

Appalachian State University
Department of Social Work
Process Recording Template

Student Name _____ Process Recording # _____

Agency _____ Date of Interaction _____

Follow Seminar Instructor's directions. Write at least two pages and include a Summary.

Brief description of the presenting problem(s), reason(s) for interaction:

Objectives/purpose for this interaction or plan:

VERBATIM DIALOGUE (Include non-verbal observations and silences)	COMPETENCIES AND BEHAVIORS DEMONSTRATED	STUDENT RESPONSE (Include feelings, insights, reflections, effectiveness, areas of improvement)	SUPERVISOR FEEDBACK

VERBATIM DIALOGUE (Include non-verbal observations and silences)	COMPETENCIES AND BEHAVIORS DEMONSTRATED	STUDENT RESPONSE (Include feelings, insights, reflections, effectiveness, areas of improvement)	SUPERVISOR FEEDBACK

Summary of interaction:

Student Signature _____ Date _____

Field Instructor Signature _____ Date _____

MSW Supervisor Signature _____ Date _____
(if different from Field Instructor)

Criteria for Process Recordings

Satisfactory _____ Unsatisfactory _____

- Y N Date, time, agency
- Y N Briefly describes the presenting problem
- Y N Objectives or plan
- Y N Uses verbatim quotes by memory for social worker/student and client
- Y N Utilizes appropriate communication skills
- Y N Identifies social work skills and interventions and self-assessment of whether they were helpful or need to be improved
- Y N Identifies non-verbal communication/silences
- Y N Identifies own feelings during interaction
- Y N Demonstrates thoughtful self-reflection
- Y N Includes summary

Seminar Instructor's Comments: