

STUDENT NAME  
 Process Record #X  
 Date

**Contextual Information (Minimum of 2-4 paragraphs)**

A paragraph or two that touches on the following questions

- Why are you meeting with this person? What is your role?
- What are historical experiences for anyone involved that influence the exchange?
- What are any thoughts you had going into the conversation?
- What expectations did you have?
- Anything about surroundings that are important to note?
- Anything that stands out to you that ‘set the tone’ for the exchange.

**Verbatim Recollection (minimum of 1 full page)**

Using this formatted table to analyze interactions in a way that encompasses verbal and non-verbal communication from both you and the other person/people, as well as your internal dialogue.

<b><i>Verbal Recollections</i></b>	<b><i>Nonverbal Observation</i></b>	<b><i>Internal Dialogue</i></b>	<b><i>FI Comments</i></b>
<p>Each box can be dedicated to each person’s contributions.</p> <p>Ex: In this box you write what you said...</p>	<p>Make a note here about what your body language was like as you said that...</p> <p>Or</p> <p>What did you observe about others’ nonverbals?</p>	<p>Note any internal dialogue happening for you in that moment. You may have more to say in some boxes than others.</p>	<p>FI add their reflections/ comments to support your learning and connection to Social Work Competencies and Ethics, adding any questions they hope to further discuss and explore with you.</p>
<p>Then this box would be the other person’s response...</p>	<p>Your observation of your own or their non-verbal communication...</p>	<p>Any internal dialogue going on for you as you listen.</p>	
<p>You may have many rows of boxes to capture what you want in the exchange.</p>			

### **Reflection (2 to 4 paragraphs minimum)**

This section is about engaging in reflective/reflexive Social Work practice. Critically think about what you can learn from this experience. **Choose at least 5** of the following questions to answer, in addition to considering your own unique questions.

- What assumptions did you find yourself making? Any biases that you noticed before/during/after?
- How did any assumptions/biases influence the exchange?
- Are there things you wish you had commented on/asked about that you realize now after reflection?
- Were there moments you were focused a bit more on your own experience than the person's?
- Were there any ways this encounter brought up personal memories for you? If so, how do you think those influenced your contributions?
- What are your thoughts on any oppressive systemic factors influencing how this exchange went?
- What went well?
- What are ways you believe you were meeting the other person's needs?
- How would you characterize the dynamic that was created by you and the other person?
- Did anything surprise you?
- Note any connections to how you feel you adhered to NASW Code of Ethics or concerns or questions you have related to Code of Ethics.

### **Next Steps (2-3 paragraphs minimum)**

- What kind of follow up is needed? Consider resource research, consultation with a supervisor or colleague, plan to revisit something with the person in the exchange, etc.
- What information would be helpful for you to explore further to help your understandings of the situation?
- Are there any agency/program protocols that need to be reviewed/followed?
- What are next steps for your own professional development based on what you learned about what was challenging for you and what felt comfortable for you?
- If this will be an ongoing relationship, what meetings/appointments might come next; if this is a "one time encounter" how will you apply your learning to other situations.
- What did you notice or learn about yourself that prior to this was a blind spot?

### **Remaining Questions:**

Do you have any questions for your FI/On-Site Supervisor that you hope to ask or have answered/considered as they respond to the PR?