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

INTERNSHIP AFFILIATIONREPORT ON
Teaching Assistant at
American International University-Bangladesh (AIUB)

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
Mohammod Hafizur Rahman
Assistant Professor & Special Assistant
Department of Computer Science
American International University-Bangladesh (AIUB)

Submitted By
Akter,Foujia
ID: XX-XXXXX-X

Date of Submission: **April 23, 2017**

LETTER OF SUBMITTAL

I take the pleasure to submit my report titled "Teaching Assistant at American International University-Bangladesh (AIUB)". The internship provided me the opportunity to experience the real flavor of the noble teaching profession.

In this report, I tried to summarize what I have done and experienced during my internship period as a Teaching Assistant in Department of Computer Science at American International University-Bangladesh (AIUB). I was assigned to work as a Teaching Assistant in the following labs of Computer Networks. In the Computer Network lab, various implementations of different routing algorithms were taught. Overall, my internship experience has been great this semester. As a Teaching Assistant I, have gained firsthand experience with classroom teaching, lab works and student management. Additionally, I have also had a considerable amount of student interaction on multiple levels: helping, advising, and providing feedback. My supervisors were very open minded and allowed me to interact with the students freely. This report will explore the different aspects of the noble teaching profession.

I am very contented to take part in this internship program. I would cordially thank you for giving me the chance to do this internship.

Yours sincerely,

_____

Akter,Foujia
ID: ID: XX-XXXXX-X
Bachelor of Science in Computer Science and Engineering
April 23, 2017

Letter of Endorsement

The Internship Affiliation Report entitled "Teaching Assistant at American International University-Bangladesh (AIUB)" , 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 Akter,Foujia & 12-22681-3. This report is presented to the Internship Defense Committee for evaluation and has been accepted.

Dr. Md. Abdul Hamid

Internship Supervisor(industry)

Associate Professor

Department of Computer Science

American International University-Bangladesh

(AIUB)

Khaza Newaz Muhammad

Internship Supervisor(industry)

Faculty

Department of Computer Science

American International University-Bangladesh

(AIUB)

Mohammod Hafizur Rahman

Internship Supervisor(academic)

Assistant Professor & Special Assistant

Department of Computer Science

American International University-Bangladesh

(AIUB)

Mashiour Rahman

Director

Faculty of Science & Information Technology

American International University-Bangladesh

(AIUB)

Acknowledgement

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 thankful to the internship supervisor Mohammod Hafizur Rahman who allowed me to choose an organization for internship according to my wish.

I am also thankful to my organization supervisors Dr. Md. Abdul Hamid and Khaza Newaz Muhammad from the core of my heart for their kind support, guidance, constructive, supervision, instructions and advice and for motivating me to do my internship smoothly at American International University-Bangladesh (AIUB).

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1. INTRODUCTION

1.1. Rationale

An internship report provides the faculty the information which qualifies the students for graded credit; it also provides the faculty with in-depth information about the profession they are responsible for preparing students to participate in. Furthermore, and of considerable importance, the internship report increases the student's responsibility by requiring the student intern to gather information and plan the report throughout the work experience. The student then has an opportunity to demonstrate maturity as a technical writer by presenting analyzing, and evaluating his or her own work on the job. Being an intern the main challenge was to translate the theoretical concepts into real life experience.

1.2. Background

American International University - Bangladesh (AIUB) is a government approved private university founded in 1994 by Dr. Anwarul Abedin. The university is an independent organization with its own Board of Trustees. Dr. Carmen Z. Lamagna is the present Vice-Chancellor of the university. AIUB currently operates under four distinct faculties: Faculty of Arts and Social Science (FASS), Faculty of Business Administration (FBA), Faculty of Engineering (FE) and Faculty of Science and Information Technology (FSIT). AIUB ranked as an International University by UNESCO which is published by UNESCO in the International University Handbook, 2006 edition.

1.2.1. Vision:

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

1.2.2. Mission:

American International University - Bangladesh (AIUB) is committed to provide quality and excellent computer-based academic programs responsive to the emerging challenges of the time. It is dedicated to nurture and produce competent world class professional imbued with strong sense of ethical values ready to face the competitive world of arts, social science and

technology.

