

Institution Code: 1905461

**Institute for Intercultural Studies
LANGUAGE SCHOOLS**

SCHOOL CATALOG

2012 - 2013

(September 1, 2012 - August 31, 2013)

**11729 Gateway Blvd.
Los Angeles, California 90064
(310) 479-6045**

www.instituteforinterculturalstudies.com

www.iisenglishschool.com

Institute for Intercultural Studies Language Schools (I.I.S.) is a private institution, and is approved to operate by the Bureau for Private Postsecondary Education in California.

Institute for Intercultural Studies Language Schools is owned and operated by Institute for Intercultural Studies Inc., a California non-profit corporation. The mission of the Institute is to improve intercultural communication between speakers of English and of other languages. We believe that language and culture are inseparable. To carry out its mission, the Institute conducts research and training programs in language, linguistics, and multicultural education. As part of its training program, the Institute operates a language school and offers three levels of ESL programs.

FACILITIES

The Institute for Intercultural Studies Language Schools are located at 11729 Gateway Blvd., Los Angeles, CA 90064. The business office, the Director's office, and the library are housed in the building located at 11743 Gateway Blvd. The classrooms are housed on the second floor of the building at 11729. Wall to wall carpeting and an abundance of lighting provide a pleasant atmosphere for study. Classrooms include two lecture halls with a seating capacity of 20 students each, and three classrooms with a capacity of 8 students each. Restrooms and lounge facilities are conveniently located in the building. A landscaped backyard is available for lunch and outdoor activities. The Schools occupy approximately 4000 sq.ft. of floor space. The Institute for Intercultural Studies Language Schools can accommodate 40 students at any given time. Adequate street parking spaces are available, and a bus stop is found right in front of the building.

CALENDAR

Classes are scheduled on a quarter system. Shorter sessions may be announced from time to time. The calendar for 2012 - 2013 is as follows:

Fall Quarter (12 weeks): Sept.24, 2011 - Dec.13, 2012

Winter Quarter (12 weeks): January 7, 2013 - March 29, 2013

Spring Quarter (12 weeks): April 1, 2013 - June 21, 2013

Summer Session (6 weeks): June 24, 2013 - August 2, 2013

INSTRUCTION AND ADMINISTRATIVE HOURS

All classes are scheduled between 10:00 p.m. and 4:00 p.m. Monday through Friday. A weekly schedule of classes is posted on the school bulletin boards each week. No classes are held on legal holidays. Administrative hours are the same as school hours.

I.I.S. ENGLISH SCHOOL

COURSE OF STUDY: ENGLISH AS A SECOND OR FOREIGN LANGUAGE

The Institute for Intercultural Studies Language Schools provide Intensive English as a Second or Foreign Language Programs for speakers of other languages. The mission, purposes, and objectives underlying the programs are aimed to produce a pool of career-oriented, skilled bilingual persons who will be qualified to fill the professional needs in such fields as education, health sciences, law, and industry. The objective of Level I program is to facilitate new students to establish communicative skills in American English. Level II program focuses on preparing students for their career objectives in colleges or universities or other fields. Level III is a certificate program for teachers of English as a Second or Foreign Language (TESOL) with special emphasis on Applied Linguistics and Phonetics of American English.

ADMISSION POLICY

Non-native speakers of English who have completed their high school education in their native language, or those adult non-native speakers of English who have equivalent or higher educational preparation in their languages.

CLASSES OF INSTRUCTION: 720 TOTAL CLOCK HOURS

Level I: Beginning ESL (240 hours) includes the following classes:

101 Conversational English: "City Life." Practical English for newcomers to Los Angeles. Pronunciation, conversation and useful daily expressions.

102 English Pronunciation: Vowels and Consonants. Primary stress recognition. Taped bilingual lectures combined with drills by a native-speaker instructor.

103 Conversational Drill: "Living with Americans" Dialogue practice, vocabulary, and idioms.

104 Grammar Review I: Verb Structure. Review of verb tenses, modal and auxiliaries, voice, infinitives and gerunds, and of other problematic areas of English grammar. Lectures and exercises.

105 Readings in Children's Literature: Selected books and stories written for young native speakers. Vocabulary building and comprehension. Oral and written exercises.

