

LA Institute of Translation &  
Interpretation

# School Catalogue

January 2018

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## WELCOME MESSAGE

Dear Student:

We welcome to LA Translation & Interpretation. This school was established in 2003 in Los Angeles, California in order to provide interested students with a quality education in the field of translation and interpretation. I believe that the training experience at LATI will challenge and motivate you to be quality practitioners and disciples in this important communication field.

We are dedicated to the values of excellence and professionalism that will make the academic experience rewarding both personally and professionally. With pride and dedication, our institution has launched a spectrum of innovative formulas, principles, and techniques that will be most valuable for translation and interpretation ultimately for building bridges for our communities.

It is my honor to invite each one of you to participate in this challenging and exciting program at LATI. The experience here will open your mind to a whole different level of understanding in the arena of public service.

Sincerely,

*Junhui Park Joo, PhD*

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## INTRODUCTION

*Translation & Interpretation* began in 2003. Our graduates are working throughout the county court system in Los Angeles, they are serving as interpreters and translators within the legal and medical communities, and many are self-employed translators.

## HISTORY

In 2003, L.A. Translation and Interpretation opened its doors to a diverse student body dedicated to becoming interpreters and translators in a variety of languages. From the day the school began not only students were interested in the school's offerings, but businesses began calling and asking about having work translated.

In 2005, LATI received temporary approval to operate from BPPVE. This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

In 2012, LATI moved to a new campus of a larger space and shortened its name from Los Angeles Institute of Translation and Interpretation to L.A. Translation and Interpretation.

The school is a member of American Translators and Better Business Bureau.

*Member of Better Business Bureau and American Translator's Association*

The school is currently seeking accreditation with the Accrediting Commission of Career Schools and Colleges (ACCSC) with the goal of achieving a full accredited status by 2020.

## MISSION STATEMENT

LATI is dedicated to the training of interpreters and translators who can facilitate language communications, conflict resolutions, and cultural understanding in order to provide for improved international relations in business, medicine, and in courtroom and judicial settings, and ultimately for breaking down language barriers and building bridges for our communities. The purpose of LATI is to provide top notch language experts who can reduce the miscommunication, mistranslation and misinterpretation to facilitate communication among different cultures and languages.

## OUR CAMPUS

The LATI campus is centrally located in the heart of Los Angeles in the Wilshire corridor, just minutes from the downtown area at 2975 Wilshire Blvd. #640, Los Angeles, California. The instructions are also held at the site. The school can be reached by the #5 Golden State Freeway and the #110, #101 and #10 Freeways. LATI is close to the LA metro servicing the Universal Studio area and downtown area.

LATI is open for business Monday through Friday, from 9:00 a.m. to 6:00 p.m., and on Saturdays from 9 a.m. to 4 p.m.

With the LATI Student ID, discounts are available to students for concerts, movie theatres, and book stores throughout the Southern California area.

The school covers about 3,000 square feet on the sixth floor of an office building, and LATI houses a lobby, a student lounge, a faculty lounge, a library, two administrative offices, one language lab with computers, and two fully equipped classrooms

## FINANCIAL AID

Payment in full is required prior to the start date. However, monthly payment arrangements can be made with the school's administration.

The school does not participate in federal and state financial aid programs yet.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

*The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).*

## ADMINISTRATION

### CEO : Jungun Park

Education: M.A. Jungang University, Seoul Korea  
B.A., Jungang University, Seoul Korea  
Professor of Bethesda University Anaheim, CA

### CAO: Junhui Joo

Education: B.A. Seoul National University, Seoul Korea  
M.A. State University of New York at Buffalo  
Ph.D. State University of New York at Buffalo  
State of California Court certified interpreter

### COO and Admissions Officer/ Student Services Officer: En Woo Park

Education: B.S. in Mechanical Engineering  
University of California, Irvine CA

### CFO: Inwoo Park

Education: B.A. in Business Administration Concentration in Finance and Law  
Boston University, Boston MA

### Librarian: Haesan Choi

Education: M.S.L.S., University of Southern California, January 1974 B.A. in Sociology, Azusa Pacific University, June 1970

Experience: Library Director, ICURPS, Los Angeles

Instructor/Coordinator/Library Director, Master Bible College Librarian, Teaching Resource Center, Sydney, Australia



## FACULTY

LATI faculty have M.A. or PhD degree and at least 3 years of experience as certified interpreters.

### Lorena Barrett

MA in Translation and Interpretation, LATI

BA in Art History, University of California at Los Angeles

2010 National Board of Certification for Medical Interpreters, Certified Medical Interpreter (6 years)

2011 Federally Certified Court Interpreter

2012 State of California Certified Court Interpreter

### Gayane Hagopian

BA&MA. Yerevan State University, Yerevan, Armenia

PhD in Linguistics, Linguistics Institute of the Academy of Sciences, Armenia State of California court certified interpreter since 2007(9 years)

### Savi Huang

B.S. National Chung Hsing University, Taiwan

M.S. University of California at Berkeley MA in Translation and Interpretation, LATI 2012: Certified Court Interpreter (4 years)

### Jia Wei Hwang

MA in Translation and Interpretation, LATI 2012: Certified Healthcare Interpreter (4 years)

