SPRINGFIELD COLLEGE / Department of **Social Work**

Process Recording Template for Community or Administrative Meetings

Process Recordings should be reviewed and discussed by the student and field supervisor in individual supervision. ***Written feedback must be provided by the field supervisor at minimum on two of the six process recordings per term.*** Otherwise, the supervisor may sign in the feedback column indicating that the process recording has been reviewed and discussed. ***Do not put any identifying client/patient information in this document.***

Add additional pages as needed.

A. IDENTIFYING DATA

Student/ Intern name: Meeting Date:

Organization/community Group: Session Date:

B. PRE-MEETING – INCLUDE

1. Student's preparatory work for the meeting
2. Agency or community events that took place prior to the meeting with bearing upon the meeting

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C. **PURPOSE**

Purpose of the meeting: main content areas to be covered

D. **CONTENT OF THE MEETING**

This section of the process record should be descriptive, rather than interpretive or evaluative. It should report on behaviors or actions which took place, and do so as specifically as possible. In each instance, the activities of the student should be described. The meeting should be reported in chronological order. The following areas should be covered (students may add others as well):

1. Points, issues or problems that were raised.

2. Decision-making: What decisions were made (or not made)?

3. Positions and strategies: Once a position or issue was decided upon, what means or strategies were discussed or developed for proceeding on the issue? What goal and/or reasoning for the decision was indicated?

4. Who participated in the discussion? Indicate differences of opinion and/or conflicts that took place. What happened?

5. Who was not part of the meeting who should have been? What key "voices" were missing?
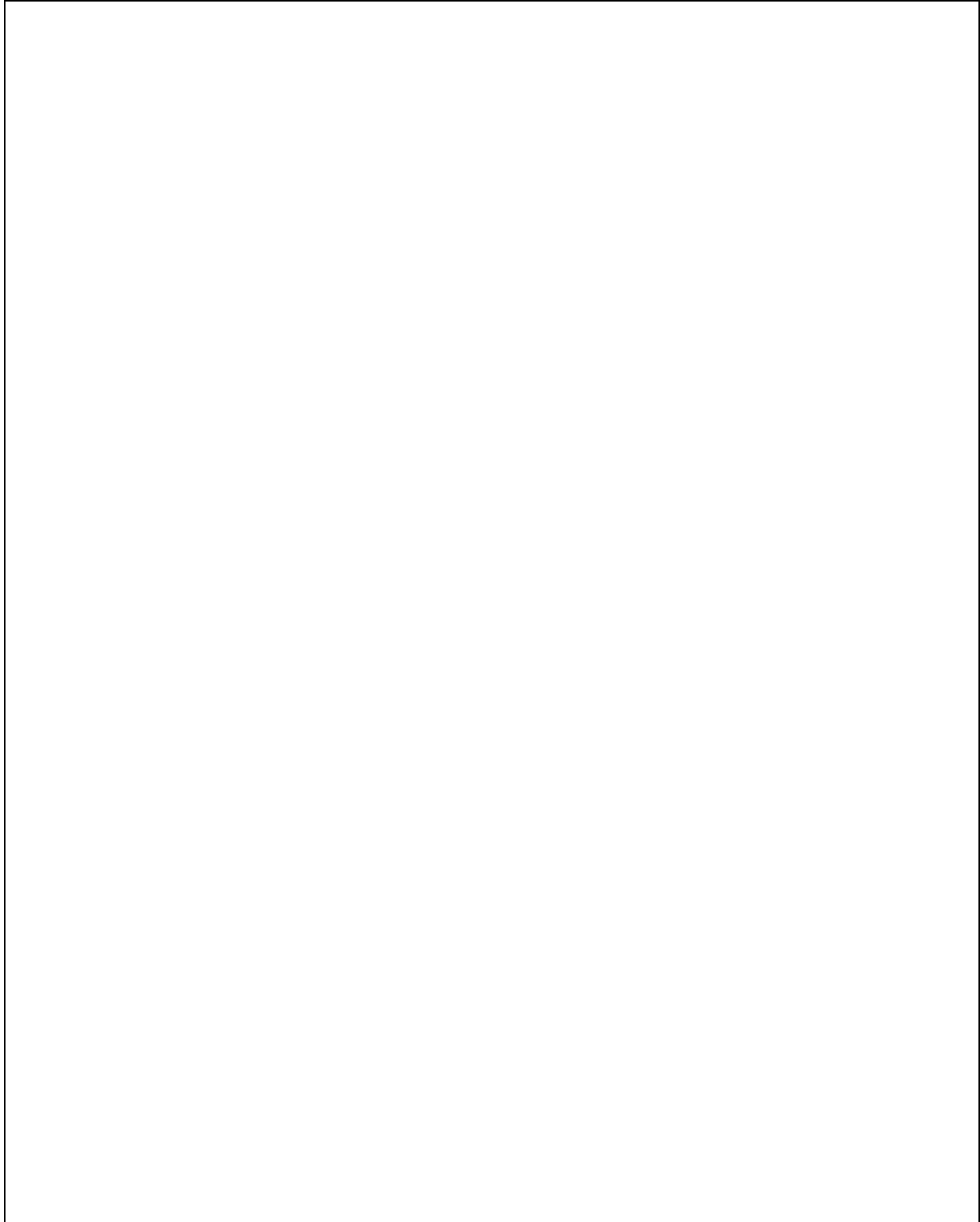
E. ANALYSIS OF MEETING – OPINIONS OR IMPRESSIONS REGARDING:

1. What motivated decision-making? Who seemed to have the major influence? What are possible consequences to the group of its decision-making? What significant values were expressed? How were personal relationships and group alignments affected by the discussion?

2. What lessons, concerns, questions, value conflicts or new ideas did the meeting raise for you?

3. How does this group's work fit into the larger community and/or agency context? How is it being influenced by the community or agency? How does the group's work affect the community or agency?

4. Other analysis.

(empty box)

F. FOLLOW-UP

1. Any significant interactions after the formal meeting ended?

2. What are your next steps with this group/project?

(empty box)

Field Supervisor's Feedback: