



## INTERPRETATION & TRANSLATION COURSES

### SCHOOL CATALOG

Spring/Summer 2012

04/24/2012 — 09/29/2012

JVTA, INC.

Japan Visualmedia Translation Academy

State of California, BPPE School Code: 1920631

SEVIS School Code: LOS214F01681000

School/Office Location:

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## INTERPRETATION & TRANSLATION COURSES

\* JVTA is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. The School Code is 1920631.

\* JVTA is a private institution that is authorized to enroll M-1 nonimmigrant alien students under Federal law. SEVIS School Code is LOS214F01681000.

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.

### MISSION AND OBJECTIVES

JVTA, Inc. works to advance the craft and profession of interpretation and translation through a comprehensive model. The core of the JVTA's comprehensive model is achieved through our vocational training school. The school conducts interpreter/translator training courses in order to cultivate translation talent that is so important to the industry. We aim to produce highly-skilled individuals to meet the growing demands for translation specialists. We train our students to become professional translators and help them thrive.

### MISSION

#### The Heart of Words

When words are used as a medium of cross-cultural communication, people tend to hit a wall of limitations. We find it difficult to express even a fraction of our thoughts in words, and words are merely one aspect of a wide communication context, much of which is nonverbal. It is indeed a challenge to use spoken and written words to communicate our ideas to others. It appears that only when we strive to connect with the "heart" of another person - the repository of his or her deep and sincere feelings and beliefs, the wellspring of individual character, intellect and imagination - can we truly begin to understand the "heart" of his or her words. We believe that both the heart and mind of words are vital to language communication.

#### Abstract Affect of Words

America's great social reformer and civil libertarian, Helen Keller, became blind and deaf from an acute illness 19 months after her birth. As a result, she was unable to speak for the next 8 years of her life. She was nevertheless able to overcome these great barriers to communication, becoming a world-renowned lecturer on the rights of handicapped citizens. Through Keller's references, understanding of words, we learn following insight:

While words are convenient, when these sound and light wave stimuli called words reach our cerebrums through one's nervous system, information is abstracted from the words completely in the subconscious mind. Through these abstract affections, we can only dare to come up with the partial truth, leaving true understanding to reside in extreme obscurity amid the world of words. Therefore, words are markedly inferior to the non-verbal world and to silence that surpasses words. Communication through words only expresses a very small part of the truth.

We think that to correct the type of instantaneous and erroneous cerebral judgment - a result of abstracting words through one's unconscious and often-unreliable mental or emotional states - it is important to

cultivate an attitude of what might be called "ethical listening." This is defined as a rational, non-judgmental state of heightened consciousness from which one can begin a probative search for the truth, the intended message, which lies behind and within those abstract symbols, called "words." We consider this sense of ethics to be our guiding principle for understanding others.

### Unity of Body and Mind

Through recent advances in quantum theory we have come to understand that matter and energy are not separate, they are interchangeable. We now recognize the interconnectedness of body and mind, and the affect of the observer on that which is observed. We find that consciousness and intent have an effect on the outcome of events. We find that strong consciousness and strong intent have an effect stronger the better on events.

As a Danish theoretical physicist Niels Bohr said, "Some of the movements in the world of atoms clarify their specific existence only when people make a conscious observation. Otherwise, under normal conditions, their existence is not clear."

Science now confirms that things often happen as we think or hope they will. Laboratory experiments demonstrate that negative thinking can produce biochemical changes and even disease in our bodies. In reality, people who think they can accomplish something if they put their mind to it can indeed accomplish it. People who think they are healthy do live longer than others.

We believe that a positive life based on philanthropic ideals of consideration for others, friendship, benevolence, altruism, and virtue is considerably more enjoyable and wholesome than using negative energy in order to accomplish things. We believe it to be ultimately rewarding to be able to help others while refining one's own mental self-discipline in furtherance of precision and subtlety in communication.

We believe that exploring the heart of words, nurturing a strong sense of ethics, and the practice of philanthropic discipline are corporate assets that must be cherished in our mission as language specialists, interpreters and translators.

### **The Roll of JVTA**

- To create an effective bridge between Japan and the U.S. by overcoming cross-cultural differences.
- To practice philanthropic principles in order to better serve people.
- To continue efforts consistent with the promotion of happiness for the people it serves.

### **Nobuaki Fudetani**

President  
JVTA, Inc.

### OBJECTIVES

Our objectives include preparing persons who are highly fluent in the Japanese and English languages to become proficient in the knowledge and skills required for professional employment as interpreters and translators. Our student population consists primarily of Japanese and American students as well as working professionals. However, anyone of any nationality or cultural background who is proficient in both English and Japanese who demonstrates ability to achieve a professional level of proficiency as an interpreter and translator is eligible to enter this program.

## INTERPRETATION & TRANSLATION COURSES

Spring/Summer 2012 Schedule: April 24, 2012 – September 29, 2012

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\* We accept enrollment throughout the year as we offer make-up sessions as well as preparation/review sessions. However, to be eligible for advancement and to receive formal evaluation results, students are required to attend a minimum of 80% of all class sessions.