1.2.3. Goals:

- 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

1.3. Objectives

This internship report is prepared primarily to fulfill the Bachelor of Science in Computer Science & Engineering degree requirement under the Faculty of Science & Information Technology (FSIT). The purpose of the internship program is to help students focus on their career interests and potentials. The whole program entitles to give the opportunity to learn, observe and determine their goals and aims. At the end of the period, the study allows them to gather information and construct a report on their observations, knowledge and experience. As stated earlier the study also assists students in completing their academic credit.

2. ACTIVITIES

To deliver one's highest understanding to the students, it is necessary to plan and take preparation about the topics. I always tried to prepare myself about the topic before going to the class. An important task is to understand the students' mind and prepare own self in their perspective. As I was assigned in Computer Networks for both class.

2.1. Work-Related

The main responsibility was to assist the teacher in the laboratory classes by guiding the students and solving their problems related to the course materials. In the laboratory classes the students of Computer Network course used to learn and implement various routing protocols. The workload was distributed as one laboratory class per week. The respective Teacher used to teach the students the theoretical aspects in the lectures allotted for theoretical discussions. Afterwards the students had to implement the acquired knowledge in the laboratory. I had to assist the Teacher in the laboratory classes by helping the students to implement the theories they have learnt in the theory classes.

2.2. Organization-wide

American International University Bangladesh-(AIUB) has some prescribed rules and regulations for teaching and evaluating students. The evaluation procedure is elaborated in the following section:

Theory	Quiz (Best Two)	40
	Class Attendance	10
	Term Exam	50
	Total	100
Lab	Class Attendance	10
	Lab Works/Assignments	10
	Lab Exam	20
	Total	40
Mid Term	40% of Lab + 60% of Theory	
Final Term	40% of Lab + 60% of Theory	
Grand Total	40% of Mid Term + 60% of Final Term	

After each of the term exams I had to assist the respective teacher in calculating the grades of the students. The evaluation process of the students has a great importance for justifying the teaching to students: how much they could learn, how much knowledge they could apply in practical etc. These processes were to be done flawlessly.

2.3. Other relevant activities

As a teaching assistant of laboratory classes, I have gained firsthand experience with classroom teaching, lab works, and student management. Additionally, I also had a considerable amount of student interaction on multiple levels: helping, advising, and providing feedback. My supervisors were very open minded and allowed to interact with the students freely. They gave me constructive feedback to improve my public speaking and presentation/teaching skills. This has been a very positive and valuable learning experience for me. An understanding of student development has helped me as a co-instructor for the course. I was, and continue to be, mindful of psychosocial development theories when working with the students. These theories inform my interaction with individuals, as well as my work with all of them in a large group setting. My supervisor has also encouraged me to think about more ways to teach and circulate the

information. They have a broad understanding of various learning theories and have helped me to utilize different teaching styles when presenting information to the students. Finally, I find myself using a number of helping skills both in the labs and one-on-one with the students. As I facilitate lab discussions I often use attending (exploration) and challenging (insight) skills. I find these skills help to continue the discussion and push their thoughts and reasoning to the next level. While interacting personally with students, I often use attending, challenging, and action-oriented skills. For instance, I praise if someone answers correctly, but I also respond to question with another question. Many of my one-on-one meetings with student conclude with a plan of action, whether it is about something personal or something group/assignment related. I have certainly practiced and enhanced my professional competencies while in this internship. I have been actively involved in the implementation of the course, and, subsequently, have practiced/improved student management, communication, leadership, mediation, and facilitation skills. As the primary contact for the students I have had to practice my verbal and written communication skills by way of facilitating lab discussion, email correspondence, as well as communicate student concerns to the instructor. Also, I have given numerous suggestions to the students about how they should approach towards the courses. This has helped me to improve my public speaking skills and advising skills. Since many of my lesson plans include activities and student discussion, I have also improved my ability to facilitate classroom/student discussions. Working with the instructor has definitely been a challenge, in terms of making the student understand easily. However, it has gotten better with time and I feel that I have improved my ability to work as a team.

