



Master of Arts and Master of Arts in Teaching, Art Education Final Review Handbook

This handbook contains the Art Education 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 [16](#) 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 Art Education 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 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. **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>
2. **REGISTRATION:** Register for your final semester of coursework with your advisor or online through your [Online Student Registration Profile](#).
3. **REVIEW SIGN-UP:** Once you have declared your graduation term and registered for courses, at the start of the semester you are presenting, you will need to review the Final Review online orientation and complete the online sign-up form available here: <http://gradshowcase.academyart.edu/>. Refer to the Graduate School Calendar for the available online sign-up dates here: <http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>. See further details for scheduling a final review below.

NOTE: If Capstone Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are typically conducted at the end of Module 12, during spring and fall semesters only. You can find the sign-up dates in the Graduate School Calendar:

<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>

No Final Reviews are permitted during the intersession and summer semester. A finalized date will be set during the semester the Final Review is to be conducted, based on director availability. This date can be changed only

in case of personal emergency, and must be approved by both the Graduate School and the department director to be official.

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 components: capstone project, [website](#), and oral presentation.
[Link to tutorial on uploading work to LMS.](#)

IMPORTANT: If your Capstone project is not received in time, your Final Review will be cancelled, and you will need to present the following semester.

Capstone Project: Presentation of your culminating project for your Masters program.

Upload/Deliver To:	Upload to the Thesis Book Icon in LMS
Due Date:	Three days prior to your Review date
Format:	PDF or PPT, and MOV

Final Review Website: A [website](#) that outlines your art education experiences since the Midpoint Review (e.g., internship, artwork, coursework) and an introduction to Capstone project. [Upload a PDF file documenting screenshots of your website to the LMS.](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Three days prior to your Review date
Format:	PDF or PPT

Oral Presentation: A presentation of the Final Review [website](#) and Capstone project.
[Link to more detailed oral presentation checklist](#)

Upload/Deliver To:	Upload materials to be presented to the online conference
Due Date:	Prior to the scheduled day/time of your Review
Format:	PDF and MP4
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 presentation 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. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Final Reviews are one hour in duration. Your presentation should be 30-35 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
Final Review Presentation	30-35 minutes
Committee Discussion – closed door/offline	10-15 minutes
Committee Decision & Feedback	10 minutes

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

Committee Discussion, Decision, & Feedback: After your presentation, the committee will recess in private to discuss the merits of your Review, and then will provide you with feedback.

B. Results

Upon reconvening, the committee will present you with one of the following outcomes:

- Approved:** You have passed the Review portion of your degree requirements and may be granted your degree upon completing all degree requirements. [See awarding the Master's Degree below.](#)
- 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 may be granted your degree.
- OR**
- Represent:** Following specific Final Review Committee [requirements](#), you must complete additional work and present at a new Final Review next semester. You must sign-up for a new review date at the start of the next semester.

Please follow directions outlined in the link below to view your results and written feedback after your Final 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 Art Education program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

<http://www.academyart.edu/academics/art-education/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. CHECKLISTS

FINAL REVIEW WEBSITE CHECKLIST

1. Title Page

- A cover page at the beginning of the PDF file
 - Title "Final Review"
 - Student Name and ID#
 - "Academy of Art University – School of Art Education"
 - Date of Final Review

2. Art Portfolio Page(s)

- Page(s) that include any artwork you created since the Midpoint Review

3. Internship or Student Teaching Page(s)

- Page(s) that include information about your internship (MA) or student teaching (MAT)
 - Description of placement
 - Specific content or insights of your experience

4. Capstone Presentation Page(s)

- Page(s) that introduce your Capstone project
 - Title of project
 - Brief descriptive bullet points
 - Embedded Capstone documentary video



MASTERS OF ART IN TEACHING (MAT) CAPSTONE PROJECT CHECKLIST

Artist/Educator Documentary

A presentation of your 3-minute video that includes:

- Organized presentation of yourself as an ARTIST, which shows both breadth and depth of skills. Include voice-over discussing the formal and expressive elements of your artwork and your creative process.
- Organized presentation of your skills as an EDUCATOR, which includes edits from student teaching and other fieldwork opportunities. Include voice-over explaining your personal philosophy of Art Education.

