

FACTUAL INVESTIGATION & INTERVIEWING
PARL 235
Spring 2009

SYLLABUS

Class Time: Tuesdays, 5:30 to 8:15 p.m.
Class Location: SSB 223
Instructors: Pamela R. Kelley, J.D.
Frank Wake, M.S.
Office Location: LIB 213, Justice Center
Office Hours: M/W, 4-5 pm; T/R, 1-2 pm.
Phone: 786-1822
E-Mail afprk@uaa.alaska.edu

Required Text: Stephen P. Parsons, Interviewing and Investigating (2008).

Course Description:

This course is designed to develop the student's fundamental skills in factual investigation and interviewing in preparation of formal litigation. Students will study the foundations for effective interviewing and investigating, and the ethical and professional responsibilities for paralegals performing interviews and investigative work.

Course Objectives:

- Upon successful completion of this course the student will demonstrate a basic knowledge of the purpose and role of factual investigation and interviewing as it relates to formal and informal discovery and the rules of evidence.
- Students will demonstrate an understanding of the relevant ethical and professional concerns including the unauthorized practice of law, client confidences and improper communications.
- Students will also demonstrate an ability to utilize such knowledge, as well as the communication and factual analysis skills to competently plan and carry out an effective investigation in a realistic case context, including locating public and private records, identifying fact witnesses, locating qualified expert witnesses.
- Students will also gain experience in the preparation and conduct of client and witness interviews, as well as the preparation of witness statements.

Course Requirements:

Attend class and participate appropriately in discussions. Complete the assigned readings in preparation for the lecture period on which they are assigned. The value of your remarks is usually related to your preparation for the class. Be considerate of your peers in this regard.

Check Blackboard frequently for announcements and course materials as needed. We will also

Working Groups:
Introduction to the Case: The Rowdy Outlaw Case

February 17, 2009

Readings: Chapters 1 – 3, 5

Focus on Criminal Law and Procedure
Ethical Considerations
The Role of the Paralegal in Case Development
 Investigations & Interviewing
Formal Discovery in Criminal Cases
Assignment: LBD 5-5, due 2/24/09

February 24, 2009

Readings: Chapters 5 - 7.

Continuation of Formal Discovery in Criminal Cases
Evidence Rules for Paralegal Investigators
Assignment: LBD 7-5 [The Rowdy Outlaw Case]. Due 3/3/09

March 3, 2009

Reading: Chapter 9.

The Investigation Plan: Purposeful Investigating
Introduction to CaseMap.
 Using a relational database to prepare and maintain the
 Investigation plan.
CaseMap Exercises
 This session is most beneficial in a computer lab.
 Check Blackboard before class for session location.
Assignment: Incorporate Rowdy Outlaw case to CaseMap

March 10, 2009

Spring Break – No Class
Before 3/17/09 – Complete Online Examination (Midterm)

March 17, 2009

Readings: Chapters 16 - 19

Public and Private Sources of Information
Investigator's Tools
Classroom Exercise: Rowdy Outlaw Hypothetical 17-3.
Assignment: Incorporate Rowdy Outlaw information to CM

March 24, 2009

Readings: Chapters 8, 10-14

Communication Skills
Interviewing Skills
 Client Interviews
 Witness Interviews

Identifying and Locating Fact Witnesses
Assignment: Prepare for Client Interviews 3/31/09

March 31, 2009 **No Reading Assignment**
Client Interviews
Deconstruction / Learning through example
Assignment: Update CaseMap Report / Plan
Prepare for Videotaped Interview 4/7/09

April 7, 2009 **No Reading Assignment**
Videotaping: Witness Interviews
Candy Carmichael Outlaw
Jack Gates
Georgette B. Good
Willie Parker
Assignment: Update CM Report / Plan
Prepare for Videotaped Interview 4/14/09

April 14, 2009 **No Reading Assignment**
Videotaping: Witness Interviews
Charlie Choot
Connie Cornelius
Perry Peters
Jean Grouse
Assignment: Update CM Report / Plan
Prepare for Expert Witness Interview

April 21, 2009 **Reading Assignment: Chapter 15**
Videotaping: Expert Witness
Dr. Michael Melody
Final Deadlines:
Turn in your CM Report by 5 pm on 4/27
Prepare for your Final Presentation

April 30, 2009 Finals Week: Presenting the Case Plan

Campus Safety

We care about your safety on campus. While relatively safe, our campus is not a sanctuary from crime, and accidents occur no matter how hard we try to prevent them. You are encouraged to be responsible for your own safety, and to bring safety concerns to the attention of

UAA faculty or staff, or to contact Campus Police at 786-1120 when you observe an unsafe environment. For your own safety, please also take the time to locate the nearest exit and emergency telephone when you are in campus buildings.