

## **APPENDIX F: ADMINISTRATION RECORDING**

Macro practice students may be required to document their activities with written materials such as memos and reports in accordance with the agency protocols just as Generalized Practice and Clinical students do with progress notes and charting. Such documentation also provides teaching and learning opportunities in the weekly supervisory sessions as do the administrative recordings that will be highlighted in this section.

Participation in a task group and attendance at meetings can provide a wealth of information and experience that corresponds with the content in the student's administration practice classes. Meetings attended can take place either within or outside of agencies. These might include meetings of communities, task forces, teams, coalitions of Board of Director related to quality assurance and improvement, strategic planning, finance, program development, etc. Management styles, group dynamics, leadership, conflict resolution, collaboration, etc., can be viewed firsthand. When processed according to one of the proposed formats, the observations and interpretations not only increase the student's understanding of macro principles, but also serve to focus awareness of self within the system. The field instructor can assign the meetings in accordance with the Field learning objectives and the agency identity and mission.

Following are three examples of administrative recordings for social work students. The first is a meeting process recording. Second is the administrative activity log, a useful tool for planning and managing a specific field work assignment. The third is a sample of a journal entry, in which the student can record, in a narrative fashion, some aspect of the field experience with attention given to observation, self-reflection and questions for the field instructor.

## MEETING PROCESS RECORDING

This format can be used to record a meeting that you attend either as a participant or observer. It can be a staff, department, board, committee, or task force meeting in your agency or in the community. You are expected to describe some aspects of what is taking place, reflect on what you observe, and give your interpretation of what each may mean.

For this reason a 3 column format may work best. Include your name and date at the top.

WHAT OCCURRED	MY REFLECTIONS	HOW I INTERPRET THE MEANING
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- I. Begin with identifying information to set the stage:
  - a. Title of meeting
  - b. Location and time
  - c. Numbers attending
  - d. Who participants are
  - e. Why they are there
  - f. Specific purpose of the meeting
  - g. Whether it is a regularly scheduled meeting or a one-time event
  - h. Seating arrangements
  - i. Who is chairing the meeting and any other formal positions
  
- II. Present under “what occurred” exactly what you observed. For example:
  - a. What goes on just before the meeting starts
  - b. How the meeting got started
  - c. Introductions
  - d. Use of agenda
  - e. What was covered
  - f. Level of participation
  - g. How decisions were made
  - h. How the meeting closed
  - i. Outcome(s) of the meeting
  
- III. Present under “my reflections” what you think about what was going on. For example:
  - a. Chair seemed to know exactly what she wanted to accomplish
  - b. Participants knew each other quite well but several newcomers were left out
  - c. Couldn’t stick to agenda
  - d. Didn’t want to vote when decisions needed to be made
  - e. Nothing seemed to get accomplished
  - f. Participants seemed bored to be there
  
- IV. Finally, give your interpretation of what is actually going on. These are your best efforts to explain and make sense of seemingly unexplainable observations. You may have to consider hidden agendas, motivations, and interests. Do not forget “organizational determinants of behavior”. Since it is unlikely that you will know for sure what is going on, this is the place to take risks and stretch beyond the obvious.
  
- V. Identify questions for your conference with your field instructor.

**Administrative Process Recording**

Name: \_\_\_\_\_

Project: \_\_\_\_\_ Date: \_\_\_\_\_

**Background Information:**

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DESCRIPTI ON OF ASSIGNME NT	PURPO SE	STEPS/PRIM ARY ACTIVITIES	TARGET DATE FOR COMPLETION/S TEP	RESOURC ES NEEDED	POTENTI AL OBSTACL ES

SUMMARY OF PROGRESS TO DATE	ASSESSMENT OF ACTIVITY	FEELINGS & REFLECTIONS

**Briefly present your impression of the situation:**

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**Plans for future action:**

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**Identify questions for conference with your field instructor:**

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