Master of Fine Arts, Traditional Animation
Midpoint Review Handbook

This handbook contains the Traditional Animation Midpoint Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Midpoint Review. If you have any questions or need clarification on any aspect of your upcoming Midpoint Review, you will find information about who to contact on page 19 of this handbook.

It is your responsibility to use the latest version of the Midpoint Review Handbook. If you are uncertain if this is the latest version, please refer to the Traditional Animation page on the Graduate Showcase:

http://gradshowcase.academyart.edu/

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🌐 ONLINE ICON: The online icon will mark items that are specific to online students only.

On campus students can skip these items.

1. ELIGIBILITY FOR MIDPOINT REVIEW

A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- Completed 15 units of core requirements (listed below)

- Completed ANM670: Preproduction

- Completed 6 units of Liberal Arts

Storyboarding:	Production Animation:
☐ ANM 689: Story Development	☐ ANM 610: Figurative Concepts
☐ ANM 609: Gesture & Quick Sketch for Animators	☐ ANM 688: Traditional Animation 1
☐ FA 626: Chiaroscuro	☐ GLA 636: Acting for Animators
☐ GLA 621: History and Techniques of Character Animation	☐ GLA 621: History and Techniques of Character Animation
☐ ANM 610: Figurative Concepts	☐ ANM 633: Character Design & Drawing for Animators
☐ ILL 625: Perspective for Illustrators	☐ ANM 685: Storyboarding
☐ ANM 685: Storyboarding	☐ ANM 692: Traditional Animation 2
☐ GLA 636: Acting for Animators	☐ GLA 617: Mythology for the Modern World
☐ ANM 691: Advanced Story Boarding	☐ ANM 670: Preproduction(take semester prior to Midpoint Review)
☐ ANM 633: Character Design & Drawing for Animators	☐ VIS 611: Visual Elements of Story
☐ ANM 670: Preproduction(take semester prior to Midpoint Review)	☐ ANM 605: Layout Design
☐ GLA 617: Mythology for the Modern World	☐ ANM 634: Traditional Animation 3

* Core courses may be waived with academic director approval only

Note: International students who are tested into or choose to take EAP 605S or 605W: English for Art Purposes should do so immediately after taking EAP 604: MS: English for Art Purposes and before they plan to do their Midpoint Review.

Plan ahead and be prepared to present your proposal by the beginning of the semester.

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2. SCHEDULING YOUR MIDPOINT REVIEW

A. Review Date

Midpoint Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the third or fourth week of the fall or spring Semester and in the second week of the summer semester. You can find the signup dates in the Graduate School Calendar:

http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate time to schedule your Midpoint Review. It is important to know the final cut-off date for scheduling your review.

You should receive an email from the Midpoint Review Coordinator approximately one week prior to the start of the semester you will be presenting your Midpoint with details on how to sign-up. The email will direct you to the Graduate Midpoint and Final Review Showcase http://gradshowcase.academyart.edu/.

B. Review Orientation

You are required to watch the online Midpoint Review Orientation prior to completing the Midpoint Review sign-up form online. You have the option of presenting your Midpoint or Final Review online or on campus. If you will be doing your Midpoint Review online please review the online presentation specifications. Please contact the Midpoint Review Coordinator if you have any questions.

C. Attendance & Cancellations

Midpoint Review is a required component of your Master's level program and must be completed before commencing the directed study or final portfolio portion of your program. Cancellations or postponements must be organized through the Midpoint Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered "No Show" and fail the Midpoint Review.

3. DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following three components: portfolio, thesis book, and oral presentation. Link to tutorial on uploading work to LMS

IMPORTANT: If your Thesis Book and Portfolio are not received in time, your Midpoint Review will be cancelled and you will need to present the following semester.

Portfolio: A digital or traditional portfolio of work created in the Studio/Skill Building classes is required to show you have the ability to accomplish your thesis project.

Link to more detailed portfolio checklist

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF

Thesis Book: Your proposal must be clear and concise. Describe your proposal in detail and ensure that it is not too narrow or overly broad in scope. Address what led you to the projects, how you expect your projects to evolve and what challenges you foresee.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

Link to more detailed thesis book checklist

Upload/Deliver To:	• All students upload PDF of Thesis Book to the Thesis Proposal Icon in LMS • **On-campus students** bring one hardbound printed copy of PDF to review
Due Date:	• Upload two weeks prior to review date (one week prior in the Summer semester) • **On-campus students** bring one hardbound printed copy of PDF to review
Format:	• PDF and your Thesis Book uploaded to LMS • **On-campus students:** one hardbound copy of your Thesis Book

| **Oral Presentation:** | Oral presentation of your proposed thesis project. |
| | Link to more detailed oral presentation checklist |

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
Format:	PDF
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.
Notes:	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

Link to online presentation details for online students

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are one hour in duration. Your presentation should be 30 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	**30 minutes**
Portfolio/Demo Reel Presentation	5 minutes
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 minutes

Review Committee: The Midpoint Review Committee is comprised of faculty and/or industry professionals approved by the Graduate School and the Department Directors.

Committee Question & Answer Session: After your presentation, questions will be asked by the Committee for clarification on your project.

Committee Discussion, Decision, & Feedback: After the question and answer session, the committee will recess in private to discuss the merits of your proposal.

B. Results

Upon reconvening, the committee will present you with one of the following outcomes:

Approved: You have passed, and can now proceed with Directed Study for the following semester.

Not Approved: You have NOT passed, and are NOT allowed to proceed with Directed Study until one of the following has been completed and the Midpoint Proposal is approved by the Midpoint Review Committee:

> **Resubmit**:   Following specific Midpoint Review Committee requirements, your project requires small changes that must be corrected and re-submitted within 3 weeks. If the re-submission meets the requirements, then the Midpoint Proposal is approved and you can proceed with Directed Study the following semester.

> **OR**

> **Represent:**   Following specific Midpoint Review Committee requirements, you must complete additional studio work, rethink Final Project, and/or sign up for a new Midpoint Review next semester.

Please follow directions outlined in the link below to view your results and written feedback after your Midpoint Review.

http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Traditional Animation program learning outcomes. At the Midpoint Review the review committee is looking at your progress towards achieving the stated outcomes.

http://www.academyart.edu/academics/animation---visual-effects/graduate-degrees

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents: A digital or traditional portfolio of work created in the Studio/Skill Building classes is required to show you have the ability to accomplish your thesis project. Classes related to layout design/perspective, painting, traditional/digital life drawing, figure, clothed figure, head drawing, character design, storyboarding, character animation etc. Please check with the department if you have questions about what needs to be included.

☐ Checklist of every item needed in portfolio
☐ Animation Demo Reel from classwork including Final Projects (Character Animation and Stop Motion Focus only)
☐ Figure Drawing from classwork including long and short poses
☐ Layout/Perspective examples from classwork
☐ Color examples from classwork (VIS 611, ILL 625, and/or ANM 670)
☐ Classwork examples from Character Design
☐ Sketchbook work that shows skill and expertise applicable to area of focus

THESIS BOOK CHECKLIST

Thesis Book Contents:	In your thesis book, you must include the following sections, in this order and with a separate heading for each:

- ☐ Cover Page
- ☐ Table of Contents
- ☐ Autobiography
- ☐ Resume
- ☐ Midpoint Thesis Abstract
- ☐ Midpoint Thesis Project Proposal
- ☐ Preproduction
- ☐ Shot planner (Traditional Short Film Only)
- ☐ Areas of Concern
- ☐ Production Timeline
- ☐ Course Timelines

Cover Page:	The cover page must include the following:

- ☐ Project title
- ☐ Your Name
- ☐ Student ID Number
- ☐ Academy of Art University, Graduate School of Traditional Animation
- ☐ Focus: Storyboarding or Production
- ☐ Animation
- ☐ Identify this as your "Midpoint Proposal"
- ☐ Date of Presentation

Table of Contents:	All Midpoint proposals must have a table of contents (TOC) ☐ Number each page of the proposal ☐ List each topic section and its corresponding page number

Autobiography:	For your one page autobiography, briefly address in a concise and engaging manner the following:

- ☐ Introduce yourself
- ☐ Explain how you became interested in traditional animation
- ☐ Discuss what led you to enroll at the Academy of Art University
- ☐ You may also include other information that seems appropriate or relevant to your work as an artist.

