

Student Name:			Note: This Review Checklist is based on the requirements according to the "ARCHITECTURE FINAL REVIEW HANDBOOK" (Which can be found under: http://gradshowcase.academyart.edu/schools/architecture.html)			
ID Number:						
Advisor:						
Semester:						
DATE Submitted:						
APPROVED	RESUBMIT	NOT APPROVED				
THEESIS BOOK & ARCHIVING CHECKLIST			CO MP LET E	INC OM PLE TE	MIS SIN G	COMMENTS
SECTIONS: FOR ALL REVIEWS						
Professional Portfolio Uploaded (in pdf format)						
Final Thesis Document Uploaded (in pdf format)						
Thesis Binder submitted to Archivist (must contain all previous review sheets, and versions of Thesis Document)						
All images, diagrams, graphics and texts which you did not produce must be properly cited						
0.00: COVER						
Design a Cover for your Book (front and back and Spline). Note that the Front Cover and Spline must have the Title of your thesis and your name. See 4.02 for spine details						
0.01: COVER Page (this is the first page after the cover)						
Project Title						
Short Description of Thesis Project (one sentence or even just a few words)						
Student Name						
Student AAU ID Number						
Name of School (Academy of Art University, Graduate School of Architecture)						
Degree Pursued (e.g. M.Arch (87 units) or M. Arch (63 units))						
Date of Thesis Presentation and Final Review, and expected date of graduation						
0.02: TABLE OF CONTENTS and INDEX						
Number each page of the book						
List topic or drawing title and its corresponding page number						
Font size to be no smaller than 10pt, and easily readable						
Must include an Index of items 1.01 through 3.04 and what pages they are on						
0.04: Project Abstract (300 words)						
Short Statement about your design (short summary as an Introduction)						
0.05: TIMELINE of Study						
List by semester all courses taken that apply to degree (include course number, course title, and instructor)						
List anticipated Graduation Date (Semester/Year)						
make sure total units add up to 63 or 87						

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THESIS BOOK & ARCHIVING CHECKLIST				
1.0: THESIS RESEARCH AND PRELIMINARY DESIGN (As conducted in ARH 690 Thesis Prep or the first Thesis Semester (old Curriculum) - Include Numbers Listed) All items due at the final presentation of ARH 690 (or first Thesis Semester))				
1.01 Concept Statement (this statement will be a work in progress throughout your thesis process)				
1.02 User Group Narrative (analyze and describe the potential users of your project - illustrate your narration with research diagrams)				
1.03 Precedent Studies (Architectural precedents should consist of a thorough analysis of the selected architectural project including plans and sections a short text summarizing the relation to your project should be part of this / a more holistic typology analysis is accepted as a substitute to precedents)				
1.04 Research (other than architectural precedents)				
1.05 Research summary (summarize the findings and your conclusions from your research in a short text speak to how the research findings might influence your project)				
1.06 Site and Context Analysis (Diagrams / Photographs / Site related information processed by you)				
1.07 Existing Site Condition Site Plan (a CAD drawing, to be used for the site model and later used as basis for the site plan)				
1.08 Area Master Plan (only necessary if your site is too big to include context in relation to your architecture)				
1.09 Spatial and Functional Program table or diagram with net square foot areas				
1.10 Spatial Analysis (diagrams and sketches of spatial relationships of the program)				
1.11 Building Code Analysis: Occupancy type(s), Construction Type, Fire Separation Requirements, Allowable Areas, Heights and Zoning Requirements (Use, Setbacks, etc..) that will pertain to your building type or respectively your chosen site (some of this may need to be answered after the completion of your thesis project)				
1.12 A site model at 1/32" = 1' scale (or a scale discussed with your Advisor) in presentation quality				
1.13 1.13 Massing Study Models: Physical models (minimum of 20) at 1'=1/32" scale and accompanying diagrams (one for each design solution / stream of investigation), showing the exploration of multiple preliminary design solutions (at least 4) and architectural concepts (photos of working models and a diagram of each concept option). Each program element group should be clearly legible in each massing study, and the use of foam is required.				

