

PROCESS RECORDING GUIDELINES & OUTLINES

Individuals, Couples or Families

Small Client Groups

Community & Organization Groups

PROCESS RECORDING GUIDELINES AND FORMATS

Purpose: To enhance students' ability to recall the details of their interactive work with clients and/or colleagues; to write clearly and coherently about the complex thoughts, actions and feelings that comprise their social work practice; to reflect on their work, integrating theoretical concepts, skills and values that are being taught in the curriculum.

Process: Several formats are presented in this Manual for use by the student and field instructor. Each process recording should begin with IDENTIFYING INFORMATION, PURPOSE OF THE INTERVIEW OR CONTACT and the student's INITIAL OBSERVATIONS. This information sets the objective and subjective aspects of the interaction into context for the field instructor and field liaison as well as demonstrating the student's growing understanding of the biopsychosocial realities and unique nesses of each practice situation. In addition, regardless of whether the student uses the Exemplar format below, those that follow, it is critical that a section on ASSESSMENT or ANALYSIS and PLANNING be included in the process recording.

Exemplar: the following format can be used to help students differentiate and integrate the cognitive and affective components of their interactions with clients (Wilson, 1980).

Supervisor's Comments	Content-Dialogue	Gut-Level Feeling/Response	Student's Analysis/Assessment
The field instructor can make comments and give feedback right opposite the interaction or feelings/reactions the student records.	Student uses this space to record interaction word-for-word . This is to include verbal and non-verbal components. Include all others present, communications such as silence, interruptions, and other interactions which may not be part of the planned intervention or interview.	Record how you were feeling as the dialogue, activity, or interaction was taking place. Be as open and honest as you can. Use this to look at your feelings and not to analyze the client's reactions.	Analyze your interventions; Identify skills you are using; Assess your work.

Selected References:

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Urdang, E. (1979). In defense of process recording. *Smith College Studies in Social Work*, 50 (1), 1-15.

Wilson, S.J. (1980). *Recordings: Guidelines for social workers*. New York: Free Press.

Recording In Social Work

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Recording In Social Work:

Unveiling the Magic of Words: A Report on "**Recording In Social Work**"

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