Resume:	You will need to include a formal resume in your proposal. This is a single-page professional document that lists your work experiences, skills and education. In addition, your resume provides the reader with your contact information and a list of past experience, including:

- ☐ Name
- ☐ Address
- ☐ Phone Number
- ☐ E-mail and website
- ☐ Additional contact information
- ☐ Recent exhibitions
- ☐ Recent or pertinent employment history
- ☐ Other recent information relevant to your career as an artist including teaching experience, professional memberships, volunteer experiences, relevant skills, etc.
- ☐ Dates should be listed chronologically, most recent at the top of the list

Midpoint Thesis Abstract:	The Project Abstract is a short but detailed summary of your proposed Thesis Project. By reading this abstract, the committee should get a solid sense of what you will be doing without having to read the full proposal. The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your

abstract:

☐ Area of emphasis

☐ Subject matter

☐ Reason for choosing the project

☐ What the project looks like

☐ How and why you are creating the project

☐ How you plan to present the final project

Midpoint Thesis Proposal:	The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay the details of your proposed project to the Panel. Avoid direct repetition of your sentences from your abstract. You will want to address the following in an articulate and well thought-out manner (approximately 2 pages in length):

☐ Define your Thesis Project in detail

☐ Describe what led you to the project

☐ Describe how you anticipate the project evolving

☐ List expected delivery date, format, and expected materials (e.g. DVD, art of book, website etc.)

☐ Create a "scope of work" or "deliverables" list that clearly states what the outcome of the Thesis Project will include.

☐ Include how you expect to spend your Directed Study time

Preproduction: A strong understanding of drawing, design and perspective should be represented. Depending on your concentration, you'll need to pitch the following:

Storyboarding:	Production Animation
Pitch three story ideas. Create storyboards for each of the following: ☐ TV Pitch – Original or from existing script. Style should be realistic and rendered in full color. ☐ Live Action Pitch – From existing script. Style should be realistic and rendered in a minimum of 4 values. Action shots not performance shots and real proportions. ☐ Animation Pitch – Original idea or from existing story. Style should be designed and "animatable" represented in line drawings with some values. Acting and performance based. Show that you understand the stylistic difference between the three. Include for each pitch: ☐ Initial character sheets ☐ Initial model sheets ☐ Initial layouts (set design) ☐ Storyboards ☐ Shot planner	Pitch a full-color 90-second traditional hand-animated or stop-motion short film. Include: ☐ Initial character sheets ☐ Initial model sheets ☐ Initial layouts (set design) ☐ Animatic storyboard (DVD) ☐ Storyboards ☐ Shot planner (FILM PRODUCTION ONLY) ☐ Color & Beat boards (3 minimum) – beginning, middle and end ☐ Design style and art direction

☐ Color & Beat boards (3 minimum) – beginning, middle and end ☐ Design style and art direction	

Shot Planner (Film Production Only):	For story-based projects, a task-by-task breakdown with target and padded estimates of the time to set up the camera, block and finish the animation, light and render the scenes, composite the scene in a background, and any dynamics, particle effects, or special considerations. "Shots" defined as any time the camera cuts from one point of view to another.
Areas of Concern:	List any technical, artistic, conceptual, or production elements of your project that might be of concern. What strategies could be used to solve these issues should they become a problem?
Production Timeline:	A Gantt chart that begins the month/year of the Midpoint Review and ends the month/year you intend to graduate from the Academy of Art University. Must be consistent with estimated time listed in the shot planner document.
Course Timeline:	The timeline must layout specific classes. This can be adjusted after your first Directed Study course. The timeline must include the following: ☐ List by semester the courses that you have taken to date, including the course number, title, and instructor ☐ List courses that you are considering by semester, including course title ☐ Identify your anticipated graduation date (semester/year) ☐ Be sure your total units add up to 63 **NOTE**: Make sure your classes are appropriate for your track and are spaced appropriately (don't try to take all directed study in two semesters).

ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines:

Academy of Art University's Online Midpoint Review provides a means for online/offsite Academy students to present their thesis proposals via the Academy's online meeting environment. You have the option of presenting your Midpoint Review online or on-campus. Either way:

☐ **Duration:** Midpoint Reviews are approximately **1 hour** in duration. The student's oral presentation should be succinct and should be completed in approximately **30 minutes**.

☐ **Content & Timing:** Your oral presentation should be presented in approximately thirty (30) minutes. Have your website, blog and/or portfolio available and ready to show.

    ☐ Introduction/Autobiography   5 minutes
    ☐ Pitch & Thesis Project Proposal   20 minutes
    ☐ Portfolio & Demo Reel Presentation   5 minutes

☐ **Professional Appearance:** Dress for your review in a manner appropriate for presentation to potential employers - professionally.

☐ **Practice and Prepare:** Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.

MIDPOINT REVIEW PDF GUIDELINES

PDF Development Guidelines:

Whether you decide to follow the provided PowerPoint template or create your own presentation, you will need to start with an introduction/title slide and end with a final slide, which indicates the end of the presentation to the panel.

It is best to keep your presentations written text in bullet-point format or very short sentences so the panel does not have to read a lot of written information while listening to your oral presentation simultaneously.

Though there is a degree of freedom in how you develop your PowerPoint presentation, there are some important development guidelines you must follow:

Font:
- ☐ **Font:** Use the standard fonts to avoid loading issues: Arial, Times New Roman or Garamond.
- ☐ **Size:** Use a font size that is large enough to read - recommended sizes are 18 pt. for text and 24 pt. or larger for titles.
- ☐ **Color:** Use a font color that is easy to read.

Content:
- ☐ **Images:** Make sure your images are large enough to be clearly seen.
- ☐ **Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

NOTE: If you have a specific font to use, save your PowerPoint as a PDF. Keep in mind that the fonts must be easy to read.

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MIDPOINT REVIEW PDF CHECKLIST

PDF Checklist:	Your PDF should include the following slides: ☐ Introduction Page ☐ Portfolio Slides ☐ Proposed Thesis Project Slides ☐ Closing Slide
Introduction Slide:	The introduction/title slide must include the following items: ☐ Your name ☐ Your student ID ☐ Department Name ☐ Project title ☐ Date of the presentation
Portfolio Slides:	The portfolio slides must include the following items: ☐ Artwork in .JPG format ☐ Title of artwork ☐ Class, semester and teacher information ☐ Provide links to your website, blog and portfolio
Thesis Project Slides:	☐ Pitch your idea(s)/film as outlined in the thesis book. ☐ Production Animation: links to your 90-second stop-motion short film must be provided and available on YouTube or Vimeo and download available from your student home page.
Conclusion Slide:	This slide should clearly indicate that you are finished with your presentation. You may choose to include the following: ☐ Your Name ☐ Your Project Title ☐ Thank you

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Traditional Animation specific Midpoint Review Handbook Watch the Midpoint Review Orientation Meet with your Academic Director to discuss feasibility of thesis ideas for feedback
2 to 3 months before your review	Check graduate website for Midpoint Review sign-up schedule Solidify your Thesis Project Concept
6 weeks before your review	Prepare your thesis book Work with a professional proofreader to make sure your thesis book is grammatically correct and typo-free. Contact ARC for any assistance you need with grammar and language.
1 month before your review	Print your thesis book and have it professionally bound 🌐 Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	Send to your department: • One (1)spiral-bound copy of your Final Thesis Proposal • One (1) DVD containing a PDF of your entire proposal and your portfolio/demo reel content Practice your oral presentation out loud and with a timer 🌐 Review the online-specific requirements and test all of your equipment
2 weeks before your review	On-campus students verify your equipment works prior to your actual presentation date 🌐 Email your PowerPoint or PDF presentation to Online Graduate School 🌐 Upload your PDF to your portfolio and thesis book to your home page. 🌐 Meet online with your Online Graduate Review Coordinator to review your presentation room setup and use
1 week before your review	🌐 Send your PowerPoint presentation to Online Graduate School via email Plan your attire, dress professionally Practice your presentation in front of a live audience