3. CONSTRAINTS/CHALLENGES

3.1 Identified in the Organization:

American International University- Bangladesh (AIUB) is a fountainhead of knowledge. New knowledge, skills and meaningful experiences spring from this university. To quench the thirst of individuals who are in search for wider horizon of learning and discover novel challenges in life is the inherent intention of AIUB even at the time of its conception. Students are honed and nurtured to become Leaders in their respective chosen discipline. It continuously transforms students into active participants in the development process in both curricular and extra-curricular activities. It has built and maintained its reputation as a leader in the pursuit of quality and excellence. The primary beneficiaries are the students who stand to benefit from all the resources and services provided by the university. Under the stewardships of dedicated and visionary founders, dynamic management, competent faculty and skillful support staff, the university continues to be the venue for change and producing leaders in various arenas of endeavors.

3.2 Academic Preparation

I always try to prepare myself by the recent information of the topic and did necessary practices at home so that I can easily help the students to their desired need.

3.3 Professional skills:

This was my first time in teaching. So, it was not so easy for me. Learning new teaching techniques and teach it to the students was a big challenge cause everyone's understanding levels were different so that to make them understand I need to think differently and that was a big challenge. It was a new experience for me. I tried my best to make them understand the implantation.

4. ACQUIRED KNOWLEDGE

4.1 Implications to Organization

Form the learning and experience point of view I can say that I really enjoyed my internship period as a Teaching Assistant at Department of Computer Science, American International University –Bangladesh. From the very first day, I am confident that this 3 months' internship program will definitely help me to realize my further carrier in the job market as an academician. Everything is not so sufficient to measure and express perfectly within this short time of my internship period. But it is a great opportunity for me to get used to the noble teaching profession. I have tried by soul to incorporate the necessary relevant information in my report. During the period of internship, I have tried to learn the art of teaching and deliver the theoretical knowledge to the students what I have gathered and going to acquire from various courses. During the tenure of my internship the major aspects that I have been familiar with are discussed briefly in the following sections.

4.1.1 Culture

Every organization has its own culture at the same time Department of Computer Science, American International University – Bangladesh do have their own organizational culture. Within a very few days I successfully adapted their culture. I have acquired a tremendous upgrade in my self-assessment condition, now I optimized my confidence level in a way that gives me hidden backup of working with the teachers of such a department. I also learned maintaining time, working under pressure and manage to different types of people.

4.1.2 Working Environment:

This department has a very good teaching and learning environment. This is very motivating to the teachers as well as the students. A good environment results in better education. The rights of both teachers and students are strictly maintained so both are secured. High level of ethics is evident among the people. Teachers are free to educate the students at any given level of pressure. My supervisors were very helpful in assisting me. They never misbehaved. The students were very cooperative and it was exciting to learn from them too.

4.1.3 Communication:

Throughout the internship program one of the most valuable and important thing I learned is how to communicate. This department highly emphasize on communication, they prefer direct communication rather than virtual communication.

4.1.4 Time Management:

One of the good things that I have learned from the experience is time management. Setting priorities can help keep me on track throughout the 3 hours' time, even when the unexpected occurs and the workload can seem overwhelming. Effective prioritizing is about arranging workload based on both the importance of the tasks as well the resulting impact of the completed tasks.

4.1.5 Professionalism:

Working at the department taught me to be a professional. They highly emphasize on professionalism. It is also one of the standards to fulfill requirements. They are casual but very professional on the academic procedures. The professionalism increases the efficiency and reduces the errors which ensure standard and quality service as a result maximum student satisfaction is received. It is all about being accurate, reducing mistakes, following standards, and acting as situations demands.

4.2 Implications to University's Internship Program:

I would like to take this opportunity to thank the people who have given me invariable support while pursuing my internship curriculum. Overall the internship program of American International University– Bangladesh is very good. It is quite different and standard than other University. Better facilities are provided to be a prospective employee by the end of the day. There are benefits as well as some lacking. I hope the university will make it more beneficial.