106 Conversational Drill: Further practice in English conversation with native

speakers. Individual pronunciation corrections and fluency drills. Listening tapes and dialogue sheets. Tutorial assistance.

Level II: Intermediate ESL (240 hours) include the following classes.

201 Intermediate Conversation I: "Learning American Ways." Progressive drill in fluency and colloquial style. Topics of daily life.

202 Intermediate Conversation II: "American Lifestyles." Continuation of intermediate dialogues with American friends. Grammar and fluency drill.

203 Intermediate Pronunciation: Further practice with difficult vowels and consonants: phonemes, allophones, stress and intonation. Listening tests and pronunciation correction by a native-speaker instructor.

204 Intermediate Conversational Drill: Dialogue practice on a variety of daily topics. Fluency and correct usage of expressions. Idioms, vocabulary, and grammar.

205 Grammar Review II: Prepositions. Prepositions of space, time, degrees, and other idiomatic usages. Lectures and written exercises.

206 Intercultural Studies: Readings in selected newspaper articles. Discussion on social and cultural trends in contemporary society.

207 Listening Comprehension: Improvement of listening and note-taking skills. A series of audio tapes for a variety of tasks. Transcriptions, dictations and multiple choice tests. Listening lab. Corrections and evaluations.

208 Letter Writing: Writing informal and formal letters. Intermediate composition. Individual correction.

Level III: Advanced ESL and Applied Linguistics (240 hours) include the following classes.

301 Advanced-Intermediate Conversation: "Making Friends." Conversation of social topics. Fluency, grammar, and oral composition on selected topics.

302 Advanced-Intermediate Conversation: "Gaining Confidence." Conversation of cultural topics. Correct usage of slangs and idioms. Discussion and writing.

303 Grammar Review III: Two-Word Verbs. Idiomatic usage of verb + preposition.

Oral and written drill.

304 Writing: Writing practice for academic and professional preparation. Vocabulary, grammar and styles. Individual correction.

305 Current Topics: Newspaper articles. Reading, discussion and interpretation of current affairs. Journalistic vocabulary and styles. Essay writing.

306 Test-Taking Skills: TOEFL test-taking preparation. Advanced grammar, idioms, vocabulary, and listening comprehension. Model tests and evaluations.

307 Advanced Conversational Drill: Selected Dialogues. Study of colloquial expressions among native speakers. Idioms, slangs and social and cultural expressions.

308 Advanced Conversation: "Dialogues Between East and West." Conversation, discussion, and cultural comparison. Oral composition & Speech.

315 Cultural Geography: "The Regions of the United States: A Cultural Geography." Reading, discussion, and writing.

317 American History: "400 Years: Themes in American History." Lecture, discussion, and writing.

322 Phonetics: Fundamentals of Articulatory Phonetics and American English Pronunciation. Lecture, analysis, and individual correction.

324 Advanced Grammar: English Articles. Correct use of definite and indefinite articles. Reading, oral and written exercises.

333 American Literature: Reading in modern American literature. Discussion, interpretation and essay writing.

334 Introduction to Applied Linguistics. Phonology, Morphology, Syntax, and other areas of Linguistics. Basics of Second Language Acquisition.

350 Directed Studies: Special studies designed to prepare the student for individual professional or academic goals.

TOTAL CHARGES

One quarter of attendance:

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|--|-----------------|
| Registration fee: (Not refundable) | \$ 100.00 |
| Tuition: 12-week session | \$ 1650.00 |
| Textbooks and other teaching materials | <u>\$ 50.00</u> |
| Total charge for one quarter | \$ 1800.00 |

California residents must add the state-imposed assessment for Student Tuition Recovery Fund (STRF). This charge is not refundable.

Estimated total charge for the entire course of study is as follows:

| | |
|------------------------------------|------------------|
| Registration fee: | \$ 100.00 |
| Tuition for three quarters: | \$ 4950.00 |
| Textbooks & miscellaneous expense: | <u>\$ 150.00</u> |
| Estimated total expense: | \$ 5200.00 |

California residents must add the state-imposed, non-refundable assessment for STRF.

The above estimate does not include housing and food. The estimate for housing and food is approximately \$1200 per month. The total estimate of attendance is \$16,000 for an academic year. The entire program may take two academic years.

