



**TRINITY VALLEY COMMUNITY COLLEGE  
ADMINISTRATIVE-MASTER SYLLABUS**

The Administrative- Master Syllabus is an administrative tool; it is **not intended to be distributed to students**. It is the intention of this Administrative-Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of TVCC, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction. The Administrative-Master Syllabus will demonstrate that there is consistency and comparability in course offerings.

**Course Title**

**Interviewing and Investigating**

**Course Prefix and Number**

**LGLA 2305**

**Department –**

**Division Workforce Education – Legal Assistant Technology**

**Course Type – select from one of the following categories.**

- Academic General Education Course (from ACGM – but not in TVCC Core)
- Academic TVCC Core Course
- WECM Courses

**Semester Credit Hours: Lecture Hours: Lab/other hours**

Semester Credit Hours	Lecture Hours	Lab/Other* Hours
3	3	0

Other hours include practicum, clinical or other types of non-lecture instruction. \*If other, please specify: \_\_\_\_\_

## Course Catalog Description

**This course is a study of Principles, methods, and investigative techniques utilized to locate, gather, document, and manage information. Emphasis on developing interviewing and investigative skills to prepare the paralegal to communicate effectively while recognizing ethical problems.**

## Prerequisites/co requisites

None

## Topical Outline

Chapter 1 – Interviewing: Understanding the Basics  
Chapter 2 – The Interview Structure  
Chapter 3 – Questioning  
Chapter 4 – Interviewing the Client  
Chapter 5 – Interviewing the Expert  
Chapter 6 – The Investigative Interview  
Chapter 7 – Investigation: Understanding the Basics  
Chapter 8 – Organization and the Successful Investigation  
Chapter 9 – Sources for the Investigation  
Chapter 10 – Conducting the Investigation  
Chapter 11 – Identifying Evidence  
Chapter 12 – Developing and Preserving Evidence  
Chapter 13 – Analyzing Evidence  
Chapter 14 – Locating Witnesses  
Chapter 15 – The Collection Investigation

## Course Learning Outcomes

Students will learn how civil investigation ties to interviewing. This course focuses on practical skills while applying the rules that govern civil procedure. Students will learn how experienced paralegals manage interviewing and investigative skills and the investigative techniques used for uncovering evidence.

**Relationship to General Education Outcomes** – In addition to the core competencies, Trinity Valley Community College has established ten general education goals which specify knowledge and skills that students should gain from completing courses in the various component areas of the core curriculum. Information regarding curriculum and assessment as a means for the improvement of student learning through the general education component. (Select all that apply.)

Mark with  
an "X"

General Education Outcome

	A. To communicate clearly and effectively in both oral and written English.
	B. To improve reading skills focused on comprehending, analyzing, interpreting, and evaluating printed materials.
	C. To understand mathematical information and utilize mathematical skills.
X	D. To demonstrate qualitative and quantitative critical thinking skills.
	E. To understand and appreciate cultural and ethnic diversity.
X	F. To utilize computer based technology in accessing information, solving problems, and communicating.
	G. To recognize and evaluate artistic achievements in the visual and performing arts.
	H. To improve basic understanding of political, economic, and social systems.
	I. To demonstrate knowledge of the physical universe and living systems.
	J. To develop skills and strategies to become an engaged learner.

**Required Text(s)**

**Optional Text(s)**

**Material/Technology to be supplied by the student.**

Pen, pencils and paper to take lecture notes.

**Course Requirements/Grading System** – describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course; not intended to restrict the individual nature by which each faculty member who teaches the course determines course requirements and final student performance, but should offer consistency within reason for all sections taught for those departments without a standardized format.

Instruction will be by lecture/demonstration/discussion, with emphasis on student-teacher interaction.

***Approvals – the contents of this document have been reviewed and are found to be accurate.***

Prepared by	Signature	Date
Department Head	Signature	Date
Division Chair	Signature	Date
Vice President	Signature	Date