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# Master of Fine Arts, Animation 3D, Modeling and Visual Effects Midpoint Review Handbook

This handbook contains the Animation 3D, Modeling and Visual Effects 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 24 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 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 MIDPOINT REVIEW

## A. Eligibility

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

- Completed eighteen (18) core requirement units
- Completed or in the progress of completing nine (9) track specific requirement units (listed below)
- Completed 6 units of Liberal Arts

These core courses must be taken by all Animation 3D, Modeling and Visual Effects students*

These are the track specific requirements.  You should be in the process of taking or having taken nine (9) units:

| 3D: | | Modeling: | |
|---|---|---|---|
| ☐ ANM 623: 3D Modeling & Animation 1 (Maya) | ☐ ANM 685: Storyboarding | ☐ FASCU 620: Figure Modeling | ☐ ANM 636: Organic Modeling |
| ☐ GLA 636: Acting for Animators | ☐ ANM 686: Character Animation | ☐ FASCU 632: Ecorche: Sculpting the Figure from the Inside Out | ☐ **ANM 670: Preproduction** (Must be taken semester PRIOR to Midpoint Review) |
| ☐ **ANM 670: Preproduction** (Must be taken semester PRIOR to Midpoint Review) | ☐ ANM 687: Character Animation 2 | ☐ ANM 623: 3D Modeling & Animation 1 - Maya | ☐ FA 622: Anatomy |
| ☐ ANM 688: Traditional Animation | ☐ ANM 609: Gesture and Quick Sketch for Animators –OR- | ☐ ANM 629: Fundamentals of Texture and Lighting | ☐ FA 626: Chiaroscuro |
| | ☐ ANM 610: Figurative Concepts | | ☐ ANM 682: Hard Surface Modeling 2 |
| | ☐ ILL 625: Perspective for Illustrators | ☐ ANM 632: Hard Surface Modeling | ☐ ANM 656 Organic Modeling 2 |
| | | | ☐ ANM 639 3D Texture Painting |

| Visual Effects: | |
|---|---|
| ☐ ANM 604: VFX: Cinematography | |
| ☐ ANM 615: 3D Maya for VFX | |
| ☐ ANM 629: Fundamentals of Texture and Lighting | |
| ☐ ANM 642: Introduction to VFX Compositing | |
| ☐ **ANM 670: Preproduction** (Must be taken semester PRIOR to Midpoint Review) | |
| ☐ MPT 625: Editing Concepts | |
| Effects TDs: | Texture/Matte Painters: |
| ☐ ANM 655: Scripting | ☐ ANM 630: Node-Based Compositing |
| ☐ ANM 699: Dynamics 1: Particles | ☐ ANM 631: Matte Painting (ANM 642) |
| ☐ ANM 699: Dynamics 2: Fluids | ☐ ANM 650: Matchmoving |
| Lighters: | Compositors: |
| ☐ ANM 630: Node-Based Compositing | ☐ ANM 630: Node-Based Compositing |
| ☐ ANM 640: Advanced Texture and Lighting | ☐ ANM 650: Matchmoving |
| ☐ ANM 650: Matchmoving | ☐ ANM 651: Rotoscoping |

\* 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.

## 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/ Demo Reel:**      An edited compilation of your best work to date.

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.<br><br>https://vimeo.com/help/compression |

**Thesis Book:**   Your Thesis Book will include what your project is about, why you are interested in your concept, and how you plan on implementing it.

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 Proposal 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.<br><br>https://vimeo.com/help/compression |

**Oral Presentation:**   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.

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: | At the scheduled day/time of your review for oncampus students. Uploaded to Cybercampus a week before review for online students |
| 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 50 minutes hour in duration. Your presentation should be 15 minutes long.

The Midpoint Review meeting will follow this structure:

| | |
|---|---|
| Midpoint Review Panel/Student Introduction | 1 minute |
| **Midpoint Review Presentation** | **15 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 Animation 3D, Modeling and Visual Effects 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

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|---|---|
| **Portfolio Contents:** | **3D Animation:**<br>This is an edited compilation of your best work to date. Demo Reels shouldn't exceed three (3) minutes. An example of an ideal Animation Demo reel will include:<br>☐ Action showing off the principals of animation.<br>☐ Action showing knowledge and understanding of weight.<br>☐ Acting: Include both pantomimes acting and acting to dialogue.<br>☐ Walk cycle with personality.<br>☐ Several different characters with different body types.<br><br>**Modeling:**<br>☐ Turntable of model in grey shaded render; 150 frames<br>☐ Turntable of model in wire frame; 150 frames<br>☐ Turntable of model in Final render with texture map and lighted; 150 frames (if applicable)<br>☐ Concept art of model to be created in 3D.<br>☐ Turnarounds [Front view, Side view, Rear view, Top view (if needed)] of model to be created in 3D.<br>☐ Pictures of drawings of Human Anatomy.<br>☐ Pictures of clay sculptures including Ecorche.<br>**VFX:**<br>☐ Lighters should look to show examples of both photo-realism and emotional mood. Lighting animated characters is preferable over static environments. Include examples of characters with rendered hair and SSS skin.<br>☐ Texture Artists should show examples of organic living things (skin, fur, etc.) rather than mechanical things (metal, glass). Show example of subtle wear and tear that show personality & history<br>☐ Dynamics Artists should concentrate on showing physically believable simulations, rather than "magic pixie dust" effects. A good effects shot has many layers of complexity that are well choreographed for dramatic impact.<br>☐ Compositors should focus on integrating multiple complex layers of CG and live action elements with a moving cameras. Show examples of green screen, rotos, and color grading.<br>☐ Matte Painters should focus on showing depth and working with moving cameras and animated elements using advanced techniques (projection, 2.5-D, modeling, etc.) demonstrating a fusion of fine art, compositing, and 3D skills. |

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## THESIS BOOK CHECKLIST

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| **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:**
- ☐ Project Title
- ☐ Your Name
- ☐ Student ID Number
- ☐ Academy of Art University, Graduate School of Animation and VFX
- ☐ Intended Area of Concentration
- ☐ Identify this as your "Midpoint Proposal"
- ☐ Date of Presentation
- ☐ Time of Presentation

☐ **Table of Contents:**
- ☐ Number each page of the proposal
- ☐ List each topic section and its corresponding page number (personal info, art and design, etc.)

☐ **Personal Info:**
- ☐ Autobiography
- ☐ Class Timeline
- ☐ Collaborators Portfolios (if applicable)
- ☐ Resume
- ☐ Portfolio/Demo Reel

☐ **Planning:**
- ☐ Asset Planners
- ☐ VFX Shot Breakdowns (if applicable)
- ☐ Timeline
- ☐ Thesis Project Proposal
- ☐ R&D Tests
- ☐ Shot Planners
- ☐ Areas of Concern
- ☐ Thesis Abstract
- ☐ Reference Video/Images
- ☐ Class Timeline

☐ **Art and Design**
- ☐ Storyboards/Animatic (if applicable)
- ☐ Prop/Environment Designs
- ☐ Key Shot Concept Art (if applicable)
- ☐ Character Design/Turnarounds (if applicable)
- ☐ Shader Packs (if applicable)
- ☐ Color Beat Boards

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| **Cover Page:** | The cover page must include the following: |

- ☐ Project title
- ☐ Your Name
- ☐ Student ID Number
- ☐ Academy of Art University, Graduate School of Animation and VFX
- ☐ Intended Area of Concentration (Modeling, Matte Painting, etc.)
- ☐ Identify this as your "Midpoint Proposal"
- ☐ Date of Presentation
- ☐ Time 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

## PERSONAL INFORMATION

**Autobiography:**  For your autobiography, you will briefly address the following in no more than one page in length in a concise and engaging manner:
- ☐ Introduce yourself
- ☐ Explain how you became interested in pursuing Animation and/or VFX
- ☐ 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

You want to be sure to write your autobiography in a concise and engaging manner.

**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

**Class Timeline**  A semester-by-semester list of classes completed and classes you plan to take going forward with Directed Study.

**Portfolio/Demo Reel:**  This is an edited compilation of your best work to date. Demo Reels shouldn't exceed three (3) minutes.  Demo reel should include all work from AAU core classes in a student's area of focus.  For example, animators should include their assignments from character animation 1 and 2.