Tips for the day of your review	Get plenty of rest the night before If you will be using a cellphone, make sure the battery is charged Have a glass of water available during your presentation Arrive at your Midpoint Review on time and ready to go Greet your committee members prior to beginning your presentation Listen to the committee's advice and take notes Maintain professionalism during the entire review
Following your review	View your Midpoint Review results here
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf

7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	Once you have completed your eligibility requirements, you can sign up online when the sign up is available. Check the Graduate School calendar for dates and the Graduate School's Midpoint Review Page for the sign up link.
How many pages should the thesis book be?	Minimum 20-30 pages Maximum 50-80 pages
If I'm an online student, do I need to send in physical samples of my class work?	Online and Onsite classwork "Skill Building" portfolios may be presented digitally.
Can we include work we've done outside of the Academy?	Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.

Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your group directed studies after you pass your Midpoint Review. A clear and thorough "Pitch Presentation" of project must be presented that includes initial design work and art direction (color ideas). Short film makers must also include a Shot Planner (provided in Preproduction).
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	We would recommend against it. Simple, easy to read and easy to see content is best.
Should I meet with my Director prior to my Review?	Yes! Plan to meet with your Director the semester you take Preproduction (after midterm) to share your thesis ideas for Departmental feedback.
What should I wear to my Review?	You are required to dress PROFESSIONALLY for your Review—treat it as if you are Pitching to an "industry company" or going to a job interview.

8. IMPORTANT LINKS

Graduate Student Homepage	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Academy Resource Center (ARC)	http://www.academyart.edu/students/my-academy/academy-resource-center Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf
Online Chat Schedules & Recordings	Chat Schedule: http://online.academyart.edu/innovative-learning/chats.html Graduate Chats: http://gradshowcase.academyart.edu/graduate-chats.html Twitter: @aauchats
Department Specific Websites	http://www.academyart.edu/academics/animation---visual-effects http://online.academyart.edu/schools/animation-visual-effects
Graduate School Calendar	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Graduate Review Showcase	http://gradshowcase.academyart.edu/ Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.

Traditional Animation Review Showcase Page	http://gradshowcase.academyart.edu/schools/animation-2d.html
Online Connection Through Mobile Devices	http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	http://gradshowcase.academyart.edu/ Look under Additional Presentation Tools
Online Technical Requirements	http://gradshowcase.academyart.edu/Look under Resources →Technical Resources → Online technical requirements
Technology Trouble Shooting	To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm
Uploading Review Content	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf
Photographing & Submitting Artwork	http://media.academyart.edu/howto/index.html http://howto.academyart.edu/submitting-artwork

9. ONLINE PRESENTATION DETAILS

A. Scheduling a Meeting with an Online Graduate Review Coordinator

Academy of Art University's Online Graduate Review process provides a means for Academy students to present their project proposals via the Academy's online meeting environment. An Online Graduate Review Coordinator will contact you after your review has been scheduled to test your computer, internet connection, web-camera, and telephone. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload and use your slideshow during your oral presentation. Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least two weeks prior to the presentation date (1 week for the Summer Semester).

B. Online Presentation Guidelines

You are required to provide a PowerPoint or PDF presentation with visual and written information that will go along with your oral presentation. Be sure to follow your department guidelines, as some departments have different requirements. You can also find a checklist below with details on what to include in your presentation.

Font: Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.

Images: Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.

Credit: When including art made by other artists, credit the artist

Content: It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

Online Technical Requirements
Adobe Connect Diagnostic Test

Online Graduate Review Contact Information
Email: onlinegradreview@academyart.edu
Phone: (415) 618-3614

10. CONTACT INFORMATION

Midpoint Review Coordinator:	midpointreview@academyart.edu (415) 618-6390
Contact for Online Students:	onlinegradreview@academyart.edu (415) 618-3614
Department Contact(s):	Jessica Chan Traditional Animation – Administrative Assistant Tel: (415) 618-3684 Email: JChan@academyart.edu
Send Materials To:	Academy of Art University School of Traditional Animation Midpoint Review 79 New Montgomery San Francisco, CA 94105 **NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.