
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]