Applicants from abroad requesting I-20s to enter the U.S. on the non-immigrant student visas (F-1) will need I-20 processing fee of \$100.00. The I-20 fee is separate from the registration fee. The I-20 fee is not refundable after the form I-20 is issued.

ATTENDANCE POLICIES

Students are expected to attend classes regularly and punctually. Attendance records are kept each day by the instructors. Frequent absences and excessive tardiness are reported to the Director and students failing to maintain 60 % or better attendance will be counseled. If attendance does not improve, the Director may dismiss a student.

LEAVE OF ABSENCE POLICIES

A leave of absence is allowed only after two consecutive quarters of enrollment with a special permission by the Director. Students who dropped out of the program must obtain readmission before attending classes.

LANGUAGE PROFICIENCY AND PREVIOUS EDUCATION AND TRAINING

During the admission procedure, the applicant will be required to give a statement of all previous schooling or experience related to his or her English proficiency. In addition, a placement test is administered by the school. Should the student

demonstrate satisfactory proficiency on the placement test, and the student's background warrant it, the program may be shortened.

The Institute's placement standards are as follows:

Level I: Beginning ESL. Beginning students have limited proficiency in English, normally having resided in the U.S. less than six months, and have received little or no formal training in English beyond the high school level.

Level II: Intermediate ESL. Intermediate students either have successfully completed Level I training at the Institute, or have entered the Institute with equivalent proficiency, as determined by interviews or the placement test. Intermediate students normally have attained minimal functional mastery of the English language, have resided and socially interacted in the U.S. for approximately one year, and have had some formal training in English beyond the high school level.

Level III: Advanced ESL. Advanced students either have successfully completed Level II training at the Institute, or have entered the Institute with equivalent proficiency. Advanced students normally satisfy the following requirements: they have attained an overall functional proficiency in the English language, and have resided and socially interacted in USA more than one year. Advanced students often have college-level English training in their homeland. Also, teachers of English abroad may fit well in our advanced classes and gain knowledge and confidence as a teacher of English as a foreign language.

PROGRESS SYSTEM

Student progress is based on instructor evaluation which compares each student with others taking the same course. The grading system is as follows:

- A Excellent
- B Above average
- C Average
- D Below average
- F Unsatisfactory
- IN Incomplete
- W Withdrawal

GRADUATION REQUIREMENTS

Students must complete all classes on one level before advancing to the next level. Classes may not be repeated more than three times in order to obtain a passing grade. To receive a letter certifying completion of Level I, II, or III, all classes at that level

must be satisfactorily passed. A student will graduate and receive a diploma when all three levels of study have been completed with the grades of A, B, or C, and a proficiency examination for the highest level has been passed. Students with lesser achievement may obtain an Attendance Verification Letter.

PROBATION AND DISMISSAL POLICY

A student may be dismissed from school for any serious or repeated instances of the following: an intoxicated or drugged state of behavior; possession of drugs or alcohol upon the school premises; possession of weapons upon the school premises; or a behavior creating a safety hazard to others.

TUITION REFUND POLICY

The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If the student withdraws from a course after classes have begun, the school will refund unused portion of the tuition fees minus \$75.00 of the registration fee. The refund will be calculated according to the following formula: The refund shall be the amount the student paid for instruction multiplied by fraction, the numerator of which is the number of hours of instruction which the student has not received but for which he or she has paid, and the denominator of which is the total number of hours of instruction for which he or she has paid. For example, if the student pays \$1750.00 (\$100.00 registration fee and \$1650.00 tuition) and withdraws after 3 weeks (60 hours) of instruction, the refund will be as follows: $(\$1750.00 - \$75.00) \times (240 - 60) \text{ hrs} / 240 \text{ hrs} = \1256.40 .

If the student obtained an I-20 from this school, his or her I-20 will be voided upon cancellation of enrollment. The I-20 processing fee is not refundable after the student has received the form.

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

FACULTY

Mieko S. Han, Sr. Lecturer of English and Phonetics

B.A. in English, Austin College, 1955

M.A. in French, University of Texas, 1959

Ph.D. in Linguistics, University of Texas, 1961

Dr. Han has many years of teaching and administrative experience at universities, and has numerous scholarly publications. She prepares course materials and trains the teachers. She teaches advanced grammar and Phonetics.

