



DEPARTMENT OF SOCIAL WORK

MACRO PROCESS RECORDING FORM FOR SOCIAL WORK PRACTICE

Purpose: The purpose of completing a process recording is to assist you in the development and assessment of your communication skills as well as to provide a structured opportunity for demonstrating competence.

Directions: Select a group meeting and, using the following form, provide a detailed account of an interview or interaction. The process recording should include the following:

2. Brief description of meeting and presenting issue
2. Who was present and when and where the meeting/group took place
3. The purpose of the meeting or group
4. Initial impressions and observations of the meeting and group process
5. Your role and overall goal for the interview
6. A summary of the meeting and/or group process
7. A detailed description of your thoughts, feelings, and reactions during the meeting, addressing what was going on for you, these should be written across from what was said and run through the entire process recording.
- b. Your analysis of your communication skills: what you were trying to accomplish, what was effective, what you think the client was thinking or feeling, and what you would do the same or differently in the future, this analysis should be written across from what was said and run through the entire process recording.
8. Your overall analysis of the meeting, group process, interactions, activities, etc.
9. Your analysis of the outcome of the skills used and/or specific tools used during the meeting/group, incorporating feedback from field instructor
10. The plan for the next interaction or contact (if any)
11. Your level of competence in demonstrating professional demeanor in oral communication and your ability to engage during the meeting/group.
12. Your summary and assessment of the meeting/group to include connecting to a social work theory, value/virtue, and your analysis of your strengths/weaknesses and gut reactions during the meeting/group.

Date:

Student:

Field Agency Instructor:

Mezzo or Macro

Field Education Liaison:

Presenting Issue:

Purpose of Meeting/Outreach/Engagement:

Impression of the Physical/Emotional Climate:

Date of Meeting:

Summary of Meeting:	Gut-Level Reactions:	Analysis/Skills Utilized:	Field Agency Instructor Comments:

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Assessment/Summary of Student's Impression of Situation and What Went on During the

Meeting:
Intervention Plan and/or Follow up Plan:
Student's Role:
Comments or Questions for your Field Instructor/Task Supervisor/Field Liaison:
Describe your understanding of this situation and the need in being addressed and/or discussed:
Identify and discuss any human behavior theories and/or evidence-based practices this meeting could connect to:
Evaluate your work by (1) analyzing the strengths and weaknesses of your analysis column; (2) evaluating your ability to follow the content and process of the interview; and (3) identifying a gut feeling or emotional reaction you had which surprised you:
Ethical social workers are guided by personal virtues and professional values. Identify and discuss one virtue that affected your interaction. Identify and discuss one value of professional social work that you feel was activated in this situation:

SIGNATURES

Student: _____ Date: _____

Field Instructor: _____ Date: _____

Thank you for taking the time to review, discuss, and offer feedback in the Field Instructor Feedback column on this process recording.