



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

This handbook contains the Art Education Midpoint Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing materials for your 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 [27](#) 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 Education 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](#)

1. ELIGIBILITY FOR MIDPOINT REVIEW

A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

MA Art Education:

- Enrolled in or completed ARE 625: Curriculum Design and Planning
- Enrolled in or completed all ARE core requirements (listed below)
 - ARE 600: Developmental Psychology
 - ARE 601: History of Art Education
 - ARE 612: Addressing Language & Special Needs in an Inclusive Classroom

MA Art Education with/ Studio Emphasis:

- In addition to the MA Art Education criteria, completed most required studio courses (listed below)
 - FA 600: Figure Studio
 - FA 601: Drawing
 - FA 609: Painting
 - FA 613: Monotype and Relief Printing, FA 612: Silkscreen, or FA 610: Etching
 - FASCU 620: Figure Modeling
 - GR 616: Making Ideas Visible

MAT Art Education:

- Enrolled in or completed ARE 620: Curriculum Development and Analysis in Art Education Settings
- Enrolled in or completed all ARE core requirements (listed below)
 - ARE 600: Developmental Psychology
 - ARE 601: History of Art Education
 - ARE 610: Teaching Audiences in a Diverse Society
 - ARE 611: Teaching Audiences with Special Needs
 - ARE 621: Instruction & Assessment of Academic Literacy

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.

2. SCHEDULING YOUR MIDPOINT REVIEW

A. Review Date

Midpoint Reviews are typically conducted at the end of Module 13, during spring and fall semesters only. 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 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 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 Midpoint Review Orientation prior to completing the Midpoint Review sign-up form online. You have the option of presenting your Review online or on campus. If you will be doing your Review online please review the [online presentation specifications](#). Please [contact](#) the Midpoint Review Coordinator if you have any questions.

C. Attendance & Cancellations

Once your Midpoint Review is scheduled, you are expected to present your Review at the scheduled time. If a conflict with the scheduled time arises, contact the Midpoint Review Coordinator immediately. Keep in mind, however, that due to the limited number of timeslots available, rescheduling for another time during the same semester is highly unlikely. Also, if you must postpone your Review until the following semester, your progress in the program could be affected—successful completion of the Midpoint Review is required before enrolling in the internship (MA) or student teaching (MAT) course and capstone courses.

There is a limited time for each Midpoint Review. If you arrive to your Review late, you will only be allowed the remaining scheduled time to present.

3. DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following three components: portfolio, Midpoint Review slideshow, and Midpoint Review presentation and discussion. [Link to tutorial on uploading work to LMS](#)

Portfolio: A collection of work that contains evidence pertaining to the School of Art Education's Graduate Program Learning Outcomes to demonstrate progress in the graduate program. It includes the following sections: education and experience, artwork, and curriculum unit.

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in the LMS
Due Date:	Three days before your Review date
Format:	PDFs—create and upload a separate PDF for each section, for a total of three PDFs (see individual section checklists for more information)

Midpoint Review Slideshow: A slideshow that outlines the work included in the portfolio, and is presented at the Midpoint Review.

[Link to more detailed slideshow checklist](#)

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



**Midpoint
Review
Presentation
and
Discussion:**

A presentation of the Midpoint Review slideshow and a Q&A discussion to demonstrate progress in the graduate program and understanding of art education.

[Link to more detailed oral presentation checklist](#)

Upload/Deliver To:	Upload Midpoint Review slideshow to the online conference
Due Date:	Prior to the scheduled day/time of your Review
Format:	PDF or PPT
Practice and Prepare:	Practice your oral presentation and prepare to answer questions similar to the sample questions in advance of your Review to ensure you are well-prepared
Notes:	You may use notes, flashcards, or prompts 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 approximately one hour in duration, and will follow the below schedule. Notice that your prepared presentation should be no longer than 25 minutes.

Midpoint Review Panel/Student Introduction	5 minutes
Oral Presentation	20-25 minutes
Q&A Discussion	5-10 minutes
Committee Discussion (closed door/offline)	10 minutes
Committee Decision & Feedback	10 minutes

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

Committee Discussion, Decision, & Feedback: After the oral presentation and Q&A discussion, 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, and can now proceed with the internship (MA) or student teaching (MAT) course and final capstone courses.

Not Approved: You have NOT passed, and are NOT allowed to proceed with the internship (MA) or student teaching (MAT) course and final capstone courses until one of the following has been completed, and the Midpoint Review is approved by the Midpoint Review Committee:

Resubmit: Following specific Midpoint Review Committee requirements, your Review requires minor changes that must be corrected and re-submitted within 3 weeks. If the re-submission meets the requirements, then the Review is approved and you can proceed with the internship (MA) or student teaching (MAT) course and final capstone courses.

OR

Represent: Following specific Midpoint Review Committee requirements, your Review requires major changes. As a result, you must represent your Midpoint Review the following semester.

Please follow directions outlined in the link below to view your results and written feedback after your Midpoint Review.

http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf

C. EVALUATION QUESTIONS

The work you submit and your presentation will be assessed using the School of Art Education's Graduate Program Learning Outcomes. The Review Committee is looking at your progress towards achieving the stated outcomes.

<http://www.academyart.edu/academics/art-education/graduate-degrees>

5. CHECKLISTS

PORTFOLIO CHECKLIST

Purpose: Students assemble a collection of work that contains evidence pertaining to the School of Art Education's Graduate Program Learning Outcomes to demonstrate progress in the graduate program. It includes the following sections: education and experience, artwork, and curriculum unit.

