APPENDIX C: OUTLINE FOR PROCESS RECORDINGS

II. Identifying Information
   a. Date
   b. Who was present? (Use initials or first name only for client identification)

III. Objectives for the Interview?
   a. What were your plans for interview?
   b. Note any particular concerns that you or your client had.
   c. What was the client's agenda for the interview?

IV. Process
   a. Record the contents of the interview as well as verbal and non-verbal interaction between you and the client(s). This process recording should include your thoughts and feelings about what was happening as well as a verbatim account of the discussion between you and your client.

   b. It is helpful to divide each page into 3 columns:
      i. Column 1- Verbatim account
      ii. Column 2- Student's comments
      iii. Column 3- Space for Field Instructor's comments

V. Impressions
   a. How did the client respond to you?
   b. How did the client feel about his/her situation/problem?
   c. Your subjective reaction(s) to client(s).
   d. How did you handle the interview?
   e. Were your objectives achieved?
   f. What is your objective assessment of the client's problem?
   g. Strengths?

VI. Planning
   a. Focus on future work with client(s).

VII. Questions
   Concerns, issues, problems for discussion in supervisory conference.