### ADMISSION POLICY

Pursuant to CCR section 71770(a)(1), each student admitted to our program shall possess a high school diploma or its equivalent or a higher degree. The applicant must present such document to school. Also, the applicant must have a significant grasp of both English and Japanese to be admitted to our program.

### Language Proficiency

Our courses are taught with some portions in Japanese and other portions in English. The level of English proficiency required is TOEFL 500 or higher, and the level of Japanese proficiency required is Japanese Language Proficiency Test Level 2 or higher. However, you do not need to provide the official scores or certificates from these exams as we will determine your level via our own evaluation test. If you wish to circumvent our entrance exam you may provide an official test score and/or certificate from the exams listed above. Exemption from the entrance exam will be observed on a case-by-case basis by the administrators at the JVTA.

Prior to your enrollment at JVTA, you will be evaluated on your proficiency in the English and Japanese languages to ensure you have the necessary language skills to qualify for enrollment. The evaluation will consist of an admission test involving testing of your oral and written interpretation and translation abilities. The test has been designed by our curriculum specialist and is geared to access specific skills required for professional translators/interpreters.

Your score on this exam will determine if you are allowed to enroll at JVTA. Too low a score on the exam will mean that you do not have sufficient skills to benefit from our classes. If your score is acceptable for enrollment, your score will determine the level of class to which you will be assigned.

### Visa Information for International Students

JVTA is a private institution that is authorized to enroll M-1 nonimmigrant alien students under Federal law. SEVIS School Code is LOS214F01681000. M-1 students are required to attend as full-time students taking four sessions per week, a total of twenty-two hours of classroom instruction and skills training a week to satisfy immigration requirements.

International students who are accepted by JVTA need to submit the following in order for the school to issue a Form I-20 (Certificate of Eligibility for Nonimmigrant Student):

1. Photocopy of passport
2. Evidence of sufficient funds – e.g. Bank Statement

3. Evidence of sufficient funds – Financial Support Form filled out and signed by the person who will support the student financially during his/her stay in the United States.
4. Tuition and fees (Please see Page 14)

The school will issue the Form I-20 and recommendation letter to the US Embassy/Consulate. Please check with school for details about visa application procedure as it often changes and supporting documents required by the Embassy/Consulate are different for each location and each individual case.

**Fees for M-1 Students:**

- I-20 Handling Fee of \$400/person will be required, if applicable. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.
- Optional Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include optional practical training application fees or any other fees.

**NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.**

The transferability of credits you earn at JVTA is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Certificate of Completion you earn in Interpreting and Translation Preparatory Course, Basic Course and Professional Course at JVTA 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 coursework 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 JVTA to determine if your certificate will transfer.

\* JVTA does NOT currently engage in any transfer or articulation agreements between itself and any other college or university.

**Units and Credits from Other Schools**

Due to the nature of the school, JVTA does not accept any units or credit earned by the student at other institutions or award credit for prior experiential learning.

## COURSE DESCRIPTIONS

JVTA offers three courses: Preparatory, Basic and Professional Courses.

All of our courses are taught some portions in Japanese and some portions in English. Please see Page 3 for the levels of language proficiency in English and Japanese required to be admitted to our program.

The basic curriculum for each class is as follows:

### **Interpretation and Translation Preparatory Course** TOEFL LEVEL: 500 – 550

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 96 hours.

The actual time needed to complete the course varies depending on factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Preparatory Course is designed to polish fundamental language skills required for beginning interpreter/translator training. This introductory course is for students who are bilingual, but have not yet attained the level of competence required for beginning an interpretation/translation course. Basic interpreter/translator training skills are taught with an emphasis on the following:

- \* Vocabulary building through repetition and shadowing (a technique in which the interpreter lags behind the speaker slightly, repeating exactly what has been said).
- \* Correct usage of idiomatic expressions
- \* Correct grammar and syntax
- \* Essential knowledge of Japanese and American business and culture
- \* Basic knowledge of current events

<First Term>

Fundamentals of Interpretation - Overview and basic skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Fundamentals of Translation - Overview of the process of translation and basic skills training.

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

## <Second Term>

Interpretation Skills Training - Building on the foundation laid in the first term and further developing interpretation skills training such as shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Consecutive Interpretation to English - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Introductory Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events. Students are expected to improve accuracy, speed and overall quality of interpretation.

Translation Techniques - Building on the foundation laid in the first term and further developing translation skills

Introductory Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Introductory Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games. Students are expected to improve accuracy and overall quality of translation.

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

### Preparatory Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the preparatory level work. This class involves research skills and professional writing. Your class projects should be of a preparatory quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

**NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.**

### Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

### Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 - 77%
C = 76.9 - 73%	C- = 72.9 - 70%	D+ = 69.9 - 67%
D = 66.9 - 63%	D- = 62.9 - 60%	F = Below 60%

**Interpretation and Translation Basic Course TOEFL LEVEL: 550 – 600**

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year; two terms, 96 hours.

The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc.

Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice.