4.3 Effect on personal/professional skills:

4.3.1 Ability to Learn:

Changes can make humans either immortal or ordinary. In my case, there occurred a radical change in me too. Somehow, I have the power of learning work exceptionally well.

4.3.2 Dependability:

The word 'Dependability' itself bears a lot of gravity. Sometimes it is seen that many university do not want to give opportunity to intern. In my university, I as well my other co-intern member's initial hard working convinced our supervisor very positively. All these evidences are clear enough to bear the testimony of my dependability.

4.3.3 Punctuality:

Tardiness was a nonexistent phenomenon for me throughout these three months. Every day I used to go labs in time that enabled me to keep ahead of time. However, whenever there was any possibility of lateness or absence, I always tried to inform it to my supervisor with a formal SMS or simple Voice Call. I have tried my best to use my class time for greater productivity. I hope that this punctuality and regularity will enhance a better disciplinary attitude in me and pave my way to success.

5. CONCLUDING STATEMENTS

5.1 Summary:

Department of Computer Science, American International University – Bangladesh provides a world class education to its students both in undergraduate and graduate program. All the teachers are qualified to the highest extent and can provide quality education and knowledge to the students. They also encourage the students to various research works, practical implementation of various theories for the betterment of the mankind etc. These facilitates the students of this department with a world class quality. Working with people of this great group has taught me many useful things that will be beneficial for me in the future.

5.2 Recommendation for Future Strategic Actions:

The internship opportunity as a teaching assistant develops the quality to teach students. This opportunity is only provided for the lab classes. It would be better if more facilities are offered for the theory classes like as, demo lecture by the intern students in presence of the respective teachers, preparation of the course materials, setting question papers, checking scripts according to the guidance of the respective teachers etc.

During my internship, I was regularly briefed by the respective teacher for the various duties and responsibilities of mine. But it would be better if all the intern students are mentored together for their duties and responsibilities throughout the internship period. It would provide the intern students to have group discussions among them. This will calibrate their efficiency more perfectly for various teaching techniques.

6. RECOMMENDATION LETTER

AIUB
AMERICAN INTERNATIONAL UNIVERSITY- BANGLADESH

TO WHOM IT MAY CONCERN

This is to certify that, *Fonjia Ak ter, ID: 12-22681-3* has served as a teaching and research assistant under my supervision in *"Computer Networks"* course for *"2016-2017, Spring"* semester, as a form of internship offered by the Faculty of Science and Information Technology.

His performance was **satisfactory** and attendance was regular. To the best of my knowledge, during this period he adhered to all rules and regulations of this university and did not partake in any non-disciplinary activities.

I wish him every success in life.

Dr. Md. Abdul Hamid
Associate Professor,
Department of Computer Science,
Faculty of Science and Information Technology
American International University-Bangladesh
hamid@aiub.edu

AIUB

AMERICAN INTERNATIONAL UNIVERSITY- BANGLADESH

19ᵗʰ April, 2017

To Whom It May Concern

This is to certify that, Foujia Akter (ID: 12-22681-3) has performed as a Teaching Assistant under my supervision in "Computer Networks" course for "Spring 2017" semester, as a form of internship offered by the Faculty of Science and Information Technology.

During the period of internship, her performance was outstanding and attendance was regular. I have found her interactive, intuitive and attentive in subject matters. As per my concern, during this period she adhered to all rules and regulations of the university and did not do any non-disciplinary activities.

I wish her all the best in future endeavors and strongly recommend in professional career.

Best Regards,

Khaza Newaz Muhammad

Lecturer
Department of Computer Science
American International University- Bangladesh
Banani, Dhaka-1213
Bangladesh
knewaz@aiub.edu

House 83/B, Road 4, Kemal Ataturk Avenue, Banani, Dhaka-1213, Bangladesh
Phone : 58815587, 9897387, 9894229, 9890415
Fax : 88-02-8813233; E-mail: info@aiub.edu; Web: www.aiub.edu

7. REFERENCES

- *www.aiub.edu*
- http://fsit.aiub.edu/
- *www.wikipedia.com*
- *https://www.scribd.com/*

8. APPENDICES

ATTACH YOUR CV/ RESUME HERE.