Logo, company name

Description automatically generated

**Process Recording Template**

**Name of Student:**

**Date of Interaction:**

**Date Process Recording was completed:**

1. Focus of interaction (individual, group, meeting, project):

(Who, What, When, Where, Why, etc.)

1. **What led you to select this specific interaction to complete a process recording on? Be descriptive.**

Examples include: Client/Staff appearance, verbal/physical behavior, mood, affect, etc. How did they present themselves? Include any unscheduled interruptions or activities that may have occurred during your interaction. Mood in the environment that was of significance.

1. **Significance of Interaction individual session/meeting or project that motivated the need for Process Recording**

Brief summary of interaction:

1. **Content/Dialogue:**

Write out a brief portion of the dialogue you engaged in or observed. Be sure that you are choosing the most significant part of the interaction to record (approximately 3-4 exchanges). Be sure to include any verbal and/or non-verbal communications. Include salient/relevant details regarding any interruptions or activities that impacted the dialogue, please include here***. If you were observing***, discuss what you observed in the same manner as listed above.

Client/Leader/Group Member: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. **Student Gut-Level Feelings/Reactions:**

Indicate how *you* were feeling as the activity / interaction was taking place. Use this space to identify and look at *your* feelings. ***If you were observing***, discuss how observing this made you feel, and any thoughts on engaging with the client/leader/group, any questions, or thoughts you had while observing, any questions that may have come up, etc.

1. **Stakeholders’ and/or others’ feelings, reactions, and affect:**
2. **Obstacles or challenges encountered:**
3. **Identify the following:**

* **Major themes**
* **Major theory**
* **Major interventions**

1. **What impacts might there be at the micro, mezzo, and macro levels?**
2. **Identify any conflicts, difficulties, and/or positive outcomes with regard to:**
3. **Being in the “Learner” role:**
4. **Time management and/or following through with the client:**
5. **Legal and/or ethical considerations:**
6. **Power, privilege, and intersectionality considerations:**
7. **Issues, Questions, or Problems:**

Areas to explore in supervision with Field Instructor: Include areas of antiracist practice, cultural humility, values, ethical dilemmas, countertransference, biases, etc.

As you process this, what went well during the interaction? Upon reflection what could you improve in a similar interaction moving forward?

1. **Field Instructor Comments:**

**Supervisor Signature:**

**Date:**

**Edited By:**