### horizontal line**Internship Daily Report**

**Date:** [Insert Date]  
**Intern Name:** [Your Name]  
**Internship Department:** [Insert Department]  
**Supervisor:** [Supervisor Name]

### **1. Overview of Activities**

Provide a brief summary of the tasks and activities performed during the day in 3-5 sentences.

### **2. Daily Tasks and Learning**

| **Task/Activity** | **Details/Description** | **Skills/Knowledge Gained** | **Time Spent** |
| --- | --- | --- | --- |
| [Task Name] | [Brief Description] | [Skill/Insight Learned] | [Duration] |

### **3. Challenges and Observations**

* [List any challenges faced during the tasks, along with personal observations about the internship experience.]

### **4. Supervisor Feedback/Guidance**

* [Record any feedback or guidance received from your supervisor or mentor during the day.]

### **5. Goals for Tomorrow**

| **Goal** | **Details/Description** | **Priority** |
| --- | --- | --- |
| [Goal Name] | [Brief Description] | [Priority Level] |

**Intern Signature:** [Your Name]  
**Supervisor Signature:** [Supervisor Name]