### Junhui Park Joo

B.A. Seoul National University,

PhD State University of New York at Buffalo,

Professor of International Relations at Emory University

State of California Court certified interpreter since 2000 (16 years) National Board Certified Medical interpreter

### Daniel B. Kim:

J.D. South Texas College of Law (Houston)

M.A. University of Houston

B.A. Yonsei University

State of California Certified Administrative Hearing Interpreter since 2000 (16 years)

## THE LIBRARY

L.A. Translation and Interpretation has approximately 1,000 holdings on its own campus. The computer lab is available during normal school hours for internet search of information. LATI provides wireless connection for individual students working on their notebook computers. Students also have access to the LA County Library's Korea town Branch, located near the institution as well as the UCLA library system. Students can secure an LA County Library card at no charge and can secure a UCLA Library card for \$80 per quarter.

## CLASSROOMS

All classrooms are equipped with audiovisual teaching systems and accommodate 15- 20 students.

## TRANSLATION EQUIPMENT

Students will have access to simultaneous interpretation equipment. The class will utilize in class communication devices, enabling the instructor to listen to each student on an individual level.

## COURSES OF STUDY

LA Translation and Interpretation provides a comprehensive education in the field of interpretation and translation. The school offers traditional classroom-learning and field-based opportunities (i.e., labs and seminars) so students can have hands-on experiences in the professional environment. Our graduates will be well prepared for state certification to become court and medical interpreters. After completing 1-year Certificate of Translation and Interpretation, the students are encouraged to take the Certification test given by the state government.

Judicial council of the State of California provides the certification test for court interpreters. The information can be found on: <http://www.courts.ca.gov/2695.htm>. English only written exam is \$125 and Bilingual Oral Interpreting Exam is \$325.

National Board of Certified Medical Interpreters provides the certification test for medical interpreters. The information can be found on: <http://certifiedmedicalinterpreters.org>

At the present time, the tests are offered in the following languages, and LATI opens courses when there are five or more students per language. Those courses are taught bilingually.

Court: American sign language, Arabic, Armenian, Cantonese, Japanese, Khmer, Korean, Mandarin, Portuguese, Punjabi, Russian, Spanish, Tagalog, Vietnamese. Medical: Spanish, Mandarin, Russian, Cantonese, Korean, and Vietnamese

The objectives of L.A. Translation & Interpretation are to educate students who will be meaningful contributors to their culture and community in the field of translation and interpretation.

Mature and visionary adults who impact their culture and community using their skills acquired.

Committed to a life-long growth process through education and service to their fellow human beings.

Active in incorporating classroom-learning with real life experiences. 4. Individuals whose personal lifestyles and career choices incorporate values of service, goodwill, humanitarianism, and peace.

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LA TRANSLATION AND INTERPRETATION PROVIDES THE FOLLOWING PROGRAMS FOR 2018-2019:

1-year Certificate in Translation and Interpretation - 24 quarter Units

40 hour Medical Interpretation Training for Certification

Certificate in Mission Language Training - 24 quarter units

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THE OBJECTIVES OF THE CERTIFICATE IN MISSION LANGUAGE TRAINING ARE TO:

1. Provide the necessary knowledge to assist in Biblical translation and interpretation.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the necessary competencies needed within the translation profession.
4. Refine and develop the student's areas of interest for future ministry work.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in gaining professional competence and knowledge of associations.

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THE OBJECTIVES OF THE CERTIFICATE IN TRANSLATION AND INTERPRETATION ARE TO:

1. Provide the necessary knowledge for court, administrative hearing, and medical interpreting.
2. Develop skills that are needed to be successful as an interpreter.
3. Provide the student with competencies needed within the translation profession.
4. Refine and develop the student's areas of interest for future careers.
5. Provide a foundation for further voluntary licensure and professional recognition.
6. Give assistance in achieving professional competence and knowledge of associations.

*\*All programs are taught by highly educated and experienced faculty members with more than 5 years of experience- many of whom are recognized in their professional fields with high merits.*

LA Translation & Interpretation will combine the traditional classroom education along with first-hand experience of practical real-life cases, demanding behavioral transition through both cognitive and emotional training. Students will be involved in a simultaneous education field where classrooms and the surrounding community are linked together, playing their part in the unique education cycle which will cultivate well-experienced workers with a strong theoretical base. LATI currently does not provide distance education.

The faculty will be practitioners who have an ability to communicate in an academic setting and to integrate practical experiences into that setting.

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## PROGRAM DESCRIPTION

A program designed to provide the student with the foundational knowledge needed to enter the legal and medical industries as proficient and successful interpreters. This program will provide the student with competencies needed within the translation and interpretation profession. It will refine and develop the student's areas of interest for future work and provide a foundation for further voluntary licensure and professional recognition. The program is designed to prepare the student for court, administrative hearing, and medical interpreter certification test held by the State government. Certificates of completion will be given to those who fully completed the 24-hour program in Court, Administrative Hearing, and Medical Interpretation programs. Foreign students are required to spend 6 hours in Lab practice and 6 hours in guided self study on campus.

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## GRADUATION REQUIREMENTS

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements to graduate from the program.

