

APP Process Recording Guidelines (Spring 2017)

The purpose of APP interns completing a process recording, is to provide a teaching and feedback tool for Field Instructors and students to examine interpersonal communication skills necessary for effective indirect practice on many levels. *A process recording is defined as a verbatim of an interaction with an individual(s) with an accompanying analysis.* Ideally, it would be helpful for APP interns to complete the process recording no later than mid-semester or earlier – in order to acquire feedback early enough to utilize the feedback for skill building.

Final Field APP internships are widely varied in settings, roles, tasks and responsibilities. The following list is a beginning place for conversation between a Field Instructor and student around possibilities for use of the process recording. The student is encouraged to identify a situation, circumstance, or opportunity that provides useful learning around effective communication.

APP internships may provide opportunities to interact with others in: task groups, focus groups, constituent meetings, committee meetings, colleague relationships, professional relationships within the community, stakeholders, client groups, partner members, coalitions, staff meetings, trainings, legislative activities including lobbying, etc.

Some possible examples of situations or circumstances that might provide an opportunity for meaningful feedback on communication skills could include interactions:

- ◆ dealing with conflict, controversy or tension
- ◆ that require feedback or use of confrontation
- ◆ that require use of exploration and clarification
- ◆ that require use of persuasion and consensus building
- ◆ that involve the need to build collaborations and alliances
- ◆ that are aimed at assessment and intervention planning at all levels
- ◆ that highlight the skills of effective introduction of self, role, ideas and/or purpose
- ◆ that require demonstration of effective leadership skills
- ◆ that have elements of ambivalence, discomfort, or insecurity