

Journal Recording Outline – For Macro-level Assignments

Recording is an educational tool for both the student and Field Instructor to use with specific learning goals in mind. It differs from agency recording and is not to be included in agency files. The purpose is for the student to be able to recall the contact, report detail, comment on his/her activities, review the work done, and plan for future activity. When Field Instructors use recordings for teaching, they teach intervention and assessment skills, as well as the skills for monitoring and critiquing one's work.

For each activity the student should include:

Student's name:

Date of interview, meeting, activity, etc:

Description of the type of meeting, event, or activity:

Objectives of the session/contact:

Identification of the personnel involved, specifying organizational positions:

Chronology of events;

Description of how the session or meeting began;

Some specific details of the interaction including group dynamics, tactics, and strategies, record lines of dialogue (verbatim) to illustrate group process;

Observations and analytical thoughts about what was happening;

Classification of the meeting, event, or activity within the skill/task areas of planning, organizational management, human resources management, fiscal management, leadership, community work, communications/marketing, and research/analysis/evaluation;

Identification of areas of concern and plans for the next contact.