1st Quarter (September-November) CT101. Consecutive Interpretation I (30 hrs) CT105. Sight Translation I (30 hrs)

2nd Quarter (December-February)

CT 106. Sight Translation II (30 hrs)

CT 202. Simultaneous Interpretation I (30 hrs)

3rd Quarter (March-May)

CT 201. Written Test Prep (30 hrs)

CT 302. Simultaneous Interpretation II (30 hrs)

4th Quarter (June-August)

CT 401. Intensive Court Interpretation (20 hrs) CT 411. Medical Interpretation (40 hrs)

Wireless language lab, TV and video, and projector are used as equipment for the program. The students should bring a tape recorder to record the source, instructor, and their own interpreting.

## CERTIFICATE IN MISSION LANGUAGE TRAINING 240 HOURS

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### PROGRAM DESCRIPTION

The two most serious obstacles to effective Christian Mission in the past have been language and cultural barriers. Mission involves proclaiming the Kingdom of God across the borders, for which language is essential. This program is to train mission-minded interpreters to work with future missionaries or those on sabbatical.

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### GRADUATION REQUIREMENTS

The student must complete the program with a minimum GPA of 2.0 and must also satisfy all tuition obligations prior to graduation. Students in this program must meet minimum attendance requirements in addition to meeting all course requirements in order to graduate from the program. The student will complete 18 hours of language training required for field work. A certificate will be given at the completion of the program.

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### STUDENTS MUST COMPLETE THE FOLLOWING COURSE REQUIREMENTS:

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Mission English – 40 hours

Simultaneous Interpretation of Preaching - 40 hours Bible Translation - 40 hours

Cross-cultural Communication 40 hours Preaching II - 40hours

Bible Translation II – 40 hours

## COURSE DESCRIPTIONS

### CERTIFICATE IN TRANSLATION & INTERPRETATION COURSES

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#### CT101. CONSECUTIVE INTERPRETATION I (30 HRS)

The student will learn the basic skills of consecutive interpreting such as note taking and retention, and exercise consecutively interpreting in court settings. Interpreter's code of ethics will be covered during this course. Various objections and motions will be learned.

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#### CT105. SIGHT TRANSLATION I (30 HRS)

The student will learn the different syntax of two languages and how to analyze the structures to improve the speed of sight translation. The student will translate English legal text into the second language and vice versa, to be evaluated rigorously by the instructor. Legal vocabulary will be mastered. There will be basic introduction to criminal procedures in the U.S.

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#### CT 106. SIGHT TRANSLATION II (30 HRS)

The student will sight translate various legal documents such as Advisement of Rights, Police Report, Autopsy Report, Probation Report, and Contracts. By the end of the class, the student will increase speed and accuracy and will be able to sight translate like a professional.

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#### CT 202. SIMULTANEOUS INTERPRETATION I (30 HRS)

The student will practice shadowing, dual task, and paraphrasing to learn to speak and listen at the same time, and then practice simultaneously translating slow and simple sentences. By the end of the class, the student will be able to do the basic simultaneous interpreting of court proceedings. Legal vocabulary will be mastered and detailed explanation will be given on each crime.

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#### CT 201. WRITTEN TEST PREP (30 HRS)

The class is designed to prepare the student for a written test to become a court certified interpreter. Focus will be given on interpreter's code of ethics, vocabulary, and reading comprehension of English.

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#### CT 302. SIMULTANEOUS INTERPRETATION II (30 HRS)

The student will enhance their simultaneous interpreting skills by further practicing in the context of various criminal cases. Opening Statements, closing statements, jury instruction, motions, and sentencing will be practiced. By the end of the class, the student is expected to be equipped with the skill to pass the court interpreter certification test.

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#### CT 401. INTENSIVE COURT INTERPRETATION (20 HRS)

This course is given in the last quarter and is consisted of mock tests to become a court certified interpreter. Mock oral tests will be given consisting of consecutive, sight, and simultaneous interpreting to train the students for the certification test.

## CERTIFICATE IN MISSION LANGUAGE TRAINING COURSES

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### ML 101 MISSION ENGLISH (40 HRS)

Study of English conversation and grammar required for missionary activities, including basic theological concepts. The student will go to parts of Los Angeles for street evangelization.

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### ML 102 SIMULTANEOUS INTERPRETATION OF PREACHING (40 HRS)

Practice in simultaneous interpretation of preaching from the mission language to English and from English to the language of the mission field.

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### ML 103 BIBLE TRANSLATION (40 HRS)

The student will translate English Old Testament into the language of the mission field with the help of the native interpreter residing in Los Angeles.

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### ML 104 CROSS-CULTURAL COMMUNICATION (40 HRS)

Study of the culture, religion, and language of the mission field with emphasis on the cultural aspect of everyday conversation.

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### ML 202 PREACHING II (40 HRS)

The course provides training in preaching in the language of the mission field, with the help of a native interpreter residing in Los Angeles.

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### ML 203 BIBLE TRANSLATION II (40 HRS)

The student will translate the New Testament into the language of the mission field with the help of a native interpreter residing in Los Angeles.



