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# Supervisor Internship Report

## 1. Report Information

- **Supervisor's Name:** [Full Name]
- **Intern's Name:** [Full Name]
- **Internship Period:** [Start Date – End Date]
- **Report Period:** [e.g., Monthly/Final Report]
- **Department/Unit:** [e.g., Marketing, HR]

## 2. Objectives of the Internship

- **Purpose:** Brief description of the internship objectives.
- **Learning Goals:** Outline the intern's goals as discussed at the start.

## 3. Internship Activities

- **Tasks Assigned:** List key responsibilities and tasks.
- **Projects Involved:** Highlight specific projects the intern contributed to.

## 4. Performance Evaluation

- **Key Strengths:** Highlight skills demonstrated.
- **Areas for Improvement:** Note any challenges or skill gaps.
- **Progress:** Compare goals with achievements.

## 5. Professional Development

- **Training Provided:** Detail workshops, mentoring sessions, etc.
- **Growth Observed:** Outline how the intern improved over the period.

## 6. Recommendations

- **Suggestions for Intern:** Provide actionable feedback for growth.
- **Future Opportunities:** Suggest areas for further learning or career focus.

## 7. Supervisor's Remarks

Brief concluding remarks summarizing the intern's performance.

## 8. Supervisor's Signature

**Supervisor's Name:** [Full Name]

**Signature:**

**Date:** [DD/MM/YYYY]