

**Boston University School of Social Work
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Field Instructors Seminar

Process Recordings

Definition: Process recordings refer to detailed written accounts of professional interactions, and include the following components:

Written by the student:

- goals and proposed interventions (written in advance of the contact);
- the verbal and non-verbal content of the interaction in verbatim form;
- the student's observations, assessment, and plans for future intervention;
- student's self-reflection, including feelings, barriers, successes, concerns, conclusions;
- questions for supervision.

Written by the field instructor:

- comments, questions for discussion in supervision;
- suggestions about alternative interventions;
- feedback regarding growth in skills over time.

Purposes: Process recordings have a number of *educational and administrative* purposes:

- serves as an indicator of the level of student's knowledge and skills;
- serves as an indicator of the student's perception of the client and his/her own interventions;
- encourages the student to sort and remember important information about their practice;
- encourages the student to reflect on and conceptualize from practice;
- encourages the student to plan ahead;
- serves as a tool for evaluating the student's progress over time;
- keeps the field instructor informed of the student's activities;
- provides a framework for supervisory conferences.