## CT 411. MEDICAL INTERPRETATION (40 HRS)

A court certified interpreter would also work in medical and administrative hearing settings in California. This course will train the student to competently interpret in medical settings and cover interpreter's code of ethics, medical vocabulary, consecutive interpreting in medical settings, and sight translation of medical texts.

## ADMISSIONS

Admission must be granted before a student is allowed to register for any program.

Application Form, Enrollment Agreement Form, and School Catalog can be downloaded from the links at the bottom of [latranslation.com/the-school/admissions](http://latranslation.com/the-school/admissions). Applicants may obtain additional information at the Admissions Office, by emailing [info@latranslation.com](mailto:info@latranslation.com) or by calling (213) 368-0700.

In order to apply for any program, please send an application form with all required documents by email [to\\_admissions@latranslation.com](mailto:to_admissions@latranslation.com) or by fax to 213-385-7784.

You may also register online and pay with credit card.

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### GENERAL REQUIREMENTS :

- A completed application form
- Two 2x2 photographs
- High school and/or College Diploma. Applicants who received degrees from non-accredited institutions or who are applying without an undergraduate degree will be considered on an individual basis.
- Personal statement in English and a Second language
- Application fee: \$35

Students who do not have a high school diploma may submit a GED, or take the Basic Skills Test, the *Wonderlic*. Students can make arrangements with the Admissions Office to have an authorized agent for the *Wonderlic* administer the test. Students must achieve a Verbal Comprehension of 200 and a Quantitative score of 235 to be successfully enrolled into the program at LATI.

The Registration Fee must be paid prior to enrollment, and all tuition arrangements must be made in advance of enrollment with the Student Services Officer.

Appointments for registration can be made in advance by calling the Admissions Office.

On the first day of class new students review student rules, career goals, and meet the Student Services Officer. This brief orientation provides an opportunity for new students to ask questions, meet instructors, and review materials and supplies they will need for class.

As LATI is a translation and interpretation school between two languages, the classes will be held in both English and the second language, and the student needs to demonstrate proficiency in the second language.

One of the following:

- Bachelor, Masters, PhD, or any other degree from an institution of higher education where the target language is spoken
- Graduation from a high school of the country where the target language is spoken
- 24+ semester college credit hours of the target language
- Pass a translation and interpretation test given by the school

*\*It is the student's responsibility to ensure that all documents and forms are submitted to the Institute. Once the School receives all required documents and forms, the student's application file will be deemed complete and a decision will be made by the Academic Dean. Admission decisions will be made within 30 days of receiving all required documentation. Students will not be admitted to the school without the required documentation and registration fees.*

*\*Students admitted to the certificate program will be required to pay a matriculation fee of \$50 to reserve their enrollment in the school. Admission is granted for a period of one year.*

#### SPECIAL NOTE

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If an applicant does not accept one's admission or fails to matriculate after one year of acceptance to LATI programs, the applicant will need to go through the admission process again. This will mean that the applicant must submit a non-refundable registration fee again along with the application packet. Previous admission does not guarantee re-admission.

For all certificate programs, the students must have at least a 2.5 GPA, a sample of previous translation work. LATI will require that the student provide it with official copies of all previous educational postsecondary work to verify grade point averages earned towards admission.

At the present time LATI does not provide visa services.

#### AWARD OF CREDIT FOR EXPERIENTIAL LEARNING

LATI offers a program for assessing knowledge gained through work, life experience and self-study prior to attempting a specific LATI course. Students may initiate assessment of prior learning through a variety of assessment tools, including examinations, portfolios, external examinations, performance assessment, or documented training programs. Students with

prior experience as interpreters and translators for one year or more are awarded up to 6 credit hours towards the Certificate.

Students with prior experience as interpreters and translators for one year or more are awarded up to 6 credit hours towards the M.A. program.

**State Examinations:** If you have passed a written test given by the state government to become certified as medical or court interpreter, 3 credit hours will be awarded. If you pass a state certification test, you will be automatically given the school certificate as well by acquiring the credit hours needed for completion. If a student does not pass the state certification and has completed their courses, they will receive a school certificate.

**School Examinations:** Upon approval of the Academic Dean, a student may take a comprehensive examination in a course in which he or she can demonstrate proficiency and upon passing the examination receive credit for that course. A request for testing should be made through the Academic Dean. A course may be tested through school examination one time only.

**Credit for training:** Submit a written application to the Academic Dean for transfer of credit earned in other institutions, such as UCLA Extension.

Portfolio development:

1 year of experience as full time interpreter or a regular interpreter for institutions is counted toward the credit of 3 credit hours.

Translation of a book that is published in the translators name or 100,000 words is counted toward the credit of 3 credit hours.

Teaching a course on Translation and Interpretation at equal level of schools is also counted towards 3 credit hours.

The following regulations for experiential learning credit will apply.

1. All experiential learning options will be granted with credit.
2. Experiential learning credit will be granted upon the written recommendation of the Academic Dean or designated faculty assessor having jurisdiction of the courses.
3. The applicability of experiential learning credit towards specific degree program requirement is subject to the approval by the Academic Dean.
4. No letter grades will be entered on the student's transcript for experiential learning credit. This credit will be treated in the same way as transfer credit: a "P" (Pass) will be assigned and it will not count in the student's grade point average.
5. A student must request experiential learning credit as early as possible upon admission to the school.
6. A student should consult with the Academic Dean to determine how experiential learning may be applicable to the certificate or degree.

