

Master of Arts, Art History Midpoint Review Handbook


This handbook contains the Art History 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 15 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 Art History page on the Graduate Showcase:

<http://gradshowcase.academyart.edu/>

Table of Contents

1. [Eligibility for Midpoint Review](#)
2. [Scheduling Your Midpoint Review](#)
3. [Deliverable Details and Due Dates](#)
4. [Midpoint Review Process](#)
5. [Checklists](#)
6. [Preparation Timeline](#)
7. [Frequently Asked Questions](#)
8. [Important Links](#)
9. [Online Presentation Details](#)
10. [Contact Information](#)

 **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 or in progress of completing 18 Units
- Completed all core requirements (listed below)
- Completed 9 units of Liberal Arts
- Completion of the foreign language proficiency exam
- Received department approval on your thesis topic

These core courses must be taken by all Art History students *

- AHS 600 – Art History Methodologies & Theory

* 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 final 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 two components: thesis book and oral presentation. [Link to tutorial on uploading work to LMS](#)

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

Thesis Book: Cover page, table of contents, proposed thesis statement, proposed thesis advisor, lit review (5 sources w/100 – 200 words summarizing each source), proposed outline for thesis, 300-word abstract, additional bibliography of works consulted, 50-word statement of intent explaining your future plans for your MA thesis and the Final Paper from a previous AHS course.

Your proposed thesis statement should be one sentence in length and is explicit in what your research question is, what you are asking, and what works of art you will be looking at to answer your question.

If you are using a Final Paper from a previous AHS course as the foundation for your MA thesis, make sure to include this paper in your thesis book.

Important Notes

Thesis Statement is a sentence that presents your argument to the reader, acting as a guide to the body of the essay, making an *original* claim that others might dispute.

Your thesis statement could be based on a final paper from an AHS seminar or it could be new.

Literature Review and additional bibliography should represent the research conducted in order to support the argument being made. The literature review should identify the (5) most important and relevant sources to your thesis. These in addition to the additional bibliography are included in the Midpoint Review to ensure the originality of your thesis topic, as well as the organized gathering of evidence that will persuade the reader of the strength of your scholarly argument.

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 BOTH the Thesis Proposal and the Portfolio Icons in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF; four (4) identical bound copies of your book must be delivered to: Academy of Art University School of Art History Midpoint Review 79 New Montgomery San Francisco, CA 94105

Oral Presentation: Your oral presentation should be in PowerPoint format. The PowerPoint slides should summarize particular contents of the thesis book. The presentation should cover: proposed thesis statement, proposed thesis advisor, proposed outline for thesis, a complete list of sources (the 5 from your lit review and those from your additional bibliography), concluding with your 50-word statement of intent explaining your future plans for your MA thesis.

If you plan on discussing particular works of art or architecture in your thesis, include high-resolution images of these with appropriate captions.

[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:	PowerPoint
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 in duration. Your presentation should be 15 minutes long.

The Midpoint Review meeting will follow this structure:

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

Once the committee has met to discuss the merits of your proposal, they 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.

5. CHECKLISTS

THESIS BOOK CHECKLIST

Thesis Book Contents: In your thesis book, you must include the following sections, in this order and with a separate heading for each:

- | | |
|--|--|
| <input type="checkbox"/> Cover Page | <input type="checkbox"/> Abstract |
| <input type="checkbox"/> Table of Contents | <input type="checkbox"/> Proposed Thesis Outline |
| <input type="checkbox"/> Proposed Thesis Statement | <input type="checkbox"/> Additional Bibliography |
| <input type="checkbox"/> Proposed Thesis Advisor | <input type="checkbox"/> Statement of Intent |
| <input type="checkbox"/> Literature Review | <input type="checkbox"/> Final Paper from AHS course |

Cover Page: The cover page must include the following:

- | | |
|--|---|
| <input type="checkbox"/> Thesis Title | <input type="checkbox"/> Director Name |
| <input type="checkbox"/> Your Name | <input type="checkbox"/> University Name (AAU) |
| <input type="checkbox"/> Student ID Number | <input type="checkbox"/> Semester of Presentation |

Table of Contents: All Midpoint proposals must have a table of contents

- number each page of the thesis book
- List each topic section and its corresponding page number

Proposed Thesis

Statement: Your thesis should be a sentence that presents your argument to the reader, acting as a guide to the body of the essay, making an *original* claim that others might dispute. Include a supporting sentence in addition to your thesis statement that explains how you will research and prove your thesis. Include the names of any works of art/architecture that you plan on studying in this supporting sentence.