**Collaborators Portfolios (if applicable)**  If you will be working with collaborators, your presentation must include a demo reel/portfolio that includes 2-3 examples of the collaborator's work, their name, and student ID (if an AAU student).  In addition, the assignment of responsibilities and content must be specifically detailed (i.e., How many shots/elements will each artist create?  Which ones?).

## PLANNING

**Thesis Abstract:**  Provide a brief summary that encapsulates the essence of your project, including the inspiration of the "world of the story" if any.  The Project Abstract should be approximately 150 words.  Describe:
- ☐ The initial concept
- ☐ How you anticipate the project evolving
- ☐ The target audience

**Thesis Project 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 sentences from your abstract.  You will want to address the following in an

articulate and well thought-out manner (approximately two (2) pages in length):

- ☐ Define your Thesis Project in detail (what, how, etc.)
- ☐ 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

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| **Reference Images/Video:** | Provide relevant reference imagery or video clips to clearly convey the visual inspiration of the character, scenes, props, and key moments in your project.<br>☐ Organize research by subject or category<br>☐ Clearly label reference imagery for what aspect of it connects to your project. |
| **Asset Planners:** | For assets that require development, such as in 3D modeling, a task-by-task breakdown with target and padded estimates of the time to model, texture, rig, and look-develop. "Assets" defined as any item that will be built, or sourced, to be used in multiple executions, such as many shots, scenes, or sequences. May include photographed elements for VFX scenes, such as water, fire, smoke, or dust.<br><br>Here's an example screenshot of an asset planner in Shotgun:<br>http://docs.sharktacos.com/images/tutorials/prepro-shotPlan.png |
| **Shot Planners:** | For story-based projects, including 2D and 3D animated films, 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.<br><br>Here's an example of a shot planner in Shotgun:<br>http://docs.sharktacos.com/images/tutorials/prepro-shotPlan.png |
| **VFX Shot Breakdowns (if applicable):** | For technically complex projects, including some 3D animated films and most VFX thesis proposals, a clear visually marked-up document or video clip for each shot illustrating what tools, techniques, or software will be used to make or assemble the elements needed to complete it. "Shots" defined as any time the camera cuts from one point of view to another. Marked up items should include filmed backgrounds, CG-animated/rendered objects or characters, tracking and rotoscoping, compositing, and particle effects or simulation. |
| **Timeline:** | A Gantt-style 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 asset and shot planner documents. |
| **Class Timeline:** | A semester-by-semester list of classes completed and classes you plan to take going forward with Directed Study. |
| **Areas of Concern** | List any technical, artistic, conceptual, or production elements of your project that might be of concern. |
| **R&D:** | What strategies could be used to solve these issues should they become a problem. |

## ART AND DESIGN

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|---|---|
| **Storyboards/Animatic (If applicable):** | For story-based thesis projects, including animated films, and VFX commercials and trailers, provide complete set of storyboards illustrating composition and action for each shot in the piece. Storyboard requirements vary.  See department director for latest guidelines. Animatic: For story or motion-based projects, including VFX, 2D, 3D and Stop-Motion animation, an edited story reel made up of drawings, photographed, filmed (or some combination) images, that clearly communicates the action and narrative flow of the project proposed.  Must include temp music and/or sound design to give as complete a feeling as possible for what the final piece will feel like. |
| **Character Design/Turnarounds (If applicable):** | Artwork showing the front, profile, and rear views of each principle character.  Artwork expected to be professional and complete enough to be the basis for 3D Modeling work or 2D illustration exploration upon approval of project. |
| **Key Shot Concept Art (If applicable):** | Key Shot Concept Art is original color artwork—often done in water colors or pastels—which communicates the vision of the art director for key shots of the film, showing the lighting direction and color temperatures, and thus conveying the emotional impact and feel of a shot. These are a critical tool supplied by the art department to guide lighters and compositors.<br><br>Here's an example of Shot Concept Art: http://docs.sharktacos.com/images/tutorials/ShaderPack04.jpg |
| **Shader Packs (if applicable):** | Shader packs are used to communicate the vision of the art director for each asset to the texturing department. They consist of color concept art of the character or prop, annotated with example images of the materials along with descriptive notes. The goal is not simply to say that wood looks like wood, but to communicate with images and words its history and personality (ex: is the wood old and scuffed or new and polished?). This is where back-story becomes important.<br><br>Here's an example shader pack: http://docs.sharktacos.com/images/tutorials/ShaderPack01.jpg |
| **Color Beat Boards:** | A series of color concept art work of key shots in a film showing how the color palette develops throughout the film, showing the lighting and color temperatures, and thus conveying the emotional impact and feel of each key shots.<br><br>http://docs.sharktacos.com/images/tutorials/ShaderPack03.jpg |
| **Prop/ Environment Designs:** | Artwork showing detailed studies and designs of key prop and environments used in the project.  Artwork expected to be professional and complete enough to be the basis for 3D Modeling work or 2D illustration exploration upon approval of project. |

