

### Process Recording Instruction

This assignment is worth 70 points. The following items must be included in a process recording:

- I. Background information (10 points)
  - a. Identifying/Demographic information – follow the format provided closely.
  - b. Chronological replay of the social worker (you) and the client interaction.
  - c. Description of non-verbal activities
  - d. Student’s feelings and reaction to the interview
  - e. Analytical thoughts about the interview
  - f. Diagnostic Summary and impressions (one Paragraph at the end of the interview)
  - g. Goals for the session as well as for a Treatment plan.
  
- II. Please recreate the provided sample on your computer exactly as it is: page format, columns, and table headings. Do not include the instructions!
  - a. The content/dialogue column (e.g. the Chronological replay of the interview) is filled in following a conversation with a client (45-50 minutes in length); one should record the conversation immediately following the interview by recording, as close as possible, word for word what each one said (most students use SW for what the social worker said and CL for the client); many students report that an interesting and/or challenging client makes the assignment the most meaningful.
  - b. When the content/dialogue column is completed the student then reads over the dialogue and records his/her gut level feelings about what was said. In the analysis section they describe the interaction in more “professional” terms much like they would when presenting the client to a group of colleagues.
  - c. When ALL three columns are completed the student then takes the process recording to their supervisor who reads it over and adds comments. Minimally the supervisor must sign it to receive full credit. Each column is graded with 20 points for a total of 60 points.

**Process Recording**  
Format and Instructions

**Social worker:** (Student’s name)

**Client:** Use first name, pseudonym or initials only

**Location of interview:**

**Date of Session:**

**Client system:** Include demographic information: age, gender, race, ethnicity, etc., as well as important members of the client system

**Presenting problem:** From the client’s perspective, referral process, etc.

**Goals for the session:**

Content/Dialogue – 20 points	Gut Level Feelings And Emotional Reactions – 20 points	Analytical Thoughts – 20 points	Field Instructor Comments
<ul style="list-style-type: none"> <li>➤ This section should include word for word what happened in the interview, including non-verbal observations, third person participants, interruptions, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ This section should include what you FEEL about the interview; include your emotional reactions, etc.</li> <li>➤ These observations must go in parallel to the relevant content dialogue!</li> <li>➤ Examples include: anxious, angry, pleased, nervous, hopeful, etc.</li> </ul>	<ul style="list-style-type: none"> <li>➤ This section should include what you THINK about the interview.</li> <li>➤ Include interviewing skills you are using (e.g. clarification, empathy, validation, etc.)</li> <li>➤ Include what social worker roles you are fulfilling and briefly explain why (e.g. broker, mediator, advocate, educator, etc.)</li> <li>➤ What theory or model are you utilizing (e.g. ecological model, strengths perspective, systems theory, etc)?</li> <li>➤ What intervention are you using (e.g. crisis intervention, solution focused therapy, CBT, etc.)?</li> <li>➤ Cultural competence, values, ethics, social justice issues</li> <li>➤ HBSE knowledge application</li> </ul>	<ul style="list-style-type: none"> <li>➤ This section should include feedback for students: strengths oriented and corrective</li> <li>➤ Identify and suggest alternative responses and techniques</li> <li>➤ Etc.</li> </ul>

**Diagnostic summary and impressions:** (one paragraph)

**Treatment plan:** (outline)

**Appendices**