PROCESS RECORDING INSTRUCTIONS

- **During the 1st week of field, notify your field instructor when the process recordings are due.**
- **Discuss with your field instructor how much time they need to read and comment on your process recording prior to the due date.**
- **Make sure that your field instructor has read, provided comments, and discussed your process recording with you prior to the due date. The process recording is not complete until all these expectations have been met.**
- **Thoroughly complete the first page of the form with identifying information, etc., so your field instructor and liaison have a clear understanding of the client and context. The identifying information and presenting problem should have totally different information, and should consist of at least several sentences.**
- **Please change identifying information to protect client confidentiality (e.g., name, address, etc.).**
- **The interaction on which you base your process recording should be at least 25 conversation blocks (1 worker and 1 client response).**
- **Ideally, process recordings should be face-to-face with one individual; if this is not possible due to agency or client constraints, please contact your faculty field liaison.**
- **In the "feelings" column, please focus on *your* feelings and reactions, not those of the client.**
- **ALL columns (skills, feelings, analysis) must be at least 50% complete, meaning that each column must have half of the blocks filled in. Please ask your liaison for further clarification if needed.**