

## Master of Art of Advanced Architectural Design (MA-ARH)

### Final Review Requirements

This Final Review is to demonstrate your knowledge and skills as you near the end of your MA-ARH program. After reviewing the portfolio and your final presentation you will be assessed on how you meet the criteria of the Master of Art of Advanced Architectural Design program.

**YOUR DIPLOMA CANNOT BE PROCESSED WITHOUT A COMPLETED FINAL REVIEW.**

#### **REQUIREMENTS:**

The Final Project is a professionally-produced final Portfolio Book. A visual and verbal presentation will be required, which marks the culmination of completing the program for the MA-ARH degree.

#### **EXPECTATIONS AND CHECKLISTS**

##### **1. - Final Portfolio Book**

- a. The final Portfolio Book is a unified and consistent layout in a professional and graphically appropriate language. Think of your Portfolio Book as a professional architecture publication that you might encounter in an architecture bookstore. Your Portfolio Book is the culmination of your studies, a testament to the fact that you are ready to immerse yourself into the profession and to begin exploring employment opportunities. The Portfolio Book is the document you will employ as a key tool in your prospective interviews in the job market, and should therefore be a well-designed book with high-resolution drawings and diagrams. We are asking our students to aim for a book that is extremely well-designed in all aspects to ensure success when entering the profession.
  
- b. Your Portfolio Book and its content must illustrate and include:
  - The very best examples of your work.
  - Work from each studio with a succinct narrative.
  - Work from support classes with a succinct narrative.

- A demonstration of 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 studio or class. Therefore, it may be necessary to revise some of your previous presentations to ensure the portfolio remains professional and consistent (i.e. you may need to adjust a graphic layout or redo/revise a rendering.)
  - The projects you present do not need to be in sequence. You should start with your strongest project and end with the earlier projects from the beginning of your studies. Try to imagine how somebody who does not know your work will view the book try to keep it interesting and deliberately leave weaker work out. Aside from the material of your final presentations make sure to include a certain amount of documentation from your design process. Concentrate on your strengths (for example only include free-hand sketches if you are particularly skilled in hand drawings.) When compiling your book, keep a narrative in mind that addresses the audience of the book.
  - For the final print of your Portfolio Book, and after you have successfully passed the Final Review, you should use a web-based book printing service such as Lulu or Blurb.
- c. It is important that you present your work in the best possible and professional way so that you can be successful when leaving school.

Please follow the Grad Showcase link for examples (scroll down to architecture "Midpoint Review"): <http://gradshowcase.academyart.edu/thesis-projects.html>

## 2. - Guidelines for Portfolio Book

- a - Software:** You are starting a book project, which means that you should be using the appropriate software to do so: Adobe InDesign, Illustrator, Photoshop, or even a CAD program is not the correct software to use for this project. Make sure you set the document properties right in order to achieve the best possible outcome.
- b. **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 the layout of your own 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, among other specifics.
- c. **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, and the school provides these binders), the size you choose for your thesis book and portfolio is not limited to specific dimensions. 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, with the highest possible quality. It is strongly recommended that you familiarize yourself with book sizes and printing options before you start your book.

- d. **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 before you begin your layout.
- e. **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 every item in your book has enough distance from the edges of the page. Please remember that in terms of layout, the white space on a book page is as important as the content.
- f. **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.
- g. **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.
- h. **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.
- i. **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/Image-Citation.pdf) [http://elmo.academyart.edu/reference-help/tours\\_and\\_tutorials/MLA-Citations.pdf](http://elmo.academyart.edu/reference-help/tours_and_tutorials/MLA-Citations.pdf)  
[http://www.chicagomanualofstyle.org/tools\\_citationguide.html](http://www.chicagomanualofstyle.org/tools_citationguide.html)
- j. **Footnotes:** 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). Follow a consistent format for all citations as outlined in the points above.

### 3- Professional Materials Kit Checklist:

The style, format and content of these materials should be discussed with your instructor and must be fitting for a professional submission. Professional Materials must include the following:

a – Cover Letter

b – Resume, in chronological order, with your most recent experience listed first.