Kaori Tanegashima, Sr. Lecturer of English and Comparative Cultures

B.A. in Art/Art History, California State Univ. Los Angeles, 1967

M.A. in Asian Studies, USC, 1972

Ms. Tanegashima has many years of college-level teaching experience. At the Institute, she teaches Conversational English, Intercultural Studies, Current Topics, & English Idioms. She gives cross-cultural and classroom trainings to new teachers.

Andre R. Mallette Jr., Instructor of English

B.A. in Communication and Political Science, Univ. of North Carolina at Chapel Hill, 2000

M.F.A. in Film Directing/Production, UCLA, 2005

Mr. Mallette teaches English Conversation, Pronunciation, Intonation and Styles.

Daniel Perez, Instructor of English

B.A. in English, New York University, 2003

M.F.A. (candidate) in Screen writing, UCLA, 2012

Mr. Perez teaches English Conversation, Pronunciation, and Writing.

Sarah Sok, Instructor of English

B.A. in Linguistics & Spanish, UCLA, 2009.

M.A. (candidate) Applied Linguistics, UCLA, 2012

Ms. Sok teaches English Conversation, Pronunciation, and Grammar.

STUDENT SERVICES

Academic Counseling: The Institute offers academic and career counseling to students. Those who plan to seek entrance to colleges or universities may receive private assistance in planning from retired professors of humanities, education, and sciences. They may seek assistance in preparation of applications for admission.

Teaching Materials: The core textbooks used in the program are prepared especially for the I.I.S. students and printed at the Institute for Intercultural Studies Press.

The books are offered to students at cost. Audio tapes and CD's are loaned free.

Tutors: The Institute employs additional drill masters and tutors. They provide academic and personal assistance to the students. Also, the Institute has a pool of professional consultants who are available for special lectures or consultations.

Housing: The school does not have dormitory facilities, but has guest-room facilities in walking distance from the school. The charges range \$200 ~ \$250 weekly.

Equipment and Library: a number of audio cassette players and CD players are available for teachers and students to use in class or in the lab. Several computers are also available for Internet connection. Director's library has a large collection of ESL textbooks, theoretical and applied linguistics, and some rare collections of research materials. The director shares the library materials with students when requested.

PLACEMENT ASSISTANCE

Job openings may be posted on the central bulletin board when companies contact the school seeking bilingual employees. While the school provides some placement assistance, no guarantee for employment can be made.

MAINTENANCE OF RECORDS

Enrollees are advised that the state law requires this institution to retain school and student records onsite for five years, and transcripts kept permanently.

QUESTIONS:

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, toll-free telephone number (888) 370-7589 or fax (916) 263-1897.

REQUEST TO STUDENTS BEFORE ENROLLMENT:

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.

PROCEDURE FOR GRIEVANCES AND COMPLAINTS:

If a student has a grievance, first contact the instructor in charge. Any requests for further action should be directed to the Director. 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 toll-free, or by completing a complaint form, which can be found on the Bureau's website, www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS AT OUR INSTITUTION:

The transferability of the credits you earn at the Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Advanced ESL and Applied Linguistics is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Institute for Intercultural Studies Language Schools to determine if your certificate will transfer.

STUDENT TUITION RECOVERY FUND

The Student Tuition Recovery Fund is a state requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund. This assessment is a non-refundable fee.

The state of California created the Student Tuition Recovery Fund to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refund or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or the Division within 30 days before the school closed or, if the material failure began earlier than 30 days

prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if either of the following applies:

1. You are not a California resident, or are or enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party.
- Students who are temporarily residing in California specifically those who hold F-1 student visas, are not considered a "California resident."

To qualify for STRF reimbursement you must file a STRF application within one year of receiving notice from the Bureau that the school is closed. If you do not receive notice from the Bureau, you have 4 years from the date of closure to file a STRF application. If a judgment is obtained you must file a STRF application within 2 years of the final judgment. It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 1 (888) 370-7589.

FINANCIAL AID PROGRAM

Institute for Intercultural Studies Language Schools does not participate in federal and state financial aid programs. If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund of the money not paid from financial aid funds.

FINANCIAL STATUS:

This institution has no pending petition in bankruptcy or any financial debt during the preceding five years.

CERTIFICATION

All information in the content of this school catalog is current and correct and is so certified by its Director.

Mieko S. Han, Ph.D.
Director