The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

The Basic Course stresses the mastery of basic interpretation/translation techniques. In this intermediate course, the following are emphasized to build a solid foundation of basic interpretation/translation skills:

- \* Idiomatic expression and articulation of Japanese and English
- \* Spontaneous and accurate interpreting, quick response and presentation

- \* Basic note-taking for interpreting
- \* Listening, comprehension and spoken expression
- \* Accurate shadowing: retention and reproduction
- \* Current Japanese and English business terminology

<First Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques – Reinforcing translation skills.

Intermediate Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Intermediate Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Intermediate Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Translation Techniques - Further developing translation skills.

Intermediate Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Intermediate Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

## Basic Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment. Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the basic level work. This class involves research skills and professional writing. Your class projects should be of at least a basic quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

**NOTE: Making back ups of all work is the student's responsibility. Everyone please make sure to back up work on another floppy disk, zip disk or CDs or portable USB's. It is not the responsibility of the Instructor to help students retrieve files from their corrupted storage devices. If they lose work they will not be given any extra time for redoing their projects.**

## Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

## Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, and thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count towards the advancement of a student to the next portion of the program or completion of the course (they must retake the class).

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 - 77%
C = 76.9 - 73%	C- = 72.9 - 70%	D+ = 69.9 - 67%
D = 66.9 - 63%	D- = 62.9 - 60%	F = Below 60%

**Interpretation and Translation Professional Course** TOEFL LEVEL: 600 or higher

As JVTA operates under both an open admissions policy and a rolling admissions basis, each student completion plan is individualized to cater to the pupils' needs. A minimum length to complete this course is one year, two terms, 144 hours.

The actual time needed to complete the course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Although this is an advanced and demanding course, students can take as many classes as they wish per term if they would like to have more training and practice. The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Instruction consists of interpretation/translation exercises which simulate real life interpretation/translation assignments. At this level, some exceptional students may begin on-the-job training. Classes at this level provide the technical foundation for interpretation/translation with an emphasis on the following:

- \* Effective presentation in consecutive interpreting: note-taking for accurate reproduction, appropriate pausing and quick response
- \* Accurate shadowing: retention, comprehension and reproduction
- \* Accurate and spontaneous sight translation
- \* Exposure to various fields in the interpreting profession, special terminology and essential background knowledge
- \* Basic knowledge of terminology and principles in the fields of science & economics
- \* Simultaneous Interpreter Training

<First Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Fundamentals of Simultaneous Interpretation – As basic training for simultaneous interpretation, reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Introductory Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events.

Introductory Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques – Reinforcing translation skills.

Advanced Translation to English - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Principles and translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

<Second Term>

Advanced Interpretation Skills Training - Reinforcing interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking.

Advanced Consecutive Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Advanced Consecutive Interpretation to Japanese - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Simultaneous Interpretation Skills Training – Reinforcing simultaneous interpretation skills by shadowing, analyzing, summarizing and paraphrasing, listening comprehension and note taking (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to English - Interpretation of a wide range of topics and current events (interpreting longer and more complex materials).

Intermediate Simultaneous Interpretation to Japanese - Interpretation of a wide range of topics and current events.

Advanced Translation Techniques - Further developing translation skills.

Advanced Translation to English - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Advanced Translation to Japanese - Translation of specialized subject matter such as publication, technical, legal, business, industrial, visual media such as film, TV, games (translating longer and more complex materials).

Terminology and Research - Developing skills in terminology research, dictionary usage and glossary building.

### Professional Course Evaluation

Each student is required to contribute to the learning of the class community by contributing to discussions and sharing in the process of understanding what it takes to be a translator/interpreter. Assignments are due on the dates specified by each instructor. Assignments will not be accepted after the specified due date. Handing in late assignments will result in a lowered grade for that assignment.

Deviations from this policy are solely at the instructor's discretion and will be dealt with privately. The work in this class should be both professional and appropriate for the professional level work. This class involves research skills and professional writing. Your class projects should be of a professional quality. Your instructor reserves the right to refuse work that fails to meet these expectations.

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### Mode of Turning in Assignments

Students may be asked to turn in assignments via e-mail attachments, paper hard copies or uploads to the server. The instructor will let them know how each project should be turned in.

### Grading Criteria

Assignments will be graded using the rubrics/evaluations listed below. The scale is based on 5 being the highest and 1 being the lowest possible score. Wherein 5 equals an "A" and 1 equals a "F."