#### 4- Final Step for FINAL REVIEW

##### **A - upload your portfolio through LMS**

Please view this instructional video to learn more about uploading your Final Review Portfolio:

Tutorial: [https://live4.academyart.edu/mpr\\_portfolio/](https://live4.academyart.edu/mpr_portfolio/)

Please make sure to label each item.

**DUE DATE:** Check with the architecture department for the due date.

<b>Upload/Deliver To:</b>	Upload to the Portfolio Icon in LMS
<b>Due Date:</b>	Two (2) weeks prior to review date at the end of eleventh <sup>th</sup> (11 ) week (at the time of pre-approval)
<b>Format:</b>	PDF

Oral: The oral presentation is a summary of your Portfolio Book.

##### **b - Your Final Portfolio submission and presentation will be based on the following evidence:**

- Design Thinking Skills
  - Ability to raise clear and precise questions
  - The use of abstract ideas to interpret information
  - Consideration of diverse points of view
  - Well-reasoned conclusions

- Testing of alternative outcomes against relevant criteria and standards
- Investigative Skills  
Ability to gather, assess, record, apply, and comparatively evaluate relevant information and performance in order to support conclusions related to a specific project or assignment.
- Architectural Design Skills  
Ability to effectively use basic formal, organizational and environmental principles and the capacity of each to inform two and three dimensional design.
- Professional Communication Skills
  - Integrate oral and visual material to present ideas clearly.
  - Ability to write and speak effectively and use representational media appropriate for both within the profession and with the general public.
- Professional Readiness
  - Meet standards in response to professional ethics, global issues and technological advances.
  - Produce a cohesive portfolio that represents competency and a clear ability to enter the architecture design profession.

## 5- Final Submissions

Upon approval, submit all of the following to [eberta@academyart.edu](mailto:eberta@academyart.edu)

a – One copy of the Portfolio Book

b – A digital copy of the Portfolio Book, pdf, and include

- Student ID Number
- MA-ARH Final Review Date of Presentation
- Resubmission Date (if applicable)

c- A digital copy of your cover letter, resume

d – Final images used in the Portfolio Book using the following naming convention: “LastName\_FirstName\_DrawingName.pdf”

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”

## 6 - Program Learning Outcomes

- **Design:**
  - o Demonstrate development of design exploration and understanding throughout the program.
- **Visual Communication:**
  - o Visually communicate ideas through multiple representation methods.

- o Visually communicate ideas through architectural drawings: site plan, plan, section, elevation, and 3D representation.
- o Produce accurate physical models of design ideas.
- **Written Communication:**
  - o Effectively summarize your project concepts and ideas in well-crafted texts throughout your final portfolio.
- **Presentation Skills:**
  - o Professionally present architectural projects.
- **Building Systems, Materials and Methods:**
  - o Demonstrate understanding of material systems and construction methods necessary for a project.
  - o Demonstrate understanding of the general structure of the project.

## **7 - Academy of Art University Learning Outcomes for MA-ARH**

Graduates of the Academy of Art University will demonstrate the ability to:

- Produce a body of work suitable for seeking professional opportunities in architecture and design.
- Demonstrate the ability to solve creative problems within their field of art architecture and design, including research and synthesis of technical, aesthetic, and conceptual knowledge.
- Communicate their ideas professionally and connect with their intended audience using visual, oral, and written presentation skills relevant to architecture and design.
- Execute technical, aesthetic, and conceptual decisions based on an understanding of architectural design principles.
- Evaluate work in their field, including their own work, using professional terminology.
- Recognize the influence of major cultural and aesthetic trends, both historical and contemporary, related to architecture.
- Learn the professional skills and behaviors necessary to compete in the global marketplace in architecture and design.
- Engage with a variety of communities beyond the classroom through internship opportunities, study abroad programs, student interest clubs as well as collaborative, civic and pro bono projects.