## horizontal line**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.

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### **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]