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## PROCEDURES FOR PORTFOLIO DEVELOPMENT

Students wishing to receive academic credit through portfolio development should do the following.

- Consult the Academic Dean for guidelines on preparing a portfolio documenting 'experiential learning' experiences.

- Submit the portfolio to the Office of Experiential Learning and include appropriate fees.
- The faculty meeting will examine the portfolio and determine an award of credit. The decision will be forwarded to the Academic dean who will notify the student.

If the conclusion of the process results in a negative decision, a student may appeal the decision to the Academic Dean. The basis for a portfolio assessment appeal is the student's charge that the assessment decision was awarded through prejudice or caprice. The burden of proof rests with the student. Students must initiate appeals in writing within three weeks of receiving the completed portfolio evaluation form and submit it to the Academic Dean.

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#### EXPERIENTIAL LEARNING FEES

Students participating in the Experiential Learning program are responsible for assessment fees as follows:

1. School examination: The experiential learning assessment fee is equal to 30% of the current rate for the course (Certificate Program - \$200 per unit).
2. Training evaluation: 20% of the current rate.
3. Portfolio
4. Portfolio assessment fee is equal to 50% of the current approved rate.

Fees are based on the credit hours attempted and are not refundable if the student does not receive credit as a result of the evaluation. The fees must be paid at the time the student submits the completed portfolio, departmental examination or training documentation for evaluation. Evaluation shall be completed before the enrollment.

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#### ARTICULATION AGREEMENTS

LA Translation and Interpretation has articulation agreements with Grace Mission University and International Reformed University and Seminary.

## FEES

Registration Fee: \$100.00\*

A one-time, non-refundable registration fee of \$100 is due prior to the start of class.

A one-time *application for consideration fee* of \$35.00 is charged to all interested candidates; candidates who are accepted into the program will deduct \$35.00 from the registration fee.

Students are required to purchase supplies for each class.

## TRANSFER OF CREDITS-CERTIFICATE IN TRANSLATION AND INTERPRETATION

Students who transfer units into the certificate program will be allowed to transfer up to 12 quarter units. Units must be earned from an approved or accredited institution that has been accredited by a U.S.D.O.E. recognized accrediting agency. For units earned at institutions outside of the U.S., the student must submit a transcript and a catalog of the school attended. Units must be equivalent to units offered at LATI. Equivalence of units earned outside of the U.S. will be evaluated using standards published by the American Association of Collegiate Registrars and Admissions Officers (AACRAO).

To receive credit for previous learning, the student must submit official transcript copies for all previous applicable work to the Academic Dean. Copies of catalogs will also be requested for schools attended if the catalog is needed to determine equivalency for coursework. Only those grades for which a student has earned a B- or better will be considered for transfer to the Institute. Only those courses for which

learning goals are similar to courses offered by LATI will be considered for transfer. Only units earned within the previous 5 years will be considered. After submission of all transcripts and supporting documentation, the Academic Dean will determine the units to be awarded.

## TUITION

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### MISSION LANGUAGE TRAINING PROGRAM

Registration (Non-refundable)	\$100
Tuition	\$700 per course x 6 =\$4200
*Textbooks	\$100
Total charge for current period	
Of attendance	\$2100
Total charges for entire program	\$4400

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### ONE-YEAR CERTIFICATE PROGRAM

Registration (Non-refundable)	\$100
Tuition	\$700 per course x 8 =\$5600
*Textbooks	\$200
Total charge for current period	
Of attendance	\$1400
Total charges for entire program:	\$5900

Application fee	\$35
Fees to transfer credits (per unit for all programs)	\$15
Matriculation Fee: Certificate Programs	\$50
Registration Fee (non-refundable)	\$100
Late registration fee applicable for each	\$25
Add or Drop Fee (each request)	\$10
Transcript copy fee (first 5 free)	\$5

All tuition and fees must be paid in U.S. dollars (\$). Students are required to pay tuition and fees at the time of registration for each quarter.

## CLOCK HOUR CONVERSION

1 CREDIT UNIT = 20hours of coursework    1 CLOCK HOUR = 50 minutes

## SPECIAL CLASS SCHEDULES

Holidays observed annually by LATI are

New Year's Day            • President's Day

Martin Luther King Jr.'s Birthday            • Memorial Day

4th of July            • Labor Day

Thanksgiving Day & Day After • Christmas Day

Additional Holidays

There are several student free days throughout the year, and school breaks throughout the year.



## QUARTER START DATES

School Year is from September 1 to August 30 of each and every calendar year. For the school year September 2016 to August 2017 the terms begin and end as follows:

QUARTER START DATE    END DATE

Spring      April 2nd      June 11th

Summer      July 1st      September 3<sup>rd</sup>

Fall      October 1st      December 10<sup>th</sup>

Winter      January 1st      March 16<sup>th</sup>

## STUDENT ACADEMIC PERFORMANCE

Student Academic Performance (SAP) is a way to track student achievement. Included in the school's SAP policy are most importantly, attendance and grades. Students are required to maintain satisfactory academic progress according to the standards established and enforced by LATI. All students are monitored to measure development and progress. Academic and technical performances are weighed in all courses, utilizing periodic written examinations, technical lab evaluations, and standardized mid-term and final exams. All exams and critiques are graded by the use of a 10-point scale. These points are then converted into grades. In order to pass, the Student must achieve a score of 70%/C grade, or higher. Homework and classroom projects are graded, and must be completed and presented prior to or on the final class date.

