

Process Recording Template for Community or Administrative Meetings

Process Recordings should be reviewed and discussed by the student and practicum supervisor in weekly individual supervision. ***Students must complete six process recordings per term, or twelve in total for each internship year. Written feedback*** must be provided by the practicum supervisor at minimum ***on two of the six process recordings per term/four per internship year*** that are submitted to the faculty advisor via Brightspace. 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: _____

Organization/Community Group: _____

Meeting Date: _____

Date of Process Recording: _____

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

C. Purpose:

Purpose of the meeting: main content areas to be covered
