**Process recording FAQs**

**Does everyone have to do a process recording?**
Yes. This is a requirement at every level and for all students. They are an integral tool for learning at all levels and a valuable means for field instructors to facilitate student self-awareness and the integration of theory and practice.

**How frequently must I do a process recording?**
Weekly

**What if I don’t have clients yet?**
When you begin a new field year, use your staff meetings, community contacts or other agency/interagency interactions as the subject of your reflection until you have client contact.

**Can I do a process recording on a group?**
Yes

**Why are process recordings required?**
It disciplines you to articulate your thinking, make links from practice to theory and it forces you to reflect on your work – an essential activity in practitioner learning.

**What if my field instructor does not require process recordings?**
This is a course requirement not a field instructor requirement. You jeopardize your grade or passing of field if you choose to not do process recordings for any reason. If your field instructor has another suggestion in lieu of process recordings (e.g., videotaped sessions each week) this must be approved by your field liaison as an exception.

**Is my field instructor supposed to read all of my process recordings?**
Yes. He/she should read them and provide you with written feedback. These should also be discussed in your supervision. It is ok if the field instructor gets behind in reading them. You should keep producing them each week.
What format should I use for my process recordings?
No single format is required. We have examples of formats we recommend. Your liaison may have an opinion about which format is best for you or your setting. You and your field instructor should decide.

What is the most important part of the process recording?
Different parts are important at different times in your learning. Ask your field instructor if he/she is satisfied with the amount of reflection you give to each component.

Is the process recording a written summary of the entire session?
Not necessarily, especially if you are using the verbatim format. Choose a part of the session that was particularly interesting, difficult or raised questions for you.

How long should the process recording be?
For B.S.W. students: 2-3 pages; for second year M.S.W. students: 3-5 pages

May I do my process recording during my field hours?
Process recordings are considered homework. You should plan to complete these outside of your field hours unless other arrangements are made with your field instructor. The sooner you do it after your session, the better, although you may want to go back to add additional thoughts as you reflect more over the next couple of days.

Is there a template I can use?
Yes. Please review the resources section of the website for document templates.