (AIUB)*. Information or Overview | AIUB. <https://www.aiub.edu/about/Information>.
- [4] Development Department (itsd.aiub.edu), A. S. (2019, December 19). *American International University-Bangladesh (AIUB)*. General Information | AIUB. <https://www.aiub.edu/about/general-information>.
- [5] Library.aiub.edu. (2019, December 19). library.aiub.edu. <http://library.aiub.edu>.
- [6] American International University-Bangladesh - Wikipedia. (1994, January 1). American International University-Bangladesh - Wikipedia. [https://en.wikipedia.org/wiki/American\\_International\\_University-Bangladesh](https://en.wikipedia.org/wiki/American_International_University-Bangladesh).

## APPENDICES



**MD IMTIAZ  
HASAN**

**DATE OF BIRTH:**  
30/10/1999

### CONTACT

Nationality: Bangladeshi

House: 2, Block: E, Pallabi,  
Mirpur: 12,  
1216 Dhaka, Bangladesh

 [imtiazh.hasan121@gmail.com](mailto:imtiazh.hasan121@gmail.com)

 (+880) 1957487413

Linkedin: [www.linkedin.com/  
in/imtiazh-hasan1](https://www.linkedin.com/in/imtiazh-hasan1)

### ABOUT ME

Seeking a responsible job with an opportunity for professional development where I can enhance my professional skills in a dynamic and stable workplace.

### WORK EXPERIENCE

2019 - 2021

#### Assistant Teacher(Computer)

Rashid Adarsha High School

- Prepare and implement curriculum.
- Monitored educational progress of students.
- Keep detailed individual charts and files on students.
- Prepare lesson materials and equipment.
- ICT class.

### EDUCATION AND TRAINING

2018 - CURRENT

#### B.Sc. in Computer Science & Engineering(CSE)

American International University-Bangladesh (AIUB)

CGPA: 3.28 out of 4.00

2017

#### Higher Secondary Certificate (HSC)

Dhaka Residential Model College

GPA: 4.33 out of 5.00

2015

#### Secondary School Certificate (SSC)

Monipur High School

GPA: 5.00 out of 5.00

### LANGUAGE SKILLS

● Bangla & English

### DIGITAL SKILLS

#### PROGRAMMING LANGUAGES

HTML XAMPP, Basic knowledge of PHP programming language, Knowledge of CSS, C, C++, C# programming, Java Programming language, Basics Of Python, Computer Graphics.

#### DATABASES

Oracle, MySQL (Beginner)

#### TOOLS

Visual Studio, Basic AutoCAD, CodeBlocks, Multisim: Tool for Circuit Designing, Anaconda Software, MATLAB, Proteus, Microsoft Office.

#### OPERATING SYSTEMS

Windows & Linux

## PROJECTS

### Library Management System

JAVA

### Computer Store

C#

### Town Scenery

Computer Graphics

### College Management System

HTML, PHP, CSS

### Github

<https://github.com/lmtiaz-Hasan>

## EXTRA EDUCATION QUALIFICATIONS

### Cisco Network Academy

Certified

### Programming for Everybody (Getting started with Python)

Coursera Certified

### Python Data Structures

Coursera Certified

### Internet of Things

Coursera Certified

### EXTRACURRICULAR ACTIVITIES

- Member at AIUB Computer Club.
- Campus Ambassador at BISCMB-Bangladesh Institute of Supply Chain Management.
- Volunteer at Bangladesh Innovation Forum.

## RECOMMENDATIONS

### Dr. Dip Nandi - [dip.nandi@aiub.edu](mailto:dip.nandi@aiub.edu)

Associate Professor and Director

Faculty of Science and Technology

American International University-Bangladesh

### Dr. Md. Rifat Hazari - [rifat@aiub.edu](mailto:rifat@aiub.edu)

Assistant Professor,

Department of Electrical and Electronics Engineering,

Faculty of Engineering,

American International University-Bangladesh (AIUB)