# Criteria for Process Recordings

1. 1. Data, time, agency …………………………………………………………………. Y/N
2. 2. Briefly describes the presenting problem………………………….……...…….....Y/N
3. 3. Objectives or plan…………………………………………………………………….Y/N
4. 4. Uses verbatim quotes by memory for social worker and client …………...…...Y/N
5. 5. Utilizes appropriate techniques of communication……………………………....Y/N
6. 6. Identifies social work skills and interventions and self-assessment of

whether they were helpful or need to be improved…………………………….....Y/N

1. 7. Identifies non-verbal communication/silences……………………………….…….Y/N
2. 8. Identifies own feelings during interaction………………………………………......Y/N
3. 9. Demonstrates thoughtful self-reflection

10. Includes summary…………………………………………………………………....Y/N

Satisfactory\_\_\_\_\_\_\_\_\_\_

Unsatisfactory\_\_\_\_\_\_\_\_

Seminar Instructor’s Comments\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Process Recording No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Interaction:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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Objectives/purpose for this interaction (or plan) : .

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Other guidelines:

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

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| --- | --- | --- | --- |
| 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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| 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Student Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Field Instructor Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MSW Supervisor’s Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(If different from Field Instructor)

Seminar Instructor Signature & Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_