



Internship Report

Organization: Poraai.com

Intern Name: Zarin Tasnim

Internship Duration: 23 November 2025 – 23 January 2026 (2 Months)

Program Type: Education & Community Development Internship

1. Introduction

This report presents a detailed account of my internship experience at Poraai.com, where I worked as an intern for approximately two months. The internship provided me with the opportunity to engage in real educational activities, including academic planning, teaching, social media content development and community-focused initiatives. The main objective of this internship was to gain practical experience in the education sector, understand organizational work processes and develop professional skills through real responsibilities.

Throughout this internship, I learned how education-based organizations operate, how students from different backgrounds are supported and how teamwork and planning contribute to sustainable learning programs. This experience helped me bridge the gap between theoretical knowledge and real-world educational practice.

2. Organizational Context and Work Environment

Poraai.com is an education-based organization that operates both online and offline with the aim of improving academic performance and social awareness among students, especially those from underprivileged and rural backgrounds. During my internship, I was able to observe how learning centers in different regions are academically coordinated under one system. Although my main focus was on performing assigned tasks, understanding this broader structure helped me appreciate how centralized planning and monitoring are important for maintaining consistent academic standards.

The working environment at Poraai was highly supportive and collaborative. Team members, teachers, monitors, interns and supervisors worked closely through online meetings and group communication platforms. I felt comfortable asking questions and seeking feedback, which helped me improve continuously. The respectful and cooperative culture of the organization made it easier to learn and contribute effectively.

3. Orientation and Initial Learning Phase

My internship began with an orientation program where I was introduced to the organization's activities, academic goals and internship expectations. During this phase, I learned about professional behavior, reporting formats and communication methods. I was trained to maintain a logbook, prepare elevator speeches and submit regular task updates. These initial tasks helped me understand how accountability and documentation are important in professional environments.

This phase was particularly helpful in building my confidence and preparing me for more responsible tasks later in the internship. Through feedback from my supervisors, I gradually learned how to improve the quality of my work and manage deadlines properly.

4. Academic Support and Content Development Work

A major part of my internship involved contributing to academic support activities. I worked on preparing question papers for Classes 6 to 10 by reviewing syllabi and previous exam patterns. This task helped me understand how assessments are designed based on learning objectives and difficulty levels. I also participated in checking admission test copies, which gave me insight into student performance evaluation and grading processes.

In addition, I prepared lesson slides and lesson plans for English classes and orientation programs. While working on these materials, I learned how to structure content in a student-friendly way and how to present information clearly. These tasks helped improve my understanding of instructional design and classroom preparation.

Through these academic tasks, I gained a clearer understanding of how teaching is not limited to classroom delivery but also involves careful planning, evaluation and revision.

5. Teaching Experience and Student Interaction

One of the most valuable experiences of my internship was getting the opportunity to take real classes and interact directly with students. I conducted English classes, assisted in orientation sessions, and participated in one-on-one improvement discussions, especially with students from PC-1 and PC-3 classrooms.

Many of these students were from rural backgrounds, and I found them to be extremely humble, respectful and eager to learn. Their positive attitude and gratitude towards teachers made teaching emotionally rewarding. Teaching them helped me realize the true importance of

accessible education and how much impact supportive teaching can have on students' confidence and motivation.

This experience helped me develop classroom communication skills, improve my confidence in speaking and understand student behavior and learning needs more deeply. It also strengthened my interest in working in education-related fields in the future.

6. Administrative and Coordination Activities

Alongside academic work, I was involved in several administrative and coordination tasks. I prepared meeting minutes, helped organize teacher meetings, created attendance sheets and maintained spreadsheets of newly admitted students. These responsibilities helped me understand how educational organizations manage student data, track academic progress and plan programs efficiently.

Participating in planning meetings allowed me to observe how academic routines, syllabus and evaluation systems are discussed and improved collaboratively. These experiences taught me that successful educational programs depend heavily on effective coordination and systematic documentation.

7. Social Media and Creative Contributions

Another important part of my internship was contributing to social media and promotional activities. I designed posters, edited cover photos, and wrote captions for various events, including donation drives, New Year programs and awareness campaigns. I used Canva and other design tools to complete these tasks.

This work helped me improve my creative skills and understand how digital platforms are used to communicate with students, volunteers and the general public. I also learned how visual presentation and wording can influence audience engagement and awareness. These creative tasks added variety to my internship and enhanced my digital communication skills.

8. Involvement in Social Welfare Initiatives

Through my internship, I was also introduced to social welfare activities conducted under Project Believe in Giving (PBIG). Although I was not directly involved in field distribution, I contributed by preparing posters, captions and planning content related to winter blanket distribution and Ramadan food donation programs.

Learning about these initiatives helped me understand how educational organizations can also serve broader community needs. Being part of awareness and planning activities increased my sense of social responsibility and helped me see how organized volunteer efforts can create meaningful social impact.

9. Mentorship and Professional Guidance

Throughout my internship, I received continuous guidance from my supervisors and mentors. Tanha Apu supported me in professional reporting, academic coordination, and communication skills. Her feedback helped me improve the clarity and structure of my work. Sumyya Apu guided me in content preparation and task organization, which helped me become more systematic and confident.

I also received guidance from Souvik Bhaiya during meetings related to project planning and social initiatives. His explanations of project development and long-term impact helped me understand how educational and social programs are designed strategically.

The mentorship I received was one of the most valuable aspects of my internship, as it helped me grow not only as a student but also as a responsible team member.

10. Skills and Personal Development

This internship contributed significantly to my personal and professional development. I improved my communication skills, especially in teaching and teamwork situations. I learned time management, professional documentation, and how to work under deadlines. My confidence in public speaking and student interaction increased noticeably.

I also developed practical skills in lesson planning, assessment design, digital poster creation and report writing. Most importantly, I learned the value of patience, responsibility and empathy while working with students and team members.

11. Challenges and Learning Outcomes

During the internship, I faced challenges such as managing multiple tasks, adjusting to professional standards, and handling classroom responsibilities. These challenges initially felt difficult, but with guidance and practice, I was able to improve gradually. Learning how to accept feedback and apply it to my work was an important part of my growth.

These challenges helped me become more adaptable, disciplined and confident in handling responsibilities in professional environments.

12. Overall Evaluation of the Internship Experience

Overall, my internship experience at Poraai.com was highly enriching and meaningful. The supportive work environment, helpful mentors and motivated students made the learning process enjoyable and productive. The internship allowed me to understand how educational programs and social initiatives can work together to create positive long-term impact.

This experience helped me clarify my interest in education and social development sectors and motivated me to stay involved in similar activities in the future.

13. Conclusion

In conclusion, my internship at Poraai.com was a valuable learning journey that strengthened my academic understanding, professional skills and social awareness. It provided me with practical exposure to teaching, academic planning, organizational coordination and community engagement. I am grateful to the entire Poraai team for giving me this opportunity and supporting me throughout the internship.

This internship has played an important role in shaping my personal values and career interests, and I will always consider it a significant milestone in my educational journey.

Submitted by:

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