**Process Recording Template**

The Reflective Process Recording is a critical learning tool used in social work education to help students analyze, reflect on, and grow from their field experiences. This non-verbatim version focuses not on documenting word-for-word dialogue, but rather on encouraging thoughtful reflection about your interactions with individuals, families, groups, communities, or organizations.

Students are asked to summarize a recent session or encounter from their field placements, evaluate practice decisions, reflect on internal experience, and identify how the session connects to social work competencies and ethical practice. Students will also consider power dynamics, cultural identity, and how personal and professional self can show up in the work. The goal of the Reflective Process Recording is not just to document what happened, but to grow your identity as a reflective, ethical, and competent social worker.

**Section One: Session Information**

* Student Name: Click or tap here to enter text.
* Name of Agency: Click or tap here to enter text.
* Field Instructor (Agency Supervisor) Name: Click or tap here to enter text.
* Field Liaison (NCSSS Seminar Instructor) Name: Click or tap here to enter text.
* Type of Session: Choose an item.
* Date of Session: Click or tap here to enter text.

**Section Two: Reflection**

1. **Purpose of the Session:** *Briefly describe the primary goal of this interaction. What was your intended role or intervention prior to the session starting?*

Click or tap here to enter text.

1. **Session Summary:** *Describe what happened during the session in your own words. Focus on key events, interactions, themes, and dynamics. What was the flow of the session? What issues or needs emerged? What interventions or approaches did you use?*

Click or tap here to enter text.

1. **Your Internal Experience:** *Reflect on your thoughts, feelings, bodily sensations, and reactions during this session. What were you feeling? Were there moments you felt confident, uncertain, challenged, or inspired? Did anything trigger personal values or biases?*

Click or tap here to enter text.

1. **Assessment of Practice**: *Evaluate your performance and approach. What did you do well? What might you have done differently? Were your actions informed by any specific theories, models, or frameworks?*

Click or tap here to enter text.

1. **Use of Social Work Competencies:** *Identify and discuss at least two relevant CSWE Competencies used in the session. Review your Learning Plan for additional support if needed. How did you apply these competencies? How did they guide your decision-making or interaction?*

Click or tap here to enter text.

1. **Client/Community Response:** *How did the client(s), group, or system respond to your engagement or intervention? What verbal or non-verbal feedback did you notice? Did you observe shifts in tone, energy, resistance, or openness?*

Click or tap here to enter text.

1. **Supervision Questions:** *List 2-3 specific questions or topics you would like to explore in supervision based on this session. This could be areas of uncertainty, ethical dilemmas, cultural considerations, need for additional resources or strategies?*

Click or tap here to enter text.

1. **Reflections on Identity, Power, and Context:** *Consider how issues like culture, race, gender, class, ability, and power dynamics influenced the session. What identities were present (yours and others)? How might these have shaped the interaction? Did you notice any systemic barriers or privileges at paly?*

Click or tap here to enter text.

1. **Next Steps/Plan:** *Based on your reflection and assessment, what will you do next with this client/community/system? Are there any follow-up or action items you want to take? What do you want to focus on improving or learning?*

Click or tap here to enter text.

1. **Integration with Professional Growth:** *How did this session help you to grow as a social worker? What did you learn about yourself? How does this relate to your emerging social work identity?*

Click or tap here to enter text.

1. **Field Instructor/Supervisor Feedback:**

Click or tap here to enter text.

**Date of Review:** Click or tap here to enter text.

**Signatures (E-Signature is Acceptable):**

* Student Signature: Click or tap here to enter text.
* Field Instructor Signature: Click or tap here to enter text.
* Field Liaison Signature: Click or tap here to enter text.