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 |
| --- | --- | --- | --- |
|  |  |  |  |

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: