



Master of Fine Arts

Animation 3D, Modeling and Visual Effects

Final Review Handbook


This handbook contains the Animation 3D Modeling and Visual Effects Final Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Final Review. If you have any questions or need clarification on any aspect of your upcoming Final Review, you will find information about who to contact on page 17 of this handbook.

It is your responsibility to use the latest version of the Final Review Handbook. If you are uncertain if this is the latest version, please refer to the Animation 3D Modeling and Visual Effects 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 FINAL REVIEW

A. Eligibility

All Final Reviews must be held at the end of the semester in which you complete your regular program units. You must declare your graduation term before a tentative date can be set. The process has three steps:

1. **DECLARATION:** In the semester prior to your Final Review, you can either contact your advisor to declare your graduation term or go through your self-service page. Additional graduation declaration and commencement information is found online here:
<http://www.academyart.edu/content/aau/en/students/my-academy/academic-resources/graduationcommencement.html>
2. **REGISTRATION:** Register for your final semester of coursework with your advisor or online through your [Online Student Registration Profile](#).
3. **REVIEW SIGN-UP:** Once you have declared your graduation term and registered for courses, at the start of the semester you are presenting, you will need to review the Final Review online orientation and complete the online sign-up form available here: <http://gradshowcase.academyart.edu/>. Refer to the Graduate School Calendar for the available online sign-up dates here:
<http://www.academyart.edu/students/myacademy/academic-resources/graduate-student-academic-resources>. See further details for scheduling a final review below.

NOTE: If Final Thesis Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

Plan ahead and prepare as much of your project as possible by the beginning of the semester. Strive to have only your final touches remaining to be completed *during* your last semester of coursework.

2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the eleventh or twelfth week of the fall or spring semester and in the sixth week of the summer semester. You can find the sign-up dates in the Graduate School Calendar:

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

No Final Reviews are permitted during the intersession. A finalized date will be set during the semester the Final Review is to be conducted, based on director availability. This date can be changed only in case of personal emergency, and must be approved by both the Graduate School and the department director to be official.

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate term to schedule your Final Review. It is important to know the final cut-off date for scheduling your review. You should receive an email from the Final Review Coordinator approximately one week prior to the start of the semester you will be presenting your Final Review 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 Final Review Orientation prior to completing the Final 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 Final Review online please review the [online presentation specifications](#). You will be sent confirmation of your review date shortly after the close of the review sign-up period. Please [contact](#) the Final Review Coordinator if you have any questions on scheduling your review.

C. Attendance & Cancellations

Final Review attendance is mandatory. All Final Reviews must be held at the end of the semester in which you complete your regular program units. If you do not attend the Final Review will be considered a “No Show” and will be noted as “Not Approved”.

Cancellations or postponements may be approved as a rare exception, all requests must be organized through the Final Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and will be noted as “Not Approved” for the Final Review.

Students are asked **not** to invite non-committee members, friends or family to their Final Review. Please do not provide food at the Final Review.

3. DELIVERABLE DETAILS & DUE DATES

Your Final Review will consist of the following four components: portfolio, thesis book, oral presentation, and Directed Study Journals. [Link to tutorial on uploading work to LMS.](#)

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

Portfolio: This is the formal presentation to the committee of your body of work. The visual presentation will include your thesis project, demo reel and directed study journal(s).

[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; .MOV or .MP4 for Demo Reel
Compression:	All files, including PDF, must use compression. .MOV or .MP4 files must use H.264 compression (High or Best setting). If your file is greater than 75MB it is too large. Depending on length and specific content, most files can fit comfortably in the 30-50MB range. Tutorial link: https://vimeo.com/help/compression

Thesis Book: Your Final Thesis Project book must provide a synopsis of the research and the creative processes involved in the completion of the work. Flawless spelling and grammar are required of all written submissions.

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:	Upload to the Thesis Book Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF
Compression:	All files, including PDF, must use compression. .MOV or .MP4 files must use H.264 compression (High or Best setting). If your file is greater than 75MB it is too large. Depending on length and specific content, most files can fit comfortably in the 30-50MB range. Tutorial link: https://vimeo.com/help/compression

Oral Presentation: The oral presentation is the overview of your actual presentation. On campus students are advised to and online students are required to create and use a PowerPoint or PDF presentation.

[Link to more detailed oral presentation checklist](#)

Upload/Deliver To:	At the Final Review
Due Date:	At the scheduled day/time of your review; Two (2) weeks prior to review date if presenting online
Format:	PowerPoint or PDF
Compression:	All files, including PDF, must use compression. .MOV or .MP4 files must use H.264 compression (High or Best setting). If your file is greater than 75MB it is too large. Depending on length and specific content, most files can fit comfortably in the 30-50MB range. Tutorial link: https://vimeo.com/help/compression
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](#)

Directed Study Journals: Your Directed Study Journal must be made available to the review team. Your department’s specific journal requirements are outlined in the Directed Study Guidelines:
http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Final Reviews are one hour in duration. Your presentation should be 20 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
Final Review Presentation	20 minutes
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 minutes

Review Committee: The Final 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 the review portion of your degree requirements and may be granted your degree upon completing all degree requirements. [See awarding the Master’s Degree below.](#)

Not Approved: You have NOT passed, and will NOT be granted your degree until one of the following has been completed and the Final Review materials are approved by the Final Review Committee:

Resubmit: Following specific Final 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 Final Review materials are approved and you may be granted your degree.

OR

Represent: Following specific Final Review Committee requirements you must complete additional studio work, and/or rethink your Final Project, to present at a new Final Review next semester. You must sign-up for a new review date at the start of the next semester.

Please follow directions outlined in the link below to view your results and written feedback after your Final 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 Animation program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

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

D. Awarding the Master's Degree

Your degree will be awarded and diploma issued after you have completed ALL of the following:

- All curriculum requirements are fulfilled: all units and minimum grade requirements completed. •
Presentation and approval of your Final Review before Committee
- Submission of all Final Project materials.
- No outstanding financial obligations.
- Completed the Online Graduate Survey at <http://apply.academyart.edu/careersvsgradtrack/>.

NOTE: If Final Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

5. CHECKLISTS

FINAL PORTFOLIO CHECKLIST

Portfolio Contents: 5-10 High resolution images. Include images or .MOV file of work you will be showing or want to discuss.

THESIS BOOK CHECKLIST

Your Final Thesis Book must provide a synopsis of the research and creative processes involved in the completion of the work. It must also include images of your work and details (see the checklist below for more information and layout).

- **GRAMMAR/SPELLING:** Be sure the proposal is grammatically correct and free of spelling errors and typos. The Academy Resource Center (ARC) offers support for both your thesis book and oral presentation.
- **EVOLUTION:** Your written Presentation must significantly reflect the evolution of your project since your Midpoint Review. DO NOT simply recap what you wrote in your Thesis Project Proposal at your Midpoint Review.

Thesis Book Contents:

In your Final Thesis Book, you must include the following sections with a separate heading for each:

- | | |
|--|--|
| <input type="checkbox"/> Cover Page | <input type="checkbox"/> Final Thesis Project Synopsis |
| <input type="checkbox"/> Table of Contents | <input type="checkbox"/> Production Schedules |
| <input type="checkbox"/> Autobiography | <input type="checkbox"/> Areas of Concern |
| <input type="checkbox"/> Resume & Goals | <input type="checkbox"/> Portfolio |

Cover Page:

The cover of your thesis book must include the following:

- | | |
|---|--|
| <input type="checkbox"/> Project title | <input type="checkbox"/> Academy of Art University, Graduate School of Animation |
| <input type="checkbox"/> Your Name | <input type="checkbox"/> Date of Presentation |
| <input type="checkbox"/> Student ID Number | <input type="checkbox"/> Time of Presentation |
| <input type="checkbox"/> Final Thesis Project | |

Table of Contents:

All Final Reviews must have a table of contents (TOC)

- Number each page of the book
- List each topic section and its corresponding page number in the TOC
- Select an appropriate font and size, make sure it is easily readable



Autobiography: Write a brief personal narrative (maximum 1 page) that answers the following:

Where are you from? What is your background? What personal/professional/educational experiences have influenced your pursuit of the field of traditional animation? What have you studied at The Academy?

Resume & Goals: You will need to include a formal resume in your proposal. This is a one-page professional document that lists your current contact information, work experiences, skills and education. Dates should be listed chronologically, most recent at the top of the list.

- Name
- Address
- Phone number
- E-mail
- Website
- Objective
- What are your career/artistic goals?
- Educational background
- Professional Experience
- Skills (software, artistic, and otherwise)
- Honors (optional--academic and professional)

Final Thesis Project Synopsis: The Thesis Project Final Report is the focal point of the written presentation. In this section of the document, you will relay the details of your completed project to the Panel. You will want to address the following in an articulate and well thought-out manner. Include:

- Abstract (1 page) - By reading this summary, the committee should have a solid sense of what you have created without having to read the full book
- Project Summary
- Briefly describe your concept and how it relates your narrative
- Briefly describe how you produced your project
- What skills are you showcasing with this project (character animation, effects animation, storyboarding, character design/concept art, background painting/layout design, etc.)?
- Project proposal at your Midpoint (1 page)
- Project changes (if applicable) – if changes have been made since your Midpoint Review, it is essential to document and discuss the nature of the changes, why the changes made, and what was the approval process was (who approved it and when)
- Define the project in practical terms
- Describe your personal interest in this topic
- Present background on this topic if appropriate (attach reference/research materials, bibliography, etc.).
- What form did your project take? What does it consist of? List these specific items.
- Do you have plans to submit your finished piece to competitions, websites, etc.? If so, what are your plans?



Production Schedules:

- List all goals and areas of concentration for each semester with your plans and accomplishments.
- List general tasks for your project (assembling final presentation materials, transferring animation to video, etc.)
- Timeline/Schedule - Show both your Midpoint and Final production schedules. Highlight the differences between expectations at the Midpoint and actual work schedules.

Areas of Concern:

- List any technical, artistic, conceptual, or production elements of your project that were of concern.
- What strategies did you use resolve these issues?

Portfolio:

- 5-10 High resolution images. Include images or .MOV file of work you will be showing or want to discuss.

Tutorial link: <https://vimeo.com/help/compression>



ORAL PRESENTATION CHECKLIST

Oral Presentation:

The oral presentation is a summation of the research process and conceptual solution of the Final Thesis Project. Original work must be shown but may be accompanied by slides or other visual materials.

- **Q&A:** Plan to answer questions and defend your work at the end of your presentation.
- **PRACTICE:** Practice your oral presentation in advance of your review. Such practice is essential to your preparedness for your Review.

IMPORTANT: How you present your work will affect the overall decision. The committee is looking for how well you speak about your work; address your ideas and overall approach.

This is a formal presentation to the committee of your body of work - the Final Thesis Project as proposed at Midpoint Review. You will be presenting your demo reel and your project. If you are presenting a film, you must present the actual movie file, not still shots or captures.

- You must present the fully developed content as proposed at your Midpoint Review.
- All work presented for the Final Review should be created after successfully passing the Midpoint Review.
- The project presentation must exemplify your highest level of technical proficiency.

Online Students:

Online students will load up the following to their online presentation room:

- The PDF of your written thesis
- Your demo reel
- Your Final Thesis project files

Onsite Students:

Onsite students will bring in the following files to load up onto the presentation computer:

- Your demo reel
- Your Final Thesis

- Video Lab Files:** Deliver your Digital Files to the video lab:
- Files must be in either .MOV or .MP4 format
 - Make sure your first frame slate includes your name and student ID number on it.
 - Name your files in the following way:
Lastname_Firstname_studentID#_finalreview_year.mov (or .mp4)
 (Example: **Heller_Jill_01234567_finalreview_2013.mov**)
 - Upload your content to an ftp site or, onsite students may bring their files to the video lab and have it loaded directly.

NOTE: All files submitted must be clearly labeled with your name, student ID number, date of presentation, school and project title. If your materials are incomplete, the granting of your degree will be delayed.

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Animation 3D, Modeling and Visual Effects specific Final Review Handbook Watch the Final Review Orientation Review your Midpoint Thesis Book and review committee comments. Identify whether you have made changes to the project that may require approval from the Department Director prior to your Final Review
2 to 3 months before your review	Check graduate website for Final Review sign-up schedule
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	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	Practice your oral presentation out loud and with a timer Review the online-specific requirements and test all of your equipment 🌐 Email your PowerPoint or PDF presentation to Online Graduate School

2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF of your portfolio and thesis book to your home page</p> <ul style="list-style-type: none"> ● Send your PowerPoint presentation to Online Graduate School via email ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	<p>24 hours before your review: Online students should upload copies of all ● materials they will present to their Final Review chat room. This is in addition to uploading to their Final Review tab in Dashboard</p> <p>Plan your attire, dress professionally</p> <p>Practice your presentation in front of a live audience</p>
Tips for the day of your review	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> ● If you will be using a cellphone, make sure the battery is charged <p>Have a glass of water available during your presentation</p> <p>Arrive at your Final Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>
Following your review	View your Final Review results here

7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Final Review?	Once you have completed your eligibility requirements and have petitioned to graduate, contact the Final Review Coordinator via email at FinalReview@academyart.edu to be added to the presentation list. <i>You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.</i>
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How many pages should the thesis book be?	There is no specified length for the completed written proposal. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. The written proposal should be thorough in describing all aspects of your project, but you also want to think about how you can be concise and avoid redundancy of information in the content.
If I'm an online student, do I need to send in physical samples of my class work?	No.
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.
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.

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, Final 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/graduate-degrees



	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 Final Review Orientation, and links to the Final Review Guidelines and Handbooks.
Animation 3D, Modeling and Visual Effects Review Showcase Page	http://gradshowcase.academyart.edu/schools/animation-3d.html
Online Connection Through Mobile Devices	http://www.adobe.com/products/adobeconnect/feature-details/adobeconnectmobile.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: onlinegradstudies@academyart.edu

Phone: (415) 618-3614



10. CONTACT INFORMATION

Final Review Coordinator:	finalreview@academyart.edu (415) 618-6297
Contact for Online Students:	onlinegradstudies@academyart.edu (415) 618-3614
Department Contact:	<p>Rebecca Dennis – _ONSITE ONLY Administrative Assistant School of Animation & Visual Effects Tel: (415) 618-3850 Email: RDennis@academyart.edu</p> <p>Alma Gomez - ONLINE ONLY Administrative Assistant School of Animation & Visual Effects Tel: (415) 618-8448 Email: AGomez@academyart.edu</p>

Send Materials To: Academy of Art University

School of Animation & Visual Effects
Final Review

79 New Montgomery
San Francisco, CA 94105

NOTE: Please obtain a tracking number or return receipt of delivery for your shipments.