Outcome	5	4	3	2	1
Students will write well-organized, cohesive papers.	Work functions well as a whole. Piece has a clear flow and a sense of purpose.	Response has either a strong lead, developed body, or satisfying conclusion, but not all three.	Uneven. Awkward or missing transitions. Weakly unified.	Wanders. Repetitive. Inconclusive.	Incoherent and fragmentary. Student didn't write/translate enough to judge.
Students will use appropriate voice and tone in writing/translating.	Voice is confident and appropriate. Consistently engaging. Active, not passive voice. Natural. A strong sense of both authorship and audience.	The speaker sounds as if he or she cares too little or too much about the topic. Or the voice fades in and out. Occasionally passive.	Tone is okay. But the piece could have been written by anyone. Apathetic or artificial. Overly formal or informal.	"I just want to get this over with."	Mechanical and cognitive problems so basic that tone doesn't even figure in. Student didn't write/translate enough to judge.
Students will demonstrate a comprehensive understanding of English idioms, similes and adjectives.	Excellent use of imagery; similes; vivid, detailed descriptions; figurative language; puns; wordplay; metaphor; irony. Surprises the reader with unusual associations, breaks conventions, thwarts expectations.	Some startling images, a few stunning associative leaps with a weak conclusion or lesser, more ordinary images and comparisons. Inconsistent.	Sentimental, predictable, or cliché.	Borrows ideas or images from popular culture in an unreflective way.	Cursory response. Obvious lack of motivation and/or poor understanding of the assignment.

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D = 66.9 - 63%	D- = 62.9 - 60%	F = Below 60%

## AWARDING OF CERTIFICATE OF COMPLETION

A student must successfully demonstrate his/her professional level of interpreting and translation ability through course work and a final examination given by their JVTA instructors. Evaluations are based upon classroom performance, test results and attendance. A passing grade on course work (a C+ or higher) and this final examination result in the student receiving the JVTA's Certificate of Completion for Interpretation and Translation Preparatory Course, Basic Course and Professional Course.

\* JVTA reserves the right to retain or withhold any transcripts, certificates or reports with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

## OCCUPATIONS TO WHICH THIS COURSE IS DESIGNED TO LEAD

The JVTA courses are designed to prepare students to become professional interpreters and/or translators. Our primary purpose is to bring aspiring interpreters and translators to a level of language ability where they can find employment in these fields. Additionally, many former students of our program found that their increased bilingual abilities enabled them to work in international businesses, the travel industry and in bilingual educational settings.

## FACULTY

The best instruction comes from those with real-world experience, so our instructors are professional interpreters, translators and localization specialists selected from a broad spectrum of the localization community to expose our students to a variety of working styles and areas. Our instructors normally hold bachelor's degrees, or Associates with the additional equivalent of at least two years of fieldwork experience and/or higher degrees and have over 10 years of experience in the interpretation and translation industry. (There is no license to become an interpreter/translator.) Some instructors are graduates of our program and work as professional interpreters and translators. These instructors bring a unique perspective to the classroom experience for our students.

### Akira Katsumi

Mr. Katsumi is a professional interpreter/translator with over 30 years of experience. Mr. Katsumi has extensive experience in international business communication and business consulting and has prominent international clients. He has taught interpretation and translation including simultaneous interpretation at our school (formerly ISS Translators, Inc.) from 1991 – 1995 and 2009 – present. Other teaching experience includes a position as a Japanese language instructor at Berlitz. He completed Special Program of English Education for Foreigners at Georgetown University, La Caze Academy and holds a B.A. in Social Science.

### Ayano Fujita

Ms. Fujita is a professional translator/proofreader/editor with eight years of experience. Ms. Fujita has translated numerous popular TV shows, as well as documents such as press kits, proposals, etc. She also worked as Localization Account Manager in Japan and was responsible for translation quality control, proofreading and editing. Her clients include major film studios, broadcasting and production companies. She has taught translation in both Japan and the U.S. since 2005. Ms. Fujita holds a B.A. in Theatre Arts from Waseda University in Tokyo, Japan.

Tamiko Fujiwara

Ms. Fujiwara is a professional interpreter/translator with over 14 years of experience. Ms. Fujiwara has performed simultaneous and consecutive interpretation at various international conferences, trade shows and business meetings. Her clients include major international corporations and government agencies. She has taught interpretation and translation at our school from 1998 – 2008 and 2011 – present. She also taught at English language schools in Japan for eight years. Ms. Fujiwara holds an A.A. in English Literature. She completed Interpretation and Translation Professional Course at our school in 1998.

Jessica E. Renslow

Ms. Renslow is a professional translator/proofreader/copyeditor/writer/instructional designer with over a decade of experience in the multimedia industry, along with twelve years clocked in education. Ms. Renslow has participated in numerous translation and localization projects both as a full time employee at a production house in California (whose clients include major studios and broadcasting companies) and as a self employed freelancer in the industry. She taught English/theater at Assciazone Culturale Lingustica Educational in Bajardo, Italy (2002). Ms. Renslow also worked for the Japanese Ministry of Education from 2003-2006 as a translator and an ESL instructor. Additionally, she is an adjunct faculty member of Bukkyo University's Los Angeles extension, where she teaches courses on English grammar, composition and speech. She has also taught translation at our school since 2010. 2012 marks her graduation from California State University's M.A. in Education program with an emphasis in computer education and technology leadership/ new media design and production. She passed all three portions of the California Teachers of English Learners Exam in 2011. Her B.A. in Japanese Language/Culture and telecommunications production was granted by Ball State University (Muncie, Indiana) in 2003.

