**Course Description:** The student will explore the aspects of conducting successful interviews of people involved in civil litigation. The course will also teach students the techniques of investigation in these suits. The course will provide an in depth study of medical records and other evidence.

**Text, References and Supplies:** Parsons, S.: Interviewing and Investigating Essential Skills for the Legal Professional 5th Edition

**Participation Policy:** Students MUST actively participate by completing an academic assignment required by the instructor by the official census date. Students who do not actively participate in an academically-related activity will be reported as never attended and dropped from the course.

**Course Goals and Objectives:** Upon successful completion of the course, the student will accomplish the following:

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Purpose</th>
<th>Chapters or Projects</th>
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<tbody>
<tr>
<td>1. Exhibit ethical behavior</td>
<td></td>
<td>Throughout course</td>
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<td>2. The student will explain the mechanics of preparing for interviews of parties and different types of witnesses, conducting same, and putting all the information together to successfully litigate the case.</td>
<td>To understand the necessity for accurate and thorough interviews in the litigation of a case.</td>
<td>Conduct interviews of witnesses. Projects include video interviews and field interviews. Chapters 1-6.</td>
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<td>3. The student will identify and explain the various methods of conducting investigations.</td>
<td>To enhance knowledge of successful investigation techniques.</td>
<td>Conduct an investigation in a civil case. Field assignment. Ch. 7-10, 14.</td>
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<td>5. Read, organize, analyze and summarize medical records.</td>
<td>To understand the use of medical records at trial.</td>
<td>Chapter 16, 17 &amp; 18</td>
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<td>6. Student will know how to develop and preserve evidence according to the Texas Rules of</td>
<td>Understand how to obtain information pertinent to a lawsuit</td>
<td>Chapters 12 &amp; 13.</td>
</tr>
</tbody>
</table>
Student Expectations: Students will be expected to exhibit professional behavior during class and are expected to attend class. If it becomes necessary for a student to miss a scheduled class time, it will be the student’s responsibility to contact the instructor during scheduled office hours in order to receive missed assignments. If a student is absent on a scheduled video or field interview day, there will likely be no opportunity for a make-up interview.

Student Evaluation: In Class Client Interview 5%
In Class Witness Interview 5%
Peer Review (2) 2.5% ea/5%
Community Client Interview 10%
Community Witness Interview 10%
Community Expert Interview 10%
Community Interview Report (3) 5% ea/15%
Community Surprise Interview 10%
Final Investigative Report 15%
Class Participation 5%

A=100-90   B=89.9-80   C=79.9-70   D=69.9-60   F=59.9 and below

Course Schedule: See attachment

Instructor Information: Instructor: Elizabeth N. Rainey
Office: 142B TC
Office Hours: See attachment
Office Phone: 432-685-4791
Division Dean Dr. Mary Braselton
Division Secretary Adel Dowling
Division Office MHAB 153/ MHAB 176
Division Telephone 432-685-6830

Note: To assure that we have plenty of time to talk, please e-mail or call for an appointment. Of course, “drop-ins” are always welcome

Students with Disabilities: Midland College provides services for students with disabilities through Student Services. In order to receive accommodations, students must have documentation on file with the Counselor/Disability Specialist. Students with disabilities should notify Midland College prior to the beginning of each semester. Student Services will provide each student with a letter outlining any reasonable accommodations. The student
must present the letter to the instructor at the beginning of the semester.

**Class Policies:** Portable cellular phones, beepers, and similar devices are disruptive to the class, and you are encouraged **NOT** to bring them into the classroom. If you do bring them to class, please make sure they are turned off. Should they become a nuisance, you will be asked to remove them from the classroom. You may bring beverages into the classroom, but **may not** eat during class or wear hats in the classroom. You are expected to **be on time, and remain in class until the end.** Coming late and leaving early will affect your participation grade.

**Make-Up Assignments:** Students missing a major examination must make up the examination **before the next class.** Make-up examinations may be the same as, or different from, the examination given in class. Make-up examinations will cover the same material as the scheduled examination. Failure to make up an examination within the specified time will result in a grade of zero for the missed exam. Students must contact the instructor prior to missing the class in order to be eligible for a make-up assignment or exam. If notice is not given of an absence make-up assignments and exams will be allowed at the sole discretion of the instructor. Students missing class are responsible for finding out what was missed and getting the notes from another student. The instructor reserves the right to give quizzes, announced or unannounced, at any time. There is no opportunity to make up quizzes that are missed. Final exams are not given early or late.

**Scholastic Dishonesty:** Cheating, including but not limited to, sharing work, copying, providing answers to another student, using notes/books/materials that are not allowed, will not be tolerated. Plagiarism of another person’s work or your own work is not allowed at Midland College. If you are caught or suspected of cheating or plagiarizing you will be reported directly to the Dean’s office. You may be given a grade of zero for the course, removed from the course, or even removed from Midland College permanently.
**Withdraw Notice:** The instructor cannot drop students who stop attending or have an excessive number of absences. Missed work will be graded as zero and averaged into the final grade. It is your responsibility to drop a class if you no longer plan to attend and complete the semester. Check the Midland College catalog for last day to drop.

**Email:** All e-mails will be sent to you through the college e-mail system.
To access your college e-mail:
1. go to http://mymc.mail.midland.edu;
2. enter your user name: you **user name** is your first initial, the first three letters of your last name, and the last three numbers in your social security number, **with no spaces**;
3. enter your password: your **password** is your social security number without dashes;
4. you may now change your password if you desire.