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*Western New Mexico University’s School of Social Work*

*BSW and MSW Program Foundation Year Process Recording Template*

1. **Client Pseudonym:** (Disguise your client’s name) You may use initials, fictional character names etc. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Basic Demographics:** (age, gender, socio demographic status, etc): This section should include much detail about every client/participant in the interaction. This section should be at least half of a page to one page.
3. **Purpose of Interview or Meeting and Participants:** Please write a detailed account of what the purpose of the interaction is (at least a paragraph)
4. **Observations:** Please include your observations about every detail-client, surroundings/environment, reactions, interactions, body language, tone of voice, inflection, facial expressions, posture, etc.
5. **Content:**

See Attached Sheets. (This should be dialogue as verbatim as you can remember it) You should write it as such: Client: I am nervous SWI: I’m sorry, why are you so nervous? Can I help? Every time a person speaks in the interaction, it should be placed in a new box inside the template in the content sheets.

1. **Post-Interview or Post-Meeting Assessment:** What are the next steps? What is the treatment plan?
2. **Assessment of Social Worker’s Roles and Skills:** What were the social worker’s roles and what specific social work skills were used? These are not the same thing. Roles are what the role of the social worker was for the interaction (for example; educator, facilitator, broker, mediator, etc.). Social work skills are the specific social work skills that you used during the interaction (for example; active listening, modeling, case management, persuading, goal setting, etc.). There is a list of skills on the forms and resources page of your field practicum course for you to use as a reference.
3. **Plan for Next Session:** What is the plan for the next interaction? How long? Frequency, etc. This section should be very detailed and at least a full paragraph.

**Summary:** The last page should be a summary of your reflection of the interaction and your perspective on the interaction. You should identify what theory applies to this interaction with the client, group, organization, community etc. You should also include what intervention or therapeutic model you used or will utilize with this client in the future. This should be one full page.

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