PROCESS RECORDINGS

PROCESS RECORDINGS ARE A STUDENT’S ATTEMPT TO CREATE FROM MEMORY A VERBATIM TRANSCRIPTION OF A SOCIAL WORK INTERVIEW.
• Time consuming, labor intensive and sometimes frustrating—
But an enlightening and valuable educational tool....
The major purposes of process recordings:

– To structure thinking about professional practice
– To begin to conceptualize what happens in the transactions between the social worker and the client systems
– To heighten your awareness of yourself in action and as part of the transaction
– To separate facts from judgments
Requirements

• All students are REQUIRED to complete at least 3 process recordings per semester for a total of 6 during the placement year.

• For Foundation students at least ONE of the six must reflect an intervention with a group or organization (maco system).

• Process Recordings must be submitted with field instructor’s comments by the 5th of the month to their faculty liaison.
OUTLINE FOR PROCESS RECORDING

• I. Client System

• II. Presenting Problem

• III. Purpose/objective for transaction (intake, 3\textsuperscript{rd} meeting, etc)

• IV. Recording interaction
V. Skills/Interventions Used

Open/Closed Probe
Exploring
Reflecting (content, feeling)
Seeking clarification
Partializing
Identifying an issue for work
Identifying action steps
Confronting
Reframe
Reviewing progress
Hello Mr. Smith, I am a social work student intern with PPI Open Door. How are you?

I hope he will talk to me since I am just a student

Showing respect for client and inviting client to participate.

This is going to be hard
**PROCESS RECORDING**

Student: WBair

Client System: individual

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<table>
<thead>
<tr>
<th>Worker</th>
<th>Client</th>
<th>Content</th>
<th>Skills Used</th>
<th>Gut Reaction</th>
<th>Analysis</th>
<th>Field Instruction Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Smith, I would like to speak with you about finding some resources to help you. How would that be with you?</td>
<td>Describing initial purpose Open probe</td>
<td>I hope I get more then one word answers!</td>
<td>Client is making eye contact.</td>
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<td>That would be good; what is your name again?</td>
<td>I need to be patient..</td>
<td>I need to assess client’s daily living skills.</td>
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VI. Gut Reactions

Describe your **subjective** feelings, reactions
VII. Analysis
How do you understand the client system’s situation and behavior?
Briefly Characterize your role(s) in the transaction.
Identify any techniques you used. Were they helpful? Any not helpful?
Explain why you did or did not achieve your objectives.
Hello Mr. Smith, I am a social work student intern with PPI Open Door. How are you?

**IV Content**

Hello Mr. Smith, I am a social work student intern with PPI Open Door. How are you?

**V Skills Used**

Introduction

Open Probe

**VI Gut Reaction**

I hope he will talk to me since I am just a student

**VII Analysis**

(Social work knowledge, value & skills?) Showing respect for client and inviting client to participate.

**VIII Field Instruction Comment**

This is going to be hard

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**Student:** W Bair

**Date:** (of interview)

**Liaison:** A Elkins

**Agency:** PPI Open Door

I. Client System: Individual, 28 year old, white, man

II. Presenting Issue(s): Homeless

III. Purpose: Interview/Observation: Assess resources, first interview
**PROCESS RECORDING**

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• VIII. Field Instructor’s Comments

• IX . Assessment

This assessment is about you! What did you do well? What did you accomplish? What social work knowledge, value and skills did you use? Are there other interventions that may have been more helpful? What would you do differently in the future?

• X. Plan for future action
**Student**: _____________________________________  
**Date**: __________________________________________

**Client System**: ________________________________  
**Agency**: _______________________________________

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**IX Student’s Assessment**: This assessment is about you! What did you do well? What did you accomplish? What social work knowledge, value and skills did you use? Are there other interventions that may have been more helpful? What would you do differently in the future?

**X Plan for Next Interview**: 
All MACO process recordings should include, but are not limited to, the following information:

- event or practice moment (e.g. a rally or meeting with constituents), including purpose, time and place
- a brief description of the event
- role and tasks of the student (e.g. observer, organizer)
- feelings and emotional reactions generated by the event (e.g. anxiety when speaking to a group), and reflection on how these reactions were dealt with (e.g. stared at the floor while talking)
- commentary on and reactions to the dynamics of power (e.g. who has it, how displayed), including issues of multiculturalism and oppression
- self-assessment of the student's performance at and analysis of the event (e.g. what went well, what needed improvement)
- summary of what was learned about one's practice and what the next steps will be.
Process Recording Examples

Please click on the links to view the examples

• Foundation student, hospital visit

• Foundation student, child protective services

• Advanced student, crisis center

• Advanced student, high school placement

• MACO student, CCJB meeting