# ORAL PRESENTATION CHECKLIST

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|---|---|
| **General Oral Presentation Guidelines:** | Academy of Art University's Midpoint Review provides a means for online and onsite Academy students to present their thesis proposals You have the option of presenting your Midpoint Review online or oncampus.<br>The oral presentation is your "pitch" to the committee. You are convincing the committee to allow you to go ahead with your proposal. Confidence, enthusiasm, and knowledge of your intended project are important to the outcome.<br>☐ **Purpose:** To assess your development to date and help us formulate a plan for your post Midpoint Review studies.<br>☐ **Timeframe:** The content shown needs to be from your time as a student at the Academy of Art University.<br>☐ **Content:** The work must exemplify your highest level of technical proficiency.<br>　☐ **Original work:** All work must be original and wholly the student's creation.<br>　☐ **Crediting:** Collaborative projects must clearly indicate which area the student is responsible and accountable for (e.g. coding, designing, research etc.).<br>☐ **Q&A:** Plan to answer questions and defend your work at the end of your presentation.<br>☐ **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.<br>　☐ You must present the fully developed content as proposed at your Midpoint Review.<br>　☐ All work presented for the Final Review should be created after successfully passing the Midpoint Review.<br>　☐ 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:<br>☐ The PDF of your written thesis<br>☐ Your demo reel<br>☐ Animatic |
| **Onsite Students:** | Onsite students will bring in the following to load up onto the presentation computer:<br>☐ Your demo reel<br>☐ Animatic |

**Video Lab Files:**     Deliver your Digital Files to the video Lab:
- **Format:** Quicktime, MOV. File
- **Video Compression Tutorial:** https://vimeo.com/help/compression
- **Max File Size:** 75MB
- 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#_midpointreview_year.mov** (or .mp4)
  (Example: **Heller_Jill_01234567_midpointreview_2013.mov**)
- Upload your content to an ftp site and provide the link via email to Jacob Wilman in the video lab at awillman@academyart.edu.  Or, onsite students may bring their files to the video lab and have it loaded directly.

# MIDPOINT REVIEW PDF GUIDELINES

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|---|---|
| **PowerPoint Development Guidelines:** | You will need to start with an introduction/title page and end with a final page, which indicates the end of the presentation to the panel.  It is best to keep your presentation's written text in bullet-point format or very short sentences. Though there is a degree of freedom in how you develop your presentation, there are some important development guidelines you must follow: |

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|---|---|
| **Font:** | Use standard fonts to avoid loading issues: Arial, Times New Roman or Garamond |
| **Size:** | Use a font size that is large enough to read |
| **Color:** | Use a font color that is easy to read |
| **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 |

| | |
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| **Maximum File Size:** | 75 MB.  Files greater than 75 MB will not be accepted. |

