

APPALACHIAN STATE UNIVERSITY DEPARTMENT OF SOCIAL WORK – PROCESS RECORDING

Student's Name:

Process Recording No:

Date of Interaction:

Agency:

Criteria for Process Recordings

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

1. Data, time, agency
2. Briefly describes the presenting problem.....
3. Objectives or plan.....
4. Uses verbatim quotes by memory for social worker and client
5. Utilizes appropriate techniques of communication.....
6. Identifies social work skills and interventions and self-assessment of whether they were helpful or need to be improved.....
7. Identifies non-verbal communication/silences.....
8. Identifies own feelings during interaction.....
9. Demonstrates thoughtful self-reflection
10. Includes summary.....

Objectives/purpose for this interaction (or plan) :

Satisfactory:

Unsatisfactory:

Seminar Instructor's Comments:

Other guidelines:

READ PAGE ONE – DIRECTIONS FOR PROCESS RECORDING

1. Do not identify persons by name. Follow seminar instructor's directions.
2. Write at least two pages
3. Include Summary

VERBATIM DIALOG- include non-verbal observations and silences	COMPETENCIES AND SKILLS DEMONSTRATED	STUDENT RESPONSE- include feelings, insights, reflections, effectiveness, areas of improvements	SUPERVISOR FEEDBACK
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Summary of interaction:

Student Signature & Date: _____

Field Instructor Signature & Date: _____

MSW Supervisor's Signature & Date: _____
(If different from Field Instructor)

Seminar Instructor Signature & Date: _____