Art Advocacy

A 10-12 minute arts advocacy speech that includes:

- Documentation of primary and secondary research of your chosen art advocacy topic, showing substantive links between specific aspect of art education and specific advocated objectives/goals.
- Organization of research findings in an effective use of [a website](#) to both educate and move intended audience.
- A well-designed **visual** presentation, which reflects your advanced knowledge in both art education and elements and principles of design.
- A well-organized and rehearsed **oral** presentation which articulates and clarifies your position.



MASTER OF ART (MA) CAPSTONE PROJECT CHECKLIST

Introduction

A 5-8 minute oral presentation of background information describing the creation of your Capstone Art Education Program (updated version of [the website presented](#) at end of ARE 835), including:

- Your program's mission statement/philosophy
- Goals and objectives of your program
- Highlights from your 850 written report describing successes and challenges of your program implementation

Artist/Educator Documentary

A presentation of your five-minute Capstone Artist/Educator Documentary, which includes:

- Two minutes: autobiography/visual portfolio
 - An organized presentation of yourself as an ARTIST, which shows both breadth and depth of skills. Include voice-over discussing the formal and expressive elements of your artwork and your creative process.
- Three minutes: highlights from the implementation of your original art program
 - Presentation of your curriculum design, instructional strategies, and program deliverables

FINAL REVIEW PRESENTATION

Presentation Guidelines:

Final Reviews are one hour in duration and follow this structure:

1. The Final Review Committee and student introduce themselves (5 minutes)
2. The student presents the evidence represented in his/her Final Review [website](#) and presentation of Capstone Project (30-35 minutes)

Following is a guideline for the amount of time to spend for each section. These are only recommended ranges; however, if you are spending much more/less time than what is listed, review your presentation to ensure you are concise/covering everything that is needed. For example, you do not want to miss essential items in one section, while covering unnecessary information in another.

Minutes:	Sections:
1-2	Introduction
9-11	Art Education Experiences since the Midpoint Review (e.g., internship, artwork, coursework)
19-21	Presentation of Capstone Project
1-2	Conclusion

3. The student is asked to leave the conference room (or the web conference if presenting online) to allow the Committee members to confer.
4. The Committee discusses the Review and prepares responses and questions (10-15 minutes)
5. The student is asked back into the conference room (or the web conference if presenting online)
6. The Final Review Committee presents questions and concluding remarks (10 minutes)






6. PREPARATION TIMELINE

Beginning of the semester	Read Art Education-specific Final Review Handbook
During the semester	While you are in ARE 820 or ARE 850 make sure you keep up with the requirements of your Final review
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 Final 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	View your Final Review results here

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. <i>You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.</i>
How long should the Capstone projects be?	<p><u>MA Capstone</u></p> <ul style="list-style-type: none"> • 5-8 min. introduction, which includes updated website from ARE 835 • 5 min. Artist/Educator Documentary <p><u>MAT Capstone</u></p> <ul style="list-style-type: none"> • 3 min. Artist/Educator Video • 10-12 min. Advocacy Presentation
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?	The work that you present during your Final Review will be work that you completed since your Midpoint Review; you should not include any work that you have done outside of the Academy of Art University.
What format is preferred for the online portfolio?	Submit each section of your website as a PDF, except your video which will be uploaded as a MP4 .
<p>Where do I separately upload the Capstone documentary video and the website?</p> <p>?</p>	<p>Upload the Capstone documentary video to the Thesis book icon, and the website to the Portfolio icon.</p>

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	https://www.academyart.edu/academics/art-education/graduate-degrees http://online.academyart.edu/schools/art-education
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.
Art Education Review Showcase Page	http://gradshowcase.academyart.edu/schools/art-education.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. Since your website will be accessible online, the Online Graduate Review Coordinator can show you how the online review process works and how to navigate through your website 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: School of Art Education
Tel: (415) 618-6575
Email: artedu@academyart.edu