## SCHEDULE OF TUITION AND FEES

Spring/Summer 2012 Schedule  
April 24, 2012 – September 29, 2012

<u>Course</u>	<u>Tuition</u>	<u>Registration Fee (non-refundable)</u>	<u>STRF (non-refundable)</u>	<u>US Dollars Total Due</u>
Preparatory, Saturday	\$1,930	\$250	\$5	\$2,185
Basic, Saturday	\$1,930	\$250	\$5	\$2,185
Professional, Saturday	\$1,930	\$250	\$5	\$2,185
Preparatory, Full-time	\$5,990	\$250	\$15	\$6,255
Basic, Full-time	\$5,990	\$250	\$15	\$6,255
Professional, Full-time	\$5,990	\$250	\$15	\$6,255

\* Tuition and fees are due before each term starts.

\* Most educational materials are provided by JVT A and are included in the cost of tuition unless otherwise indicated in the course schedule.

\* Registration Fee is a non-refundable fee payable to JVT A for each term. (This is non-transferable to other terms.)

\* Student Tuition Recovery Fund (STRF) fee is a non-refundable fee and will be applied to those who are eligible. Most students must pay this fee regardless of California residency or visa status as our program is considered as a residency program.. Please see Page 15 for details.

\* Installment payment plan is available upon school's approval. Installment Fee (finance and handling charges) will apply. Installment Fee is \$10 per payment up to three payments per term, if JVT A agrees to accept installment payments. This is a non-refundable fee and entire installment fee (e.g. \$30 for three installment payments) is due upon enrollment.

\* Payment method: Tuition may be paid in cash, by traveler's check, money order, personal check, bank check, wire transfer or credit card. A 3.5% convenience charge will be applied to all credit card or debit card transactions. A \$30 charge will be applied for a returned check.

\* All fees incurred by JVT A in receiving payment or making refunds are the students' responsibility, and are non-refundable, including wire transfers and bank transfer fees. All credit card or debit card transactions are subject to a convenience fee of 3.5%.

\* Fees for International Students

- Our school is authorized to enroll M-1 nonimmigrant alien students under Federal law.
- I-20 Handling Fee of \$400/person will be required, if applicable. The spouse and minor children under 21 accompanying an M-1 student will need their own I-20 to apply for their M-2 visas. Please check with the school for details. This is a non-refundable, administrative fee charged by school for certification. This is not a visa application fee.
- M-1 foreign students are required to pay visa application fees, SEVIS fee and other necessary fees to the U.S. government, if applicable. Please check with the school for details.
- Optional Practical Training I-20 Handling Fee will be required, if applicable. Please check with the school for details including the amount. This fee is non-refundable and does not include optional practical training application fees or any other fees.
- Please refer to Page 3 for student visa information.

\* JVTA reserves the right to retain or withhold any transcripts, certificates or reports with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

### STUDENT TUITION RECOVERY FUND (STRF)

By law, all educational institutions authorized to operate in the State of California must participate in the Student Tuition Recovery Fund (STRF). The statement below explains your rights with respect to the STRF. Most students including foreign students at our school must pay this fee as our program is considered as a residency program.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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 not 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.

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

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the 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 refunds 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 this 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.

\*If you do not have or are not eligible to apply for a social security number, please check the website of Internal Revenue Service (IRS) for the information on how to apply for a taxpayer identification number.

\*It is important that you keep copies of the enrollment agreement, receipts or any other information that documents the monies paid to the school.

STRF assessment rate for enrollment agreements signed on or after February 1, 2010, is \$2.50 per \$1,000 of institutional charges rounded to the nearest thousand dollars from each student. Institutions shall collect the assessment from each student at the time it collects the first payment from or on behalf of the student at or after enrollment. The assessment shall be collected for the entire period of enrollment, regardless of whether the student pays the institutional charges in increments. For more information, please contact the school staff.

\* The institution (JVTA) has no pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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.).

### TOTAL COST OF TUITION

For Spring/Summer 2012, the JVTA offers Saturday Preparatory, Basic and Professional Courses for \$2,185 (\$1,930 tuition, \$250 registration fee, \$5 STRF fee) per course per semester and full-time Preparatory, Basic and Professional Courses for \$6,255 (\$5,990 tuition, \$250 registration fee, \$15 STRF fee) per course per semester. The overall cost of tuition and fees for the semester can range from \$2,185 (one Saturday course) to \$6,655 (full-time tuition and fees for foreign students with M-1 visa status) depending on the students' selection of weekday and/or Saturday courses, and their visa status.

Most educational materials are provided by JVTA and are included in the cost of tuition unless otherwise indicated in the course schedule.

\* JVTA reserves the right to retain or withhold any transcripts, certificates or reports with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

### ESTIMATED MINIMUM TOTAL CHARGES TO COMPLETE EACH PROGRAM (with STRF Fee) / TOTAL NUMBER OF SEMESTERS (HOURS)

Preparatory Course: \$4,370 (two terms, 96 hours)

Basic Course: \$4,370 (two terms, 96 hours)

Professional Course: \$4,370 (two terms, 144 hours)

As there is no license to become an interpreter/translator, each student's completion plan is individualized to cater to the pupils' needs. If you start from the Preparatory Course and wish to complete the Professional Course, the minimum length of the entire JVTA interpretation and translation program will be 6 semesters (336 hours). However, the actual time needed to complete each course varies depending on various factors such as each student's skills at the time of enrollment, efforts, progress, etc. Also, as each class uses different materials, students can take as many classes as they wish per term if they would like to have more training and practice. Tuition and fees for the semester can range from \$2,185 to \$6,655 depending on the students' selection of weekday and/or Saturday courses and their visa status.

