SYLLABUS

DATE OF LAST REVIEW: 02/2013
CIP CODE: 22.0302
SEMESTER: Departmental Syllabus
COURSE NAME: Seminar: Legal Interviewing and Investigation
COURSE NUMBER: PRLG-0271
CREDIT HOURS: 2
INSTRUCTOR: Departmental Syllabus
OFFICE LOCATION: Departmental Syllabus
OFFICE HOURS: Departmental Syllabus
TELEPHONE: Departmental Syllabus
EMAIL: KCKCC - “issued email accounts are the official means for electronically communicating with our students.”

PREREQUISITES: PRLG-0121, Introduction to Law, PRLG-0131, Legal Research I, or Coordinators approval.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

DESCRIPTION OF COURSE:
In this course, students will implement skills acquired in prerequisite courses and will study in-depth legal ethics. Emphasis is on client contact.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Ethics and Professional Responsibility
A. Confidentiality
B. Privilege
C. Competence

II. Conducting Interviews
A. Interpersonal Skills
B. Questioning Skills
C. Listening Skills
D. Planning Interview
E. Interviewing Clients
F. Interviewing Witnesses

III. Conducting Investigations
A. Planning the Investigation
B. Principles of Investigation
C. Rules of Evidence
D. Locating Witnesses
E. Witness Statements

EXPECTED LEARNER OUTCOMES:

A. The student shall be able to explain methods of interviewing and investigation used in the legal field.
B. The student shall be able to demonstrate ability to effectively interview.
C. The student shall be able to create an investigation and discovery plan for a hypothetical case.

COURSE COMPETENCIES:

The student shall be able to explain methods of interviewing and investigation used in the legal field.

Conducting Interviews

1. The student shall be able to identify the goals of an interview.
2. The student shall be able to identify the steps involved in preparing for an interview.
3. The student shall be able to describe the most effective interpersonal skills that tend to establish a comfortable relationship with the interviewee.
4. The student shall be able to determine which types of questions are most appropriate for interviewing a hypothetical client.
5. The student shall be able to distinguish between open-ended questions and close-ended questions.
6. The student shall be able to explain the use of hypothetical questioning.
7. The student shall be able to distinguish between pressure questions and leading questions.
8. The student shall be able to explain why leading questions may cause distorted answers.
9. The student shall be able to distinguish active listening, retentive listening, and supportive listening.
10. The student shall be able to interpret body language or nonverbal communication, and verify that interpretation.
11. The student shall be able to explain the function of the initial client interview and the informational interview.
12. The student shall be able to determine when an expert witness should be used instead of a lay witness.
13. The student shall be able to distinguish between friendly witnesses and adverse witnesses.
14. The student shall be able to distinguish between lay witnesses and eye witnesses.

**The student shall be able to demonstrate ability to effectively interview.**

15. The student shall be able to demonstrate the ability to interview clients and witnesses through mock exercises.

**The student shall be able to create an investigation and discovery plan for a hypothetical case.**

**Conducting Investigations**

16. The student shall be able to create and investigation plan for a hypothetical case.
17. The student shall be able to explain the use of investigation during discovery.
18. The student shall be able to determine what is done during a preliminary investigation.
19. The student shall be able to describe the basic principles of investigation.
20. The student shall be able to distinguish direct and circumstantial evidence.
21. The student shall be able to determine what type of evidence is most likely to be relevant in a hypothetical case.
22. The student shall be able to identify the role of evidence logs during authentication.
23. The student shall be able to determine what type of evidence constitutes hearsay.
24. The student shall be able to analyze the admissibility of hearsay as evidence during a trial.
25. The student shall be able to identify those types of evidence protected by privilege.
26. The student shall be able to explain the importance of competence and reliability of witnesses.
27. The student shall be able to analyze the admissibility at trial of evidence of settlement negotiations.
28. The student shall be able to demonstrate the ability to investigate a hypothetical case.

**ASSESSMENT OF LEARNER OUTCOMES:**

Major Exams
Quizzes
Homework and class participation.

**GRADING:** The grade for the course is based on total points possible using the following scale:

- 90-100%  A
- 80-89     B
- 70-79     C
- 60-69     D
- Below 60  F

**SPECIAL NOTES:**
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student’s progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college’s policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

*Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact Director of Academic Resource Center, in Room 3354 or call (913) 288-7670.*
Learning Outcomes
Discipline knowledge and content mastery is expected of all graduates. More specifically, KCKCC is committed to the Learning Outcomes listed below. We believe that competence in the Learning Outcomes is essential for the success of graduates and will enhance their ability to become contributing members of our increasingly complex world. These areas of knowledge and skills are equally valid for all KCKCC graduates, whether they transfer to a four-year college or pursue a career after leaving college.

General Education Learning Outcomes
Communication Learning Outcomes
The learner will have the ability to express, interpret, and modify ideas/information effectively (both written and oral), including but not limited to reading text accurately and correctly; writing with a clear purpose and effective organization; speaking effectively using appropriate styles that suit the message, purpose, and content; and employing active listening techniques.

Computation Learning Outcomes
The learner will have the ability to understand and apply mathematical concepts and reasoning using numerical data.

Critical Reasoning Learning Outcomes
The learner will understand inductive and deductive reasoning and have the ability to define problems and use data (qualitative and quantitative) to make complex decisions utilizing analysis, synthesis, and evaluation skills.

Technology and Information Management Learning Outcomes
The learner will have the ability to define, collect, organize, analyze, and evaluate information from a variety of sources. The learner will also have the ability to understand basic technology concepts and functionality in order to use technology as a tool to locate and retrieve information.

Community and Civil Responsibility Learning Outcomes
The learner will demonstrate knowledge, awareness, and understanding of diverse ideas, values, and perspectives of a culturally diverse world; an understanding of the ethical issues and values that are prerequisites for making sound judgments and decisions; a recognition of the obligation to become actively involved as a contributing member of the community; and a sensitivity to the awareness of aesthetic expression.
**Personal and interpersonal Skills Learning Outcomes**
The learner will have the ability to work cooperatively and productively with others; to understand and evaluate his/her capabilities; to manage his/her personal growth by setting realistic and appropriate goals.

**SOCIAL AND BEHAVIORAL SCIENCES**
**STUDENT SUCCESS STRATEGIES**

Know your teacher’s name.

Turn off your electronic devices in class/make paying attention to the work of the class your only concern.

Miss class only when you cannot attend/acquire missed information and materials ASAP.

Know your syllabus.

Know the attendance policy.

Know the requirements for tests and assignments.

Know information about final exam and make-up exams.

Know instructor’s position on use of Wikipedia or other online sources.

Know the instructor’s preferred writing style (APA, MLA, etc.).

Always know your grade.

Contact your teacher ASAP with concerns or questions.

Know the benefits of the academic resource center.

Know if your course has a practicum, service learning component, or other exception.

Use an academic planner.

Know the course withdrawal policy.

Know your instructor’s office hours and make appointments when necessary.

Know the school’s scholastic honesty policy.
Be familiar with the course learning objectives, course competencies, and the college’s 21st century learning outcomes for general education.