## ATTENDANCE POLICY

LATI is training students to become professional translators and interpreters, and towards this end, LATI places enormous emphasis on attendance. Students are expected to be prompt and attend every class. Students must have a minimum of 75% overall attendance to be considered an active student in good standing. Students who fall below the 75% attendance rate are placed on probation. Students who have three consecutive absences are placed on probation and students who have four consecutive absences, without excuse and without making-up classes are terminated from the program. Students who must be unavoidably absent must make-up their classes by making arrangements with their instructor and/or the President. (See "Make Up Class Sessions under Student Services) Absences remain on students' permanent records.

## GRADING POILCY

In addition to the attendance requirements, students must maintain a minimum cumulative grade point average of 2.0, a C grade, in order to be considered a student in good standing. Individual courses, in compliance with satisfactory academic progress will be assessed at the 50% point of each course. Daily grades are recorded and based on instructor evaluation. Please see the following breakdown for the grading formula.

<b>A</b>	90 - 100	4.00
<b>B</b>	80 - 89	3.00
<b>C</b>	70 - 79	2.00
<b>D</b>	60 - 69	1.00
<b>F</b>	59 - 00	0.00
<b>I</b>	Incomplete	0.00

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### PRIOR TO GRADUATION STUDENTS MUST:

- Achieve a cumulative grade point average of 2.0 (C grade) for each course;
- Satisfy all financial obligations to the school; and
- Complete the enrolled course of study within 1.5 times the stated length

Students receive notice of their progress at the mid-term for each course and at the end. Students must maintain a passing grade of 70% (C), as a minimum, at each class of instruction. Grades are posted at the end of each course.

Students whose grades fall at 69% or below will be placed on academic probation until the next assessment period, at the end of each quarter. If students have not improved their grade by the end of the following quarter, they will be suspended from the program. A Student who has been suspended will be allowed to return the following quarter, as space is available, and if the student agrees to comply with the school's SAP.

If a student fails to complete any Program, for any reason, the maximum time allowed to complete the missed requirements is 1.5 times the normal duration. For example: Students enrolled in the One-Year Certificate Program have a maximum of 18 months, in total, to complete this program. If a student fails to complete the Program within the 1.5 period of time (18 months), and the student is not on a leave of absence, the incomplete shall be converted to a failure at the end of the period.

The only exception to this policy is for authorized Leaves of Absence, approved by the Academic Dean prior to the period of the absence, and with written request by the student. At the end of the \*Leave of Absence, maximum two quarters (20 weeks of classroom instruction) if the requirements are not met for completion of the Program, then the leave shall expire and the incomplete status will be converted to a failure.

Students who return to complete a Program, for which they received an incomplete, shall meet all the standards necessary to receive a passing grade. Upon completion of the required standards, Students shall receive a Certificate or Diploma in accordance with their original completion date.

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## GRADING POLICY EXAMS

**Examinations** The following criteria used to determine grades at the end of each course.

First Half of Training Course:

Instructor Evaluation 20%

Class work 20%

(50% of the student's grade is determined at this point) Mid-Term Exam 10%

**Second Half of Training Course:**

Instructor Evaluation 20%

Class Work 5%

Final Exam 25%

## TRANSCRIPTS

Academic transcripts are available for a fee of \$10.00. Duplicate diplomas and certificates are \$10.00 upon request. Fees must be paid in full for each portion of training for which the student requests transcripts; all fees must be paid in full to receive a diploma or certificate. Student Academic Files are maintained at this campus. Satisfactory Academic Progress standards are consistently applied to all students.

## LEAVE OF ABSENCE

Excessive absences work adversely on student records, and if students have a medical or a personal problem to work out, they may take a leave of absence (LOA), ensuring that the time lost can be made up when the student returns. For personal reasons students may take up to a one quarter leave of absence. For medical reasons, students may take up to a four quarter leave of absence.

## PROBATION AND DISMISSAL POLICIES

If for reasons of poor academic progress and/or poor attendance, students may be placed on probation. Probation is a measure taken by the school that is designed to help students correct their behavior and/or academic deficiencies. Probation remedies are meant to help students improve their performance. It is the school's responsibility to identify student deficiencies and take corrective measures to provide students with the best opportunity to improve their status in school and become successful and prepared to be professional interpreters and translators.

Termination is a measure taken by the school when a student has not successfully met the standards of the school. By not improving performance once placed on probation, and/or by not adhering to the student rules given to students at Orientation, and/or being under the influence, consuming, selling, or possession of drugs or alcohol on school premises, possession of a weapon on school premises, and/or by demonstrating disrespectful behavior to another student, administrators, or faculty, and/or for failure to meet financial obligations, a student will be terminated.