# MIDPOINT REVIEW PDF CHECKLIST

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|---|---|
| **PDF Checklist:** | Your PowerPoint/PDF should include the following slides:<br>☐ Opening Slide<br>☐ Introduction Slide<br>☐ Portfolio Slide<br>☐ Thesis Proposal<br>☐ Timeline<br>☐ Animatic<br>☐ Storyboards<br>☐ Issues & Concerns<br>☐ Closing Slide |
| **Opening Slide:** | The introduction/title slide must include the following items:<br>☐ Your name<br>☐ Your student ID<br>☐ Department Name<br>☐ Project title<br>☐ Date & Time of the presentation |
| **Introduction Slide:** | The introduction slide must include:<br>☐ A mini bio<br>☐ Answer the question – what do you want to do within the industry? Why your chosen specialty? How you came by animation? |
| **Portfolio Slide:** | The portfolio slides must include the following items:<br>☐ A picture representation of your demo reel (the demo reel will be run from within the room)<br>☐ Any related drawings or other portfolio work<br>☐ Class, semester and teacher information (if applicable) |
| **Thesis Project Slides:** | Your thesis project slides need to "show your vision":<br>☐ Bullet points describing the important aspects of the project<br>☐ Supporting images: Character sketches, environment sketches, mock-ups and turn-arounds (if applicable)<br>☐ What is the style or inspiration that best indicates what your piece will be?<br>☐ Show the process – how you'll get from your idea to the finished project. |
| **Timeline Slide:** | Using a timeline or Gantt chart, illustrate the full production schedule of your final project. |
| **Animatic Slide** | The animatic slide must include the following items:<br>☐ A picture representation of your animatic (the animatic will be run from within the room)<br>☐ Pitch your idea while showing the animatic. |

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| **Storyboard Slides:** | The storyboard slides should be made available to quickly review.  Do not explain the concept through these slides.  All explanations should be done during the animatic. |
| **Issues & Concerns Slide** | List potential issues and concerns you have going forward. |
| **Closing Slide:** | This slide should clearly indicate that you are finished with your presentation.  Include the following:<br>☐ Your Name<br>☐ Your Project Title<br>☐ Thank you |

## 6. PREPARATION TIMELINE

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| 3 to 4 months before your review | Read Animation 3D, Modeling and Visual Effects specific Midpoint Review Handbook<br><br>Watch the Midpoint Review Orientation |
| 2 to 3 months before your review | Check graduate website for Midpoint Review sign-up schedule<br><br>Solidify your Thesis Project Concept |
| 6 weeks before your review | Prepare your thesis book<br><br>Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free. |
| 1 month before your review | Print your thesis book and have it professionally bound<br><br>🌐 Create your PowerPoint/PDF slide show<br><br>Organize and create notes for your oral presentation<br><br>Work with a friend, colleague or ARC on your oral presentation |
| 3 weeks before your review | Send to your department two (2) identical bound copies of your Midpoint Proposal<br><br>Practice your oral presentation out loud and with a timer<br><br>🌐 Review the online-specific requirements and test all of your equipment<br><br>🌐 Email your PowerPoint or PDF presentation to Online Graduate School |
| 2 weeks before your review | On-campus students verify your equipment works prior to your actual presentation date<br><br>Upload your PDF of your portfolio and thesis book to your home page<br><br>🌐 Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use |
| 1 week before your review | 🌐 Send your PowerPoint presentation to Online Graduate School via email<br><br>Plan your attire, dress professionally<br><br>Practice your presentation in front of a live audience |

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| 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

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| 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? | 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. |
| 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. |
| 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

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| 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<br>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:<br>http://online.academyart.edu/innovative-learning/chats.html<br>Graduate Chats:<br>http://gradshowcase.academyart.edu/graduate-chats.html<br>Twitter: @aauchats |
| Department Specific Websites | http://www.academyart.edu/academics/animation---visual-effects/graduate-degrees<br>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/<br>Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint 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/adobe-connectmobile.html<br>Application required for using the Adobe Connect Meetings from your mobile device. |
| Online Presentation Do's & Don'ts | http://gradshowcase.academyart.edu/<br>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 |
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| 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<br>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.

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| **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

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| Midpoint Review Coordinator: | midpointreview@academyart.edu<br>(415) 618-6390 |
| Contact for Online Students: | onlinegradreview@academyart.edu<br>(415) 618-3614 |
| Department Contact(s): | Marissa Nicholson<br>Administrative Assistant<br>School of Animation & Visual Effects<br>Tel: (415) 618-3850<br>Email: MNicholson@academyart.edu |
| Send Materials To: | Academy of Art University<br><br>School of Animation & Visual Effects<br>Midpoint Review<br><br>79 New Montgomery<br>San Francisco, CA 94105<br><br>**NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments. |