The international students on M-1 student visas are required to attend as full-time students to satisfy the immigration requirement.

Students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer terms (and fewer course hours) of study to complete the program.

## CANCELLATION, WITHDRAWAL, REFUND POLICY

You have the right to cancel the Enrollment Agreement or withdraw from a course, and possibly obtain a refund. Any notification of cancellation or withdrawal must be in writing, and receipt by JVTA must be confirmed by return receipt of certified mail or by return email from JVTA. JVTA will make refunds within 45 days of a student's cancellation or withdrawal less any deductions described in the Enrollment Agreement. Cancellation or 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.

Students must submit any notification of cancellation or withdrawal to one of the following:

### Hardcopies/Mail:

JVTA, Inc. / Japan Visualmedia Translation Academy  
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.  
Fax: (310) 316-2411  
Email: [contact@jvta-la.com](mailto:contact@jvta-la.com).

### Cancellation

The JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

If you enroll after the commencement of the Term, you may cancel your enrollment if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. If you give a written Notice of Cancellation within this time period, the JVTA shall refund 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement.

If you have received any educational materials, books or equipment from JVTA, you must return them to JVTA within 10 days following the date of your notice of cancellation. If you fail to return these materials in the same condition you received them within this period, JVTA will deduct the stated charge for the materials from any refund that may be due to you.

### Withdrawal

“Withdrawal” means that you wish to discontinue participation in any instruction before the end of the Term. Withdrawal also means that you have not cancelled the Enrollment Agreement within the period allowed for cancellation as described above. You have the right to withdraw from a course of instruction at any time.

Calculation of the refund is based on the number of class days of the Term which have elapsed, whether or not you have participated in the instruction. JVTA incurs costs in making this instruction available to you, whether or not you use it.

The Term consists of a predetermined number of class days of available instruction. After sixty percent (60%) of these class days have passed, no refund of tuition will be made. If your notice of withdrawal is received by JVTA before 60% of the class days have passed, JVTA will calculate and refund your unused tuition based on the number of class days remaining in the Term, after your notice of withdrawal is received.

## Tuition Refund Schedule

Students choosing to withdraw from a course of instruction will possibly obtain a refund on a prorated system.

Example: If a student paid \$5,990 for Tuition and \$250 for Registration Fee, and the student's notice of withdrawal is received by JVTA immediately after 30% of the Term elapsed (70% remaining), then the refund amount would be:

$$(\$6,240 \text{ Tuition and Reg. Fee} - \$250) \times 70\% \text{ remaining} = \$4,193 \text{ (Prorated Refund)}$$

The following schedule indicates the prorated tuition to be refunded.

<u>Full Refund</u>	<u>90%</u>	<u>80%</u>	<u>70%</u>	<u>60%</u>
\$1,930	\$1,737	\$1,544	\$1,351	\$1,158
\$5,990	\$5,391	\$4,792	\$4,193	\$3,594

## Financial Aid Statement

**JVTA does NOT participate in any form of financial aid including all federal or state financial aid programs.** 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 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. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan, (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## Loan Statement

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.

## Refund of Discount by Student to JVTA

Some discounts are contingent on your completion of at least two semesters of instruction. If you did not fulfill all the conditions and requirements, you must pay JVTA the amount of the Discount.

## NOTICE OF STUDENT RIGHTS

1. You may cancel your Enrollment Agreement and obtain refund of 100 percent of the amount paid for institutional charges minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement, if a Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.  
Read the Notice of Cancellation form and the Enrollment Agreement for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund of tuition based on the number of class days remaining after your Notice of Withdrawal is received by the school before 60% of the class days in the term have passed minus reasonable deposits or fees not to exceed two hundred fifty dollars as described in the Enrollment Agreement. Your refund rights are described in the Enrollment Agreement. If you have lost your Notice of Withdrawal ask the school for a copy.
3. If the school closes before the term ends, you may be entitled to a refund. Contact Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, Phone: (916) 431-6959, Fax: (916) 263-1897.
4. Any questions a student may have regarding the Enrollment Agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, Phone: (916) 431-6959, Fax: (916) 263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or by completing a complaint form, which can be obtained on the Bureau's internet website, <http://www.bppe.ca.gov/>.

## SCHOOL POLICIES

### Attendance

- \*Any student absent more than 20% of all class sessions of the term will not be eligible for advancement and will not receive formal evaluation results.
- \*If you will be absent for more than 2 weeks, please contact school.
- \*Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with applicable laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

### Tardiness

JVTA urges students to comply with the academic calendar and schedule, and to make every effort to attend each class meeting on time.