## APPEALS PROCESS AND STUDENT GRIEVANCES PROCEDURE

Students have the right to appeal any disciplinary action or raise any grievances, but they must do so in writing. Students' Written Appeals or grievances will be reviewed and evaluated by the President. The appeal must be received within 30 days of the initial action, and provide all information relative to the event or situation resulting in the disciplinary action or grievances. The President will reply in writing within 30 days.

## STUDENT CONDUCT

LATI students are training to be professionals, and therefore we expect students to behave in a respectful and professional manner at all times. Students are to follow the school rules listed in this catalog, cooperate with classmates, staff and faculty, and abide by the Student Rules of Conduct reinforced throughout the school experience.

Students must remember they are preparing for a career as a professional and must dress respectfully.

Student financial records are maintained for ten years after students have completed their program at this school. Academic records are kept into perpetuity. All files are secured in locked, fireproof and water-proof cabinets, in a secured location safe from casual contact and theft.

## GRADUATION

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### GRADUATION REQUIREMENTS

**In order to successfully complete training at LATI and be considered for graduation, students must achieve the following:**

Have maintained 75% attendance throughout the program.

- Have achieved an overall grade point average (GPA) of 2.0 ("C").
- Have completed all assignments and have received a final grade for each course within your program of study.
- Be cleared from the Finance Office and all outstanding fees must be paid before a student is considered a graduate and is able to receive a diploma and transcript from the school.
- Have completed all courses, projects and final exams within fifteen (15) months of the start date. (This excludes official Leaves of Absences.)

Students who successfully complete the Masters' Program receive a degree. Certificates are granted for the One-Year Certificate Program and Mission Language Program.

## STUDENT SERVICES

LATI offers a variety of services to its students; these services include but are not limited to:

Student Bus/Metro Passes

Student IDs

Advising Sessions      Housing Information

Career Services      Parking Information

Students may also avail themselves of the school library at any time for classroom assignments and research.

Official library hours for students are:

9:00 a.m. to 6:00 p.m. Monday through Friday and on Saturdays from 11 am to 3:00 pm

If students wish to check out any book/s or materials, they must sign the registry card and leave a photo ID for security. Books and materials may not be removed off campus for any reason. Arrangements can be made with the Student Services Officer.

The most important services provided by LATI are Student Advising Sessions and Career Services. The Student Services Officer is available to all students by appointment regarding attendance, school policies, special needs, and graduation. Students may also make an appointment with the President by contacting her by phone or e-mail.

## PLACEMENT AND CAREER DEVELOPMENT

**Career Services** are available to all students who are either enrolled or who have graduated, through our Student Services Department and appointments can be made in advance with the Student Services Officer.

The Career Process includes:

- Resumes and rates
- Meetings with the Student Services Officer to prepare a job search plan, prior to graduation.

Though LATI cannot guarantee placement, every effort is made to ensure that students are assisted in their job search within all the professional translation and interpretation fields.

LATI Student Services Officer will provide information on the state and National Board tests, and will assign jobs to excellent freelance graduates through its affiliate company, LA Translation and Interpretation, Inc.

## HOUSING SERVICES

**USH** (Universal Student Housing) provides assistance for *housing*. USH can be reached at [www.usaish.com](http://www.usaish.com).

LATI does not have dormitory facilities under its control. There are many rental condos within walking distance to school and rental cost is about \$600-1500 per person. The school has no responsibility to find a student housing, but will provide advise if necessary.

Students are encouraged to look for housing prior to their start date. Students can log onto the school's web site to gain access to these housing providers at [www.latranslation.com](http://www.latranslation.com) and find additional housing resources.

Additional housing information is also available at other agencies throughout the Los Angeles area. Most of the listings here offer housing within one or two bus rides and the LA Metro. Students may log on to the following:

<http://www.usahostels.com>

Hollywood Hostele: 800-524-6783

1624 Schrader Blvd. Hollywood, CA90028 (Includes breakfast)

Additional Housing Search can be conducted at the following web sites: [www.sublet.com](http://www.sublet.com)  
[www.4rentinla.com](http://www.4rentinla.com) [www.shorttermrentalsla.com](http://www.shorttermrentalsla.com) [www.losangeles.craigslist.org](http://www.losangeles.craigslist.org)

Oakwood Apartments [www.oakwood.com](http://www.oakwood.com) 800-942-278

Rent Times [www.renttimes.com](http://www.renttimes.com) 323/653-7368

Apartment Guides [www.aptguides.com](http://www.aptguides.com) 818-893-1249

## MAKING UP MISSED CLASSES

Students who miss a class must *make-up* each class session in order to take the final exam and complete each course. *Make-up* sessions can be arranged with the instructor and the President. Most Fridays are open to students to make up class work.

All projects and assignments must be turned in prior to a final grade and/or transcript being issued for each course.

## THE FACILITY

This institution, the facilities it occupies, and the equipment it utilizes, fully comply with all federal, state, and local ordinances and regulations, including those requirements as to fire safety, building safety and health.

### Sexual Harassment

All information regarding student records will be protected under the Federal Right to Privacy Act.

