

**PROCESS RECORDING FORM: MACRO FORMAT**

Student's Name:

Date of Interview:

I. **INTRODUCTION:** *Briefly describe here:*

**A. Meeting/ Event:**

1. Describe the overall purposes of the task or project in relation to this meeting's goal
2. Relate your role in the project to the overall project goal

**B. Stage of change process**

1. What stage is the task or project at in this meeting/event?
2. What is the specific purpose of this meeting? How does it build upon your learning from past meetings/interactions?

**C. Observation:** *(no judgments)*

1. Describe the setting: lighting, seating arrangement, food, attendance, missing parties, timeliness.
2. Who do you see as the "client system" at this meeting?
3. Describe yourself - how you are feeling as the meeting begins?

**II: THE PROCESS RECORDING** (Write your *Process Recording* duplicating the columns below and completing the information as indicated)

<i>Field Instructor's Comments</i>	<i>Analysis of Covert Content Process of Interactions</i>	<i>Content Dialogue: Overt Content: What was said and who said it in sequence?</i>	<i>Student's Analysis: Gut Level Feeling/Emotional Reactions Alternative Ideas?</i>

