**BRYN MAWR COLLEGE | GRADUATE SCHOOL OF SOCIAL WORK AND SOCIAL RESEARCH**

**Process Recording (Individual/Family) - Columns**

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Field Instructor:</th>
<th>Field Liaison:</th>
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**Date of Contact:**

CLIENT ALIAS:*  
* Client's actual name should not be used

**Session/Contact # and Location (if agency, write “Agency”; if other than agency, indicate general, not specific, location, e.g. “Home Visit”):**

**Tuning in:** This is the preparation phase of an interview/contact with client. Anticipate the client’s thoughts, feelings, issues, as they enter the interview. Also consider your own thoughts and feelings as you anticipate this interview.

**Goal and/or Purpose of Contact:** Brief statement of the purpose of the interaction and if there are any specific goals to be achieved, the nature of the presenting issues and/or referral.
<table>
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<tr>
<th>Content Dialogue</th>
<th>Reflection &amp; Feelings</th>
<th>Observation/Analysis</th>
<th>Field Instructor Comments</th>
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A summary of the student's impressions: This is a summary of the student's analysis and thoughts about the entire interview/contact and/or any specific interaction about which the student is unsure. What did you learn from this interview? Are there any patterns in your practice emerging more distinctly?

Which competencies and practice behaviors were relevant to your learning?

Future Plans: Identify any unfinished business and/or any short/long term goals. Given all of the above, what are you planning to do next time with the client? Are there things that need to be researched, learned, or considered, prior to the next
interview? Is your overall purpose still appropriate?

**Identification of questions for supervision:** Include any client action or non-verbal activity that the student may want to discuss.

STUDENTS: Click "Save Draft" in order make further edits. Clicking "Submit" will lock this form from further editing and make this form visible to your field instructor.

Has not been actioned

**OPTIONAL: Additional Field Instructor Comments**

Has not been actioned

If you click "Save" you will be able to come back and edit this form later.
If you click "Submit" the form will be locked and returned to your student for final review.

**OPTIONAL: Field Liaison Comments**

If you click "Save" you will be able to come back and edit this form later.
If you click "Submit" the form will be locked and completed.

Has not been actioned