<p>1.14 Bibliography (Listing all sources you have used in order to produce your thesis. Note that all images, diagrams, graphics and texts which you did not produce must be properly cited.) THIS ITEM WILL BE PLACED AT THE END OF YOUR THESIS BOOK. ALTERNATIVELY CITATIONS CAN BE MADE THROUGH FOOTNOTES ON EVERY PAGE OF YOUR THESIS BOOK (if incorporated in the general layout).</p>				
<p>THESIS BOOK & ARCHIVING CHECKLIST</p>	<p>CO MPL ETE</p>	<p>INC OMP LET E</p>	<p>MIS SIN G</p>	<p>COMMENTS</p>
<p>2.0: THESIS PROJECT (As conducted in ARH 801 Thesis or the second Thesis Semester (old Curriculum) - Include Numbers Listed / all items due 2 weeks prior to the final presentation at Thesis Book Pre-Approval Review)</p>				
<p>2.01 Development Models: Further Massing Models (minimum of 20) used in your design process (photos of working models that exceed themassing explorations from 1.13 these are refinements of your preliminary design solutions from 1.13) as well as Study and Process Models at a larger scale (at least 1"=1/16") that show a clear indication of spatial explorations.</p>				
<p>2.02 Site Plan (show with project roof plan, with street names, sidewalks, indication of entrances to your building, loading zones, property lines, setbacks, roofs of all context buildings, topography, landscaping, trees and vegetation, graphic scale and north arrow) in an appropriate scale to be discussed with your Advisor.</p>				
<p>2.03 Floor Plans at all levels (including basement(s)) Scale: 1/8"=1'0" (or as otherwise determent together with your Advisor) Overall dimensions, rooms labeled or identified with a legend, furniture and atmospheric detail. Ground Floor Plan should be shown in site context and demonstrate an understanding of accessibility requirements. All plans to have graphic scale and north arrow.</p>				
<p>2.04 Building Sections-Cross and Transverse- numbered as needed to fully describe project- minimum scale 1/8" = 1'0" (or as otherwise determent together with your Advisor)</p>				
<p>2.05 Elevations- minimum scale 1/8" = 1'0 (or as otherwise determent together with your Advisor), shown in site context (buildings behind are shown in profile, vegetation, people and vehicles, location of Partial Elevation should be indicated.)</p>				
<p>2.06 Wall Section (from foundation to roof) of a critical area shown in Partial Elevation - minimum scale is 1" = 1'0" THIS IS ONE DRAWING WITH THE PARTIAL ELEVATION</p>				
<p>2.07 Partial Elevation (façade area study as part of the Wall Section, at an important area such as main building entry), minimum scale 1" =1'0", describing all visible materials and having a cut line for the wall section. Note: THIS IS ONE DRAWING WITH THE WALL SECTION</p>				
<p>2.08 Four Building Details of critical areas, shown in Partial Elevation and keyed to Wall Section - minimum scale 3"=1'0"</p>				
<p>2.09 Sustainability Strategy (narrative and diagrammatic representation of how sustainability aspects are applied specific to your project)</p>				
<p>2.10 Egress Diagram (an axonometric representation of your overall egress strategy, fire stairs and exits)</p>				
<p>2.11 Structural Diagrams (column placement, grids, frames, bearing vs. non-bearing walls, etc.</p>				

