

**PALOMAR COLLEGE**  
**COURSE OUTLINE OF RECORD FOR**  
**DEGREE CREDIT COURSE**

Transfer course     A.A. degree applicable course  
(check all that apply)

**COURSE NUMBER AND TITLE:** PLS 130 Client Interviewing and Investigations

**UNIT VALUE:** 2

**MINIMUM NUMBER OF SEMESTER HOURS:** 32

**BASIC SKILLS REQUIREMENTS:** Appropriate language and writing skills

**ENTRANCE REQUIREMENTS**

**PREREQUISITE:** A minimum grade of “C” in PLS 120

**COREQUISITE:**

**RECOMMENDED PREPARATION:** A minimum grade of “C” in LS 121 or PLS 121

**SCOPE OF COURSE:** The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal.

**SPECIFIC COURSE OBJECTIVES:** Successful Students will:

1. Demonstrate an understanding of the role of the paralegal as part of the legal team in the conduct of interviewing and investigations.
2. Develop and apply effective communication and investigative skills.
3. Demonstrate an understanding of the interview process and the role of the paralegal in preparing for the client and witness interview.
4. Apply techniques and procedures for the investigation process.
5. Use and develop an investigative plan.
6. Demonstrate knowledge of the legal and ethical considerations of conducting interviews and investigations.
7. Describe the importance and procedures for preserving information.

**CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:**

1. Interviewing and investigation overview
  - A. The role of the paralegal
  - B. Ethical considerations in conducting interviews and investigations
  - C. Paralegal and attorney relationship
  
2. Preparing for the interview
  - A. Interviewing skills
  - B. Organizing and finding the relevant law
  - C. Conducting the client interview
  - D. Conducting the witness interview
  
3. The investigative process
  - A. Defining the scope of the investigation
  - B. Preparing the investigation plan
  
4. Developing investigative skills
  - A. Finding sources, information, people, documents
  - B. Computer assisted applications
  
5. Preservation of information
  - A. Client information
  - B. Witness information

**REQUIRED READING:** Interviewing and Investigation for Paralegals by Ann M. Dobmeyer, New York, 1998

**SUGGESTED READING:** Various paralegal and law journals.

**REQUIRED WRITING:**

**OUTSIDE ASSIGNMENTS:**

**Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short term classes.**

Research various public sources for information relevant to class assignment as directed by instructor.

**INSTRUCTIONAL METHODOLOGY:**

**Check all that apply:**

- lecture
- laboratory
- lecture-laboratory combination
- directed study

**DISTANCE LEARNING:**

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes X No \_\_\_\_\_

If yes, check all that apply:

- Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- Two-Way Video Conferencing (Two-way interactive video and audio)
- One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

**GRADING POLICY AND STANDARDS** (include methods of determining whether the stated objectives have been met by students):

Midterm	100 points	Exams	50%
Final Exam	100 points	Projects	50%
Investigation Project	200 points		

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes \_\_\_\_\_ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s) 55761-55763 and 58161 which qualifies course as repeatable:

**CONTACT PERSON:** Angelo J. Corpora

<b>SIGNATURES ON FILE</b>
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