Sexual harassment and sexual assault will not be tolerated by the Institute. Any person who perceives that one has been a victim of sexual harassment or sexual assault must contact the President's Office. The President will investigate the allegations and take appropriate action first to protect the person claiming victim status and to discipline the offender where proven. The offender will be terminated (if an employee), dismissed (if a student) or replaced (if a faculty member).

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## STUDENT RECORDS

The School maintains the confidentiality of student academic records. No one outside of the institution shall have access to, nor will the School disclose, any information from a student's academic records without the written consent of the student except to School personnel, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid for the student, accrediting agencies, and when in compliance with a judicial order or in an emergency to protect the health and safety of a student or other persons.

The student's academic file is the sole property of the Institute. The School will not release copies of documents or coursework from other institutions attended. Students who believe that their academic records contain inaccurate or misleading information may discuss their concerns informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended.



## STUDENT CODE OF CONDUCT

A student may be failed or dismissed for academic dishonesty, or for acts or inattention that violate professional ethics in translating and interpreting. At the discretion of the Academic Standards Committee, a student may be dismissed from the School for behavior disruptive to the educational mission of the Institute, such as, but not limited to, those stated below:

- Cheating, bribery, or plagiarism in connection with an academic program. Forgery, alteration or misuse of School documents, records or identification; or knowingly furnishing false information to the institute.
- Misrepresentation of oneself or of an organization to be an agent of the Institute.
- Obstruction or disruption on campus property, of the campus educational and administrative process, or other campus functions.
- Physical abuse on campus property, of the person or property of any member of the campus community, or members of his/her family or the threat of such physical abuse.
- Theft of or non-accidental damage to School property or property in the possession of or owned by a member of the School community.
- Unauthorized entry into, unauthorized use, or misuse of School property.
- Sale or knowing possession of dangerous drugs, restricted dangerous drugs, or narcotics, as those terms are used in California statutes, except when lawfully prescribed pursuant to medical or dental care, or when lawfully permitted for the purpose of research, instruction, or analysis.
- Lewd, indecent, or obscene behavior on School property or at an School function.
- Abusive behavior directed toward a member of the School community.
- Violation of any order of the School President, notice of which has been given prior to such violation and during the academic term in which the violation occur, either by publication or by posting on an official bulletin board designed for this purpose, and which order is not inconsistent with any of the other provisions of this section. Soliciting for assisting another to do any act that would subject a student to dismissal, suspension, or probation pursuant to this section.

In the interest of the Institute, the President of the Institute, at his/her discretion and prior to recommendations or actions of the Academic Standards Committee may place on probation, suspend or dismiss a student for one or more the causes enumerated on the previous page. Any adjustment of fees or tuition shall be those required by law.

#### INTERIM SUSPENSION

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The President may immediately impose an interim suspension in all cases in which there is a reasonable cause to believe that such an immediate suspension is required in order to protect lives or property and to ensure the maintenance of order. A student so placed on interim suspension shall be given prompt notice of charges and the opportunity for hearing within ten days of the imposition of interim suspension. During the period of interim suspension, the student shall not, without prior written permission of the President or designated representative, enter the campus, other than to attend the hearing. Violation of any condition of interim suspension shall be grounds for dismissal.

#### ACADEMIC DISHONESTY

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Individual instructors, in cases of academic dishonesty in class, may fail a student for that examination, activity or course. The instructor may refer the circumstance to the Academic Standards Committee for review and further action. The President may fail a student in a test, fail a student in a course, or expel a student for cheating or plagiarism. Cheating includes, but is not limited to, looking at another person's examination paper, using unauthorized notes in an exam, going to the restroom during an exam without an agreement, and consulting notes or references.

Cheating is also representation of another person's work as one's own, such as presenting ideas or words of a source without documenting the source. Cheating is inconsistent with the academic excellence LATI represents and will be dealt with vigorously.

## REFUND POLICY

**STUDENTS RIGHT TO CANCEL.** You have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Cancellation shall occur when you give written notice of cancellation at the address (2975 Wilshire Blvd. Suite 640, Los Angeles, CA 90010) of the School shown on the top of this Agreement and attention to the President. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with postage prepaid. A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

LATI will refund 100% of the amount paid for institutional charges, less a reasonable deposit or application not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

The refund policy for students who have completed 60% or less of the period of attendance shall be a pro rata refund.

The school will refund all tuition and fees collected from a third party to the third party first if a refund is due. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. If the school cancels or discontinues a course or education program, the school will make a full refund of all charges. Refunds will be paid within 45 days of cancellation or withdrawal.

## COMPLAINT POLICY

It is the policy of this school to address the needs and concerns of all students enrolled in class at LATI. Students seeking to resolve problems or complaints should first contact the class instructor. Requests for further action may be made to the Director, who will make every effort to ensure the satisfaction of students. BPPE approval means the school is in compliance with the California Private Postsecondary Act of 2009. The approval is for the term of five years. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 or by fax (916) 263-1897. Students may contact the bureau at any time to file a grievance. Students are not required to go through an internal grievance procedure prior to contacting the bureau.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).



LA Translation and Interpretation

2975 Wilshire Blvd. #640, Los Angeles, CA 90010 [www.latranslation.com](http://www.latranslation.com)