Proposed Thesis

Advisor: Full name of proposed advisor

Literature Review:

- Provide all relevant information for each of the (5) sources - Chicago style
- 100-200 words in length for each source

Proposed Thesis

Outline: 1-page outline identifying the order and points to be addressed in your thesis

Abstract: 300-word abstract that is a concise summary that outlines the subject and scope of your thesis

Additional Bibliography: List of additional bibliographic sources outside of the 5 sources used in the Literature Review

Statement of Intent: Statement explaining your plans for the future with respect to your MA thesis

Final Paper from**AHS course:**

- Course Number and Instructor Name
- 12 pt. font
- Include Works Cited Page
- Chicago Style Format

ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines:

- Prepare Notes
- Practice your Presentation
- Make eye contact
- Be prepared to answer questions
- Make notes on suggestions during the Q&A

MIDPOINT REVIEW PDF GUIDELINES

PDF 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:

Font: Use standard fonts to avoid loading issues: Arial, Times New Roman or Garamond

Size: 12 pt. font

Color: Black

Images: Make sure your images are large enough to be clearly seen and of good resolution.

Content: Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end.

File Types: 50 MB. Files Greater than 50 MB will not be accepted.



MIDPOINT REVIEW PDF CHECKLIST

**PowerPoint
Checklist:**

Your PDF should include the following pages:

- Introduction Page
 - Thesis Project Pages
 - Conclusion Page
-

Introduction Slide:

The introduction/title slide must include the following items:

- Your name
 - Your Student ID
 - Department Name
 - Thesis Title with image(s) of the works of art
 - Date of the presentation
-

Thesis Project Slides:

Include the following in your presentation:

- Thesis Statement
- Thesis Outline
- Complete list of bibliographic sources (this should include the 5 sources from the Lit Review in addition to the sources from the additional bibliography)
- Statement of Intent





6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Art History specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check graduate website for Midpoint Review sign-up schedule</p> <p>Contact Department Director to discuss thesis topic and possible advisor</p>
6 weeks before your review	<p>Prepare your thesis book</p> <p>Work with an editor or contact ARC to make sure your thesis book is</p> <p>Review grammatically correct and typo-free.</p>
1 month before your review	<p>Create your PowerPoint/PDF slide show</p> <ul style="list-style-type: none"> ● Organize and create notes for your oral presentation <p>Work with a friend, colleague or ARC on your oral presentation</p>
3 weeks before your review	<p>Send to your department four (4) identical bound copies of your Midpoint Proposal book</p> <p>Practice your oral presentation out loud and with a timer</p> <ul style="list-style-type: none"> ● Review the online-specific requirements and test all of your equipment ● Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF of your thesis book to your home page</p> <ul style="list-style-type: none"> ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	<p>Send your PowerPoint presentation to Online Graduate School via email</p> <ul style="list-style-type: none"> ● Plan your attire, dress professionally <p>Practice your presentation in front of a live audience</p>
Tips for the day of your review	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> ● If you will be using a cellphone, make sure the battery is charged <p>Have a glass of water available during your presentation</p> <p>Arrive at your Midpoint Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>
Following your review	<p>View your Midpoint Review results here</p>

7. FREQUENTLY ASKED QUESTIONS

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?	At least 20 pages in length
Can we include work we've done outside of the Academy?	No, only include the required content.
Am I supposed to have a fully developed thesis prepared for the Midpoint?	Yes, though further development will come through the Midpoint Review and subsequent meetings with your advisor and department.
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, Midpoint Review, Writing Lab.
Accessing Your Review Results	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.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/art-history/graduate-degrees http://online.academyart.edu/schools/art-history
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 Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
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

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

Midpoint Review Coordinator: midpointreview@academyart.edu
(415) 618-6390

Contact for Online Students: onlinegradreview@academyart.edu
(415) 618-3614

Department Contact(s): Gabr
Scho
Tel: (
Emai

Send Materials To: Academy of Art University

School of Art History
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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