A student who enters the classroom more than 30 minutes after the start time of the class meeting is considered tardy. A student who is tardy to class a 3rd time will be counted as one time absent.

Students are expected to attend a minimum of 80 % of all class sessions. Tardiness is part of the criteria used to evaluate a student. Any students who do not meet the minimum attendance requirement are not eligible for advancement and will not receive formal evaluation results. When tardiness persists, JVTA will issue a written notice resulting in rating of incomplete for the session. A leave of absence may be granted in case of illness or family emergency. A school official must approve all leaves of absences in advance.

### Leave of Absence Statement

If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Students must submit a Declaration of Intent to Obtain a Leave of Absence to one of the following:

**Hardcopies/Mail:**

JVTA, Inc. / Japan Visualmedia Translation Academy  
3510 Torrance Blvd., Suite 219, Torrance, CA 90503 U.S.A.  
Fax: (310) 316-2411  
E-mail: contact@jvta-la.com

This can be done via a hardcopy letter, fax, or formal e-mail. If the student takes this step and a seat is available for the term, the student is allowed to return to the term and to the exact week of the term that they left, however, the student is required to pay a Registration Fee for the returning term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

Example: If the student left the third week of the Basic Course's second term s/he would be allowed to reenter the Basic Course's second term in the third week if a seat is still available and if s/he pays the Registration Fee for the term and the difference in tuition amount if any is outstanding or has incurred due to inflation.

\*A grade of incomplete is reserved for the student who has properly submitted his/her Declaration of Intent to Obtain a Leave of Absence.

\* Students on M-1 visa status are required by law to take a full course load, attend classes and must comply with laws and regulations. If students are frequently absent from school and/or are tardy, they will not be allowed to stay in the U.S. and must return to their countries.

Evaluation

Students' performance is evaluated by teachers at the end of each semester. Evaluations are based upon classroom performance, test results and attendance. Evaluation results will be sent to each student. Please refer to the class schedule for test dates. In order to receive formal evaluation results for the semester, students are required to attend a minimum of 80 % of all class sessions in the semester. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a "C" in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 -77%
C = 76.9 - 73%	C- = 72.9 -70%	D+ = 69.9 - 67%
D = 66.9 -63%	D- = 62.9 -60%	F = Below 60%

\* JVTA reserves the right to retain or withhold any transcripts, certificates or reports with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

Advancement

Advancement is based on the above mentioned evaluation criteria and attendance record. Each course is generally completed in two to four semesters.

## The Institution's Standards for Student Achievement

Students are graded on a one-on-one basis by each instructor. Their entire body of work is reviewed collectively before a final grade is given. Other determining factors include their attendance and in-class participation. They are graded via a traditional 4.0 (A-F) scale. To complete a course, a student must receive at least a C+. Our grading percentage system is listed under "Evaluation" along with a detailed description of each of our courses.

### Class Schedule

Class schedules are subject to change. When there are changes in the schedule, the office will make every practical attempt to inform students in advance.

### Experiential Credit

Although we don't accept any experiential credits, students entering the program who have a higher level of Japanese and English language ability may be placed in intermediate or advanced courses, and thus require fewer semesters (and fewer course hours) of study to complete the program.

### Probation and Dismissal Policy

Violation of the school rules shall result in disciplinary action. Students who commit serious violations including but not limited to posing a threat to school safety, bringing weapons or drugs to school, or fighting will be temporarily suspended or permanently expelled from school.

We do not suspend or dismiss students because of their poor academic performances although such students cannot complete the course. However, to advance to the next stage of the curriculum a student must receive at least a C+. Our grading percentage system is listed below:

An "A" represents a high level of achievement, a "B" represents above average achievement, and a "C" represents average achievement. A class with a final grade of C+ or lower will not count in towards the program and must be retaken. Example: If student receives a "C" in term 1 of the basic course s/he will not be allowed to continue to term 2. S/he will be required to retake term1.

Letter Grade Equivalents		
A = 100 - 93%	A- = 92.9 - 90%	B+= 89.9 - 87%
B = 86.9 - 83%	B- = 82.9 - 80%	C+ = 79.9 - 77%
C = 76.9 - 73%	C- = 72.9 - 70%	D+ = 69.9 - 67%
D = 66.9 - 63%	D- = 62.9 - 60%	F = Below 60%

Also, we do not suspend or dismiss students because of their lack of attendance although students must attend a minimum of 80% of all class sessions in order to be eligible for advancement and to receive formal evaluation results. Please contact school if you will be absent for more than 2 weeks. If a student becomes unable to attend classes during the term and would like to resume training at later time within five years, the student may apply for leave of absence. Please see "Leave of Absence Statement" on Page 20 for details.

JVTA operates under the guidance of all the immigration laws when it comes to its attendance policies for M-1 visa students. Dismissals or possible dismissals are all viewed under the requirements deemed by the federal immigration departments.

\* JVTA reserves the right to retain or withhold any transcripts, certificates or reports with respect to your enrollment, or to refuse to allow you to participate in instruction and classes, until all required documents have been submitted and all required fees and expenses have been paid.

