

ADMINISTRATION PROCESS RECORDING OUTLINE

Student's Name _____ Name of group meeting _____ Meeting Date _____

NOTE: The student must be a *participant*, not just an observer, of the meeting.

People/roles in attendance:

PURPOSE/GOALS OF THE MEETING: _____ Date reviewed in supervision _____

If possible, attach an agenda of the meeting, and include minutes if available. Use additional pages as needed.

For CONTENT, describe at least two agenda items and summarize key points made by those who spoke on it, emphasizing the intern's participation.

MEETING CONTENT	GROUP PROCESS DYNAMICS: participation, decision making, communication, task and maintenance behaviors, etc.	STUDENT'S GUT -LEVEL FEELINGS	ANALYSIS & PROFESSIONAL USE OF SELF: student's effective and ineffective comments or behaviors and assessment of them, suggestions for improvements	SUPERVISOR COMMENTS