Master of Architecture
Final Review Handbook

This handbook contains the Architecture 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 19 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 Architecture page on the Graduate Showcase:

http://gradshowcase.academyart.edu/

Table of Contents

🌐 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. You **MUST** have completed ARH 690 thesis prep successfully with a passing grade. (Or the first Thesis Semester of ARH 801 when studying the "old curriculum")

2. You **MUST** be enrolled in ARH 801

3. **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/graduation-commencement.html

4. **REGISTRATION**: Register for your final semester of coursework with your advisor or online through your Online Student Registration Profile.

NOTE: If you do not pass ARH 801 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 *in the final weeks* your last semester of coursework.

2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are conducted in the spring and fall semesters during the ARH 801 class. Presentations typically start in the fourteenth (14th) week of the fall or spring semester in this class. Please note that Thesis Books are to be submitted for pre-approval two weeks prior to the review at the end of eleventh (11th) week. No Final Reviews are permitted during the intersession.

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 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 Final Review will be cancelled, and you will need to present the following semester.

Portfolio: This is the professional portfolio presented at midpoint but edited to include items that were not completed at the time of the midpoint review (for example ARH 619).

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 at the end of eleventh (11th) week (at the time of pre-approval)
Format:	PDF

Thesis Book: Your Final Thesis Booklet must provide a synopsis of the research and the creative processes involved in the completion of the work (please refer to the thesis checklist form). Correct spelling and grammar, as well as proper citation are required of all submissions.

Link to more detailed thesis book checklist

Upload/Deliver To:	Upload to the Thesis Book Icon in LMS
Due Date:	Final Thesis book – **FIRST DRAFT** must be uploaded two weeks prior to review date at the and of the eleventh (11th) week (pre-approval); Final Thesis book – **SECOND DRAFT** must be uploaded by 12 noon on the day prior to your scheduled review
Format:	PDF.

Oral Presentation: The oral presentation is a summary of your project highlighting the most important points during your final review. Online students are presenting through Adobe Connect.

Link to more detailed oral presentation checklist

Upload/Deliver To:	At the Final Review
Due Date:	At the scheduled day/time of your review
Format:	Oral Presentation / Physical plans and model, PowerPoint or 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. Make sure you are able to present within the time frame given, members of the review panel will interrupt you when your presentation time is up.
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 and do not read what is on your slide.

Link to online presentation details for online students

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Final Reviews are 40 minutes in duration. Your presentation should not be longer then 10-15 minutes.

The Final Review meeting will follow this structure:

Final Review Panel/Student and Project Introduction	5 minutes
Final Review Presentation	**10-15 minutes**
Committee Question & Answer Session	10 minutes
Committee Discussion & Feedback	15 minutes
Committee Discussion – closed door/offline	30 minutes

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

Your Presentation: Keep your presentation precise and succinct. Focus on the main ideas in your research and the main points in your project. Do not go over the time given to you, the representation of your project should speak for itself. If things are unclear the Review Committee will ask for further clarification in the Question & Answer session.

Committee Q&A, Discussion and Feedback: After your presentation, the Committee will ask questions for clarification on your project, your proposal will be discussed and you will receive feedback.

Committee Discussion and Decision: After the question and answer session, the committee will recess in confidentiality to deliberate your proposal.

B. Results

The approval of your Final Review is linked to the grade you receive for ARH 801. Upon reconvening, the committee will present you with one of the following outcomes:

Approved: You have earned a <u>passing</u> grade in ARH 801 and passed the review portion of your degree requirements. You may be granted your degree upon completing all degree requirements. <u>See awarding the Master's Degree below</u>.

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 have earned a <u>passing</u> grade in ARH 801. 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 and re-enroll in ARH 801. You have earned a <u>non-passing grade</u> in ARH 801.

Please follow directions outlined and view your results and written feedback after your Final Review in the LMS.

C. Evaluation Questions

The work you submit will be assessed using the Graduate School of Architecture program learning outcomes. The review committee is evaluating your success in meeting the stated outcomes at the Final Review.

http://www.academyart.edu/academics/architecture/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. EXPECTATIONS AND CHECKLISTS

A. Final Portfolio Book

In general, you should think about your portfolio and Thesis Book at the beginning of Thesis Prep (ARH 690 or at the beginning of your first thesis semester if you are studying after the old curriculum) this includes a unified layout for both books. Your Portfolio Book is the outcome of your studies, it is a testament to the fact that you are ready to start your thesis and it will be reviewed at your Midpoint Review. The Portfolio Book is also the document you will take to a job interview together with your final Thesis Book. You may think of the two books as companions that have the same graphical language and may complement each other. Your Portfolio (as well as your Thesis Book) should be a well designed book that has a consistent and reduced graphic language.

For your Portfolio Book, you will need to include the very best samples of your work. Work from each studio must be included. It is expected, that your portfolio will show your development throughout your studies. This means that some of your projects may not display the level you have reached at the end of the program. Therefore it may be necessary to revise some of your previous presentations to insure the portfolio looks professional (adjust the graphic layout or redo a rendering for example). The projects you present do not need to be in sequence but you should start with your strongest project and end with the earlier projects from the beginning of your studies. Besides the material of your final presentations make sure to include a certain amount of documentation from your design processes. Concentrate on your strengths (for example only include free-hand sketches if you are really good at it). When compiling your book, keep a narrative in mind that captures the viewer of the book. For the very final print of your Portfolio after you have passed the Midpoint Review, you should use a web based Book printing service like Lulu or Blurb.

Generally, we are interested that you present your work in the best possible and professional way so that you can be successful when leaving school.

Please follow the link to some examples (scroll down to architecture "Midpoint Review"):

Grad Showcase Page: http://gradshowcase.academyart.edu/thesis-projects.html

B. Final Thesis Book

You are asked to start your Thesis Book at the beginning of Thesis Prep ARH 690 (or at the beginning of your first thesis semester if you are studying after the old curriculum) this includes a unified layout for both books Portfolio and Thesis. Much like the Portfolio, the graphic layout of your Thesis Book should also be consistent and in a professional and graphically reduced language. Think of your Thesis Book as a professional architecture publication you could find in an architecture bookstore. Besides your Portfolio the Thesis Book is the culmination of your studies at the Graduate School of Architecture. It complements your Portfolio when you are interviewing for a job, in some cases students got hired just because of their Thesis Book. Think of the two books as companions that have the same graphical language and may complement each other. For the very final print of your book you should use a web based Book printing service like Lulu or Blurb. Familiarize yourself with books sizes and printing options before you start your book. We are asking our students to aim for a book that is extremely well done in all aspects to insure your success when entering the profession.

The following link shows recent examples of successful thesis books (scroll down to architecture "Final Review"):

Grad Showcase Page: http://gradshowcase.academyart.edu/thesis-projects.html

Software: You are starting a book project, this means that you should be using the appropriate software to do so: Adobe InDesign. Illustrator or Photoshop or even a CAD program is the wrong software to do this in. When you know Adobe Photoshop or Illustrator, InDesign is really easy to use. Make sure you set the document properties right in order to achieve the best possible outcome.

Graphic Design: If you have not already done so, familiarize yourself with the basic principles of graphic design and the specifics that are required for a good book layout before you start your book. The use of a grid, margins, different layouts for different pages, the need for "white space" in a book layout to give the content room to breathe etc. Learn also about fonts, typeface, basic typesetting, spacing and leading.

Binding size: While we use 11" x 17" three ring binders to review your work (all books are reviewed in printed format onsite as well as online - the school provides these binders), the size you choose for your thesis book and portfolio is not limited. However, you might want to choose a size that is not too small (smaller than 8 1/2 x 8 1/2) or too large. Only the final approved version must be bound perfectly. The first and second drafts may be stapled or spiral bound (online students submit a digital copy for those stages). The final version of your Thesis Book must be properly and professionally bound, by an online service (Lulu, Blurb or other), or by a professional bookbinder, to the highest possible quality. It is strongly recommended that you familiarize yourself with book sizes and printing options before you start your book.

Oversized pages: Any oversized pages must be inserted in such a way that they fold over into the final format of your book. This means that the fold has enough margin from the edge of the binding as books usually get trimmed after binding. If you are using a web-based service, make sure this is actually possible.

Margins: Create a template or use a template available from the Internet book service you choose. Some of these services have templates to download or provide inDesign plug-ins. If you are using full-bleed pages make sure that a bleed area is included in the page layout design. Make sure that all content of your book has enough distance to the edges. Please remember that in terms of layout, the white space on a book page is as important

as the content.

Proper pagination: All pages of the thesis must be numbered starting with the Table of Contents page. Page numbers can go in the template for your margins, or they can be separate. InDesign has a function for automatic page numbering.

Grammar/Spelling: Correct spelling and grammar are required. Be sure the proposal is grammatically correct and free of spelling and typing errors. The Academy Resource Center (ARC) offers support for both your written and oral presentation.

Citations: All images, diagrams, graphics and texts, which you did not produce must be properly cited. Make sure that you cite all work that is not generated by you. Work not cited will be considered as plagiarized and might even lead to failing your thesis. Please use MLA (Modern Language Association) format or the Chicago Manual of Style for all citations. Please consult your thesis advisor if you are unfamiliar with these formats. ARC help is also available.

Refer to the following links to citation guides for images and text:
http://elmo.academyart.edu/reference-help/tours_and_tutorials/Image-Citation.pdf
http://elmo.academyart.edu/reference-help/tours_and_tutorials/MLA-Citations.pdf
http://www.chicagomanualofstyle.org/tools_citationguide.html

Make sure that your book layout allows for either footnotes (in some cases side notes, depending on the layout) or a reference number (for text and images) and a bibliography (page number / reference number / at the end of your book. Keep consistent format for all citations as outlined in the three links above.

Evolution: Your Thesis Book must significantly reflect the evolution of your project since the beginning of your thesis process in ARH 690 and your Midpoint Review. Do not recap what you wrote in your Thesis Project Proposal at your Midpoint Review.

Thesis Book Contents: The Thesis Book Content is Listed in the Thesis Checklist Form which you can download here: http://gradshowcase.academyart.edu/schools/architecture.html

DVD: Attach to the back of your book a DVD housed in a white sleeve (see graphic). Using the following naming convention, number image files individually and label each one with your first initial and family name. Include your project name, and a one-word description, with number for clarity. Example: "V_Jones_Castleandres_North_Elevation_3.pdf"
Include the following content in discs:

☐   All Final Thesis Project images and thesis work
☐   Scans of your process notebook
☐   Your Final Thesis Booklet PDF

The white sleeve must have a printed label (12 point, Arial or Helvetica, top-left corner) that contains:

☐   Final Thesis Project title
☐   Your Name
☐   Student ID Number
☐   ARH Final Review
☐   Date of presentation
☐   Resubmission Date (if applicable)

The label for each DVD must be printed directly onto the DVD itself (no stick-on or handwritten labels). The printed DVD must contain the same information as on the sleeve.

Professional Materials Kit Checklist (Optional):   The style, format and content of these materials should be discussed with the candidate's Directed Study Advisor and must be fitting for a professional setting. Professional Materials must include the following:

☐   Master's Portfolio to show to prospective employers
☐   Cover Letter
☐   Resume – in chronological order, most recent experience first

FINAL REVIEW ORAL PRESENTATION

Oral Presentation:	Candidates must present an organized and thoughtful summary of their research and design work, beginning with a broad project description, concept statements, and/or site analysis issues, describing the development of ideas to the final presentation drawings.

- **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 to insure your comfort level during the presentation. Such practice is essential to your preparedness for your Review.

IMPORTANT: DO NOT READ your presentation off the slideshow or posters. Use bullet points and fill in the information. Also, do not read directly from your notes. 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. Presentation cues on note cards are acceptable. Keep the timeframe that is given to you.

Visual Presentation:

This is a formal presentation to the committee of a student's body of work - the Final Thesis Project as proposed by the student at Midpoint Review. Recap your written document as your presentation. Do not include extensive details from your booklet. Summarize and show that you have a thorough understanding of your strategy and plan.