Content:

- [Section I: Education and Experience](#)
- [Section II: Artwork](#)
- [Section III: Curriculum Unit](#)

Organization: Organize your portfolio according to the order outlined in “Content.”

Format:

- Digital (a printed version of your portfolio is not required for your Review)
- PDFs—work can be completed in whichever software program you prefer; however, it must be saved and uploaded to the LMS as PDFs
 - Standard 8½ x 11" size
 - One PDF for each section, for a total of three PDFs

See individual sections for more information



SECTION I - EDUCATION AND EXPERIENCE

Purpose: Students write an autobiography and resume, and gather letters of recommendation to demonstrate professional readiness.

Content:

- **Autobiography**—briefly and succinctly address information about you, an art educator and artist. For example, how you became involved in art and art education, and your education, experience, and professional goals in art and art education.
- **Resume**
- **Letters of recommendation (2-3)**

Organization: Organize this section according to the order outlined in “Content.”

Format: Combine autobiography, resume, and letters of recommendation into one document, and then save as a PDF.

Preparation: Draft an autobiography and resume, and request letters of recommendation far in advance of your Review to ensure you receive them in time.

SECTION II - ARTWORK

Purpose: Students present 7-10 artworks to demonstrate a high level of technical skill and creative expression in a broad range of visual media. They also write a summary of the selected artwork.

Content:

- **Artworks:**
 - 7-10 artworks
 - Demonstrates a high level of technical skill and creative expression in a broad range of visual media (drawing and at least three other processes)
 - For each, include credit line information (title, date, medium/media, and size)
- **Artwork Summary:** An overview of the body of artwork being presented; not details regarding each. Include such things as your overall artistic style, influences or inspiration, artmaking process, and creative intentions.

Organization: Organize this section according to the order outlined in "Content."

Format

- **Artwork:**
 - Each artwork, and its credit line information (title, date, medium/media, and size), should be arranged on a separate 8½ x 11" page
 - Ensure images are of high quality—large format and resolution so they are clear and not pixilated
- **Artwork Summary:**
 - No more than one page
- Combine each artwork page and the artwork summary into one document, and then save as a PDF.

Preparation: Select 7-10 artworks that best represent your artistic abilities. They can be artworks completed on your own or during undergraduate or graduate art courses. Then, draft an artwork summary based on the works selected.



SECTION III - CURRICULUM UNIT

Purpose: Students write a curriculum unit to demonstrate their ability to develop comprehensive and sequential arts curriculum with various teaching strategies, modifications, and accommodations to address the needs of diverse students.

Content:

- Curriculum Unit must:
 - be comprehensive
 - be sequential
 - address various teaching strategies, modifications, and accommodations
- Curriculum Unit must include:
 - Curriculum Unit Overview (includes rationale, description, objectives, etc.)
 - History and Culture Lesson/Historical and Cultural Context Lesson
 - Visual Literacy Lesson /Artistic Perception Lesson
 - Art Production Lesson/Creative Expression Lesson
 - Art Criticism Lesson/Aesthetic Valuing Lesson
- Each lesson must include content outlined in the School of Art Education’s Lesson Plan template (description, focus artworks, objectives, materials and resources, procedures, modifications, assessments, etc.)

Organization:

- Content in the lessons must be organized according to the School of Art Education’s Lesson Plan template.
- Lessons in the curriculum unit must be organized according to the order they should be taught.

Format: Combine the Curriculum Unit Overview and all of the lessons into one document, and then save as a PDF.

Preparation: Refine the curriculum unit you wrote during ARE 620 (MA) or ARE 625 (MAT).

MIDPOINT REVIEW SLIDESHOW CHECKLIST

Purpose: Students create a slideshow that outlines the work included in their portfolio, and is presented at the Midpoint Review.

- Content:**
- **Title Slide**
 - A slide indicating the beginning of the slideshow
 - Include:
 - Title: “Midpoint Review”
 - Your name and ID number
 - School and Department: “Academy of Art University – School of Art Education”
 - Date: date of Midpoint Review
 - **Introduction**
 - Slides outlining your autobiography in Section I: Education and Experience
 - **Artwork**
 - Slides outlining Section II: Artwork
 - **Curriculum Unit**
 - Slides outlining Section IV: Curriculum Unit
 - **Conclusion**
 - Slides outlining:
 - Highlights and/or key insights from the graduate program thus far
 - Next steps in the program
 - Information about possible internships (MA) or student teaching (MAT)
 - An idea for your final capstone project

Organization: Organize the slideshow according to “Content.”

Format: Students may use the Midpoint Review Slideshow template or create their own. Regardless, refer to the following:

- **Background:** use a simple background so it does not dominate the content
- **Transitions:** do not use transitions because they distract attention from what you are saying (transitions do not work in the online conference)



- Text: keep text in bullet-point format and short sentences
- Font:
 - Type: Arial (some fonts do not load correctly in the online conference)
 - Size: At least 18 pt. – everything should be easily read from across a room
 - Color: black on a white or light background or white on a black or dark background are the easiest to read
- Images:
 - Save as .jpg (other formats do not load correctly in the online conference)
 - Large enough to be easily and clearly seen from across a room
 - Most slides should have at least one image to be visual appealing
- Audio, video, and Internet links: if you are planning to present online and use links, be sure to ask the Online Review Coordinator to go over how to include and access the links within the online conference.
- References: copyright information and technical notes may be included at the end of the presentation.
- Proper grammar and spelling
- Save: If you present onsite, save your slideshow to a flash drive or cloud-based storage so it can be easily accessed with the computer in the conference room at the time of your Review. Also