<p>2.12 Mechanical Diagrams: a plan diagram that shows an understanding of the primary mechanical systems. Also show any duct work in dropped ceilings in sections, show the location of mechanical rooms in plans and sections, and show any natural daylighting, heating or cooling strategies you have employed in the design.</p>				
<p>2.13 Building Section of an important public space - the purpose of this drawing is to show spatial qualities and atmospheres in relation to the Section. This is NOT a technical drawing. A larger version of another section drawing is not acceptable, minimum scale 1/2" = 1'0"</p>				
<p>THEESIS BOOK & ARCHIVING CHECKLIST (Continued)</p>	CO MP LET E	INC OM PLE TE	MIS SIN G	COMMENTS
<p>REQUIRED FOR PRE-REVIEW: The student must upload a pdf of their Thesis Book (draft), and a pdf of their Portfolio. (Note: the Portfolio will not be reviewed but is required by the school.) The Following items are not required for the PRE-REVIEW but are required for the Final Thesis Presentation and all other reviews.</p>				
<p>3.0: FINAL THESIS PRESENTATION DELIVERABLES (Due at the time of final presentation after the Thesis Book Pre-Approval Review)</p>				
<p>3.01 One Complete Presentation Model-minimum scale 1/8"=1'0"</p>				
<p>3.02 Two Exterior Perspectives in color</p>				
<p>3.03 Two Interior Perspectives in color</p>				
<p>3.04 Photos of Physical Model: one of each elevation, one from above, and one from each perspective at each corner, for a total of nine (9) photographs. Additional detail photos optional. All photos to be labeled as FROM orientation (i.e. "From NE Perspective", "South Elevation" etc.). All photos to be taken with a neutral background and well lit.</p>				
<p>NOTE on the evaluation of your submission: This deliverables list describes the items that are to be delivered in order to be considered a thesis project. Fulfilling these points does not necessarily guarantee a passing grade. It is the quality of your architectural proposal, the level of resolvment, the rigor of your thesis, the depth of your research and ultimately the content that defines a successful submittal determent by a group of peer thesis reviewers.</p>				
<p>NOTE on 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</p>				
<p>ARCHIVE</p>				

AFTER PROJECT HAS BEEN APPROVED-FINAL ARCHIVE SUBMITTAL Note: Archive Books and Digital Files are to be sent to: Attn: Erin B. Berta Archivist, School of Architecture Academy of Art University 601 Brannan Street, Room 122A San Francisco, CA 94107-1511 (415) 618-3679 Email: eberta@academyart.edu you have any questions regarding your Archive submittal, please contact Erin Berta.)				
4.01 Return Thesis BINDER to Archivist with all review sheets (Onsite students only)				
4.02 Submit three (3) professionally printed and bound copies of your Thesis Book (Note: Thesis book may be soft or hard covered. Must be printed in color. Binding must not be spiral, coiled, or a plastic insert. Note Cover and Spline requirements Section 0.00 on sheet 1 of 5. Spline (Readable from Top to Bottom and oriented (top of text at front edge-right and bottom of text at Back edge left). The bottom 4" of the spine will be covered up by a label when the book is archived in our library.)				
4.03 Submit a Flash Drive or cloud storage link containing the following digital files:				
4.03.01 Process Images (concept model photos and images of concept ideas, sketches, bubble diagrams, etc.)				
4.03.02 High Resolution Model Photos (2000px minimum in shortest dimension)				
4.03.03 High Resolution Renderings (2000 px minimum in shortest dimension)				
4.03.04 Final Presentation Boards (these are any boards put together for your Thesis presentation-separate from your Thesis Book. Many online students do not create separate boards. If you don't have any, please leave this folder blank.)				
4.03.05 Narrative Text Files (MSWord or Indesign doc of thesis book Text)				
4.03.06 Drawing Files (AutoCAD, Revit, or other, of floor plans, sections, and elevations)				
4.03.07 PDF of Thesis Book (one pdf file)				
4.03.08 PDF of Professional Portfolio (one pdf file)				
4.04 Remove all materials and trash from studio area, leaving area in a clean and professional condition. (Onsite students only)				
5.00 -It is the students responsibility to make sure that both the ARCHIVIST and the AAU Final Review Department have received a pdf of their final Thesis Document and their Professional Portfolio. Both of these documents should have been uploaded to the LMS Review page, prior to your Final Thesis presentation. The electronic approval system will not work if you have not uploaded both documents and this will hold up your thesis approval.				
IMPORTANT: 6.00 -It is the students responsibility to make sure that their AAU Profile on the LMS has their correct email address, mailing address, and contact information. Many students move after completing their work and have problems receiving their diploma because the school doesn't have the proper address.				
Archive Materials Received on:				
Archivist Signature:				