- You must present the fully developed content according to the thesis deliverables list.
- The project presentation must exemplify your highest level of technical proficiency.

ON CAMPUS: Students must include unmounted, title-blocked drawings of all content as listed in Equipment & Testing Requirements. If needed, contact your department at least two weeks in advance of your presentation to arrange for a PC or a MAC to be available for your presentation. Arrange to test out your review location and verify your equipment works prior to your actual presentation date.

To make the request, email your department's Administrative Assistant.

ONLINE: Online students must provide a PowerPoint or PDF presentation of their visual material. The presentation must be loaded up into Adobe Connect prior to the presentation.

Equipment & Testing Requirements:

You will be contacted by an Online Graduate Review Coordinator to test out your computer, connection, web-camera and telephone. Please have your equipment ready to test at least two weeks prior to your presentation. Review Coordinators will typically contact you three weeks prior to your review to schedule a testing date and time. Please note a web-camera is required.

FINAL REVIEW POWERPOINT/PDF CHECKLIST

PowerPoint Checklist:	Your PowerPoint/PDF should include the following slides: ☐ Introduction Slide ☐ Background Slide(s) ☐ Thesis Project Slides ☐ Closing Slide
Introduction Slide:	The introduction/title slide must include the following items: ☐ Your name ☐ Department Name ☐ Project Title ☐ Date of the presentation
Background Slide(s):	This slide is meant to include content from the directed study research journal. The choice of what to include in your background slides is individual and personal, but here are some general guidelines: ☐ Only include background history that is relevant to describing how you have arrived at your current work ☐ Make sure the background information is a minor section of your presentation ☐ Include your Project Narrative, User Group Narrative and Concept Statement
Thesis Project Slide(s):	The final project slides should include the items outlined in the Thesis Checklist Form from point 2.0 to 3.04. You might skip over some of the content and concentrate on the essential pages of your thesis book but it should be there so the committee can refer back to it during the feedback. **NOTE:** It is best to keep your written text in bullet-point format or very short sentences in the PowerPoint presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.
Closing 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

Before the start of the semester	Enroll in ARH 801
3 to 4 months before your review	Read Architecture 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	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
2 weeks before your review	Send to your department one (1) copy of your professionally bound **FIRST DRAFT** Final Thesis book; this must be received two (2) weeks prior to your review date 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 at the end of the eleventh (11th) week.	Upload your PDF of your portfolio and **FIRST DRAFT** Final Thesis book to your home page On-campus students verify your equipment works prior to your actual presentation date Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use 🌐 Send your PowerPoint presentation to Online Graduate School via email
1 week before your review	Plan your attire, dress professionally Practice your presentation in front of a live audience

Day of your review	Upload your PDF of your **SECOND DRAFT** Final Thesis book
	Bring one (1) copy of your professional bound **SECOND DRAFT** Final Thesis book to your review if presenting on campus
	Bring all models and graphic presentation boards if presenting on campus (online students include these materials in the uploaded PDF)
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 Final 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 Final Review results here
	Upload your PDF and mail one (1) professional bound copy of your **FINAL DRAFT** Final Thesis book within **3 weeks after your review**

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. *You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.*
How many pages should the thesis book be?	There is no specified length for the completed Thesis Project Summary. The Thesis Book 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?	This is at the discretion of the review committee.
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/architecture/graduate-degrees http://www.architectureschooldaily.com/
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.
Architecture Review Showcase Page	http://gradshowcase.academyart.edu/schools/architecture.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

Final Review Coordinator:	finalreview@academyart.edu (415) 618-6297
Contact for Online Students:	onlinegradreview@academyart.edu (415) 618-3614
Department Contact:	Tracy Beardsley School of Architecture Tel: (415) 618-3597 Email: TBeardsley@academyart.edu
Send Materials To:	Academy of Art University School of Architecture Final Review 601 Brannan St, Room 202 San Francisco, CA 94107 Architecture@academyart.edu **NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.