### Recording of Classes

Recording of classes is not permitted unless otherwise permitted by the instructor.

### Description of the Facilities

We have two classrooms, an office, a lobby and a kitchen. All of our courses are taught in classrooms with desks, chairs, whiteboards, computers with professional software, CD/cassette tape players, televisions, DVD/video players. JVTA has a classroom library from which students may check out books. A special reference library section (for materials which can be used at the campus location only) contains many specialized dictionaries and linguistic texts. The library section is located in the classrooms. For more extensive research, there is a public library across the street: Torrance Public Library (Katy Geissert Civic Center Library), 3301 Torrance Blvd., Torrance, CA 90503, Phone: (310) 618-5959.

### Use of Facilities

1. Any time a classroom is not in use, it may be used for study. Please inform the office if you intend to use an empty classroom.
2. Because of the risk of damage to audiovisual equipment, computers, classroom furniture, and fixtures including carpeting, please be very careful when eating and drinking at our facility.
3. Eraser shavings can damage the audio visual equipments and computers, so please be very careful when erasing something near the equipment.
4. Students may check out one book per week from the classroom library. Reference books may not be checked out.
5. Student drawers are for use by the office to provide students with information or classroom materials. Please do not use drawers for storing dictionaries or other personal effects.

### Student Complaint/Grievances Procedures

1. All student complaints may be brought to the Administrator or any school staff and officials. Complaints may also be brought to the Director and President of JVTA, Inc.
2. If the complaint made is found to be valid, involves a violation of law, and is not resolved within 30 days after it was first made by the student, the student may notify Bureau for Private Postsecondary Education (BPPE) at P.O. Box 980818, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov/>, Phone: (916) 431-6959, Fax: (916) 263-1897, as well as law enforcement authorities of the complaint, investigation, and lack of resolution.  
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 431-6959 or by completing a complaint form, which can be obtained on the Bureau's internet web site, <http://www.bppe.ca.gov/>.
3. Students may lodge a complaint by communicating orally or in writing to any teacher, administrator, admissions personnel, or counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that person's duties.
4. If a student complains in writing, the institution shall, within 10 days of receiving the complaint, provide the student with a written response, including a summary of the institution's investigation and disposition of it. If the complaint or relief requested by the student is rejected, the reasons for the rejection shall also be given.

5. The student's participation in the complaint procedure and the disposition of the student's complaint shall not limit or waive any of the student's rights or remedies. Any document signed by the student that purports to limit or waive the student's rights and remedies is void.
6. The person authorized to resolve complaints under this section shall not be terminated from employment or suffer any diminution in compensation as a result of the appropriate and good faith discharge of addressing and resolving student complaints.

### Student Record

This institution maintains transcripts permanently and student records for a period of five years from the student's date of completion or withdrawal at its principal place of business or its designated location within the State of California. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

### Smoking

This building is a non-smoking building. Smokers are asked to please smoke outside (designated area only).

## STUDENT SERVICES

### Counseling and Advisory Sessions

One-on-one counseling and advisory sessions by instructors and school staff are available as needed. Such sessions are also scheduled by the school normally during mid-terms and/or finals.

Instructors are available for questions before and after sessions or by appointment. School staff is available during regular office hours or by appointments.

### Placement Services

Although sometimes JVTA is notified of openings for full- or part-time interpreter or translator positions to which we will recommend students or graduates of an appropriate level of skills and background, JVTA has no official placement assistance program. Because of the nature of interpreting and translation work, job placement is usually on a "sub-contracted" basis or hiring is for "short-term" projects. Occasionally, we offer both interpretation and translation experience through our On-the-Job Training (OJT) program which places advanced students in Professional Course in various settings in which they may receive valuable work experience.

### Bulletin Boards

There is a bulletin board in the student lounge where notices and other items of interest to students are posted. Please check them from time to time. If you have any suggestions for bulletin board postings, please contact the office.

### Housing Information

JVTA has no dormitory facilities under its control. JVTA has no responsibility to find or assist a student in finding housing. However, students can obtain information about homestay agents from the school.

### Financial Aid

JVTA does not participate in any form of financial aid including all federal or state financial aid programs. See also Page 18.

### Regarding "English as a Second Language" Classes

JVTA does not offer "English as a Second Language" classes.

### Building Security System

During the week, the entrance to the building is open until 8:00 p.m., and it is locked all day on weekend. On Saturdays during semester, one entrance will be open during class hours.

### Office Hours

Please feel free to contact JVTA during office hours. Our regular office hours are: Tuesday – Friday 10:00 a.m. to 6:00 p.m., and on Saturdays from 10:00 a.m. to 5:00 p.m. during semesters. School is closed on Sundays, Mondays, and major holidays.

### School/Office Location and Contact Information

JVTA, Inc. / Japan Visualmedia Translation Academy  
3510 Torrance Boulevard, Suite 219, Torrance, CA 90503 U.S.A.  
Phone: 310-316-3121, Fax: 310-316-2411, E-mail: [contact@jvta-la.com](mailto:contact@jvta-la.com)