**Process Recording**

The purpose of a process recording is to give you an opportunity to systematically observe and reflect on your practice and to receive feedback from your field instructor and faculty field liaison. Use the attached format (electronic copy is on Blackboard). It is important to select a case and client interaction in which you are trying to engage the client around a substantive issue. Process recordings that do not reflect substantial, meaningful engagement with client around important issues will not be accepted, and the student will have to do another process recording. A sample of a well-done Process Recording can be found on the Blackboard site for this course.

**Background Information**

Provide the following background information regarding the client and your interactions with him/her on a face sheet(s) (not on the form)

* Pseudonym
* Age, race, gender, family constellation, and other relevant demographic and social characteristics
* Presenting problem(s)
* Identified strengths relative to presenting problem
* Treatment goal(s) you are working on with client and how you negotiated these with the client
* Theoretical approach you are using with this client and your rationale for selecting it
* Purpose(s) or objective(s) for the session you are reporting on (are these yours, the client’s, or shared between the two of you?)
* A summary of your analysis of the extent to which you and the client met these objectives (provide support for your analysis)
* A summary of what, if anything, you would have done differently in this interaction

**Process Recording Form Instructions for Each Column**

* **Verbatim**: Write down as clearly and precisely as you can what you and the client said and any nonverbal behavior that you observed or communicated; clearly label your and your client’s statements
* **Student Feelings/Thoughts During the Interaction**: What do you remember thinking and feeling while you were working with the client at key points during the interaction?
* **Critical Analysis of Your Effectiveness of your responses and discrete interactions with the client**: This is where you critically analyze your work with the client. You are not analyzing the client, but what **you did** that was effective or not effective and what you might have done differently. Be sure to recognize your strengths! If you think you could have been more effective at specific points, write down what you might have said differently.
* **Field Instructor Comments**: Field instructor writes observations, questions, suggestions, etc. in the last column.

After you have written your process recording, give ***it to your field instructor to read and critique***. Set aside part of a supervision session to discuss his/her comments.

Finally, turn in the process recording with your field instructor’s comments to your faculty field liaison by the assigned date. ***Process recordings without supervisor comments will be returned ungraded.***

**Process Recording Form**

(Please number pages; form on Blackboard)

|  |  |  |  |
| --- | --- | --- | --- |
| **Verbatim: Dialogue and Observations of Nonverbal Behavior** | **Your Feelings and Thoughts** | **Analysis of Your Effectiveness with Client** | **Field Instructor****Comments** |
|  |  |  |  |