

**Course Objectives/Course Outline**  
**Spokane Community College**

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**Course Title:** Interviewing and Investigation Techniques

**Prefix and Course Number:** LA 223

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**Course Learning Outcomes:**

**By the end of this course, a student should be able to:**

- Distinguish the legal contexts in which interviewing and investigating skills are utilized
- Identify the fundamentals of applicable Civil Rules, causes of action, and Rules of Evidence
- Explain techniques for interviewing individuals
- Communicate, accurately, the results of their investigation
- Identify common issues when working through an investigation
- Discuss issues involving ethics and social responsibility
- Draft relevant documents

**Course Outline:**

- I. Introduction to Interviewing and Investigations
  - A. Factual analysis and role of these skills in lawyer's work
  - B. Role of Paralegal in interviews
  - C. Role of Paralegals in investigation
- II. Why FACTS are important
  - A. Understanding the "micro" and "macro" of legal and factual issues
  - B. Why attorneys approach investigations in different ways
  - C. Rules of procedure
  - D. Rules of Evidence
  - E. Court rules
- III. Discovery in General
  - A. Informal v. Formal
  - B. Civil v. Criminal
  - C. State v. Federal
  - D. What rules apply
  - E. Admissible v. Discoverable
- IV. Interrogatories
  - A. What they are
  - B. Paralegals role in drafting
  - C. General common sense rules
- V. Communication Skills
  - A. Learning verbal skills
  - B. Using non-verbal skills
  - C. Getting the facts and only the facts
  - D. Written communication to clients
  - E. Written communication to your boss
- VI. The Investigative Plan
  - A. The one issue which separates bad lawyers and paralegals from
  - B. good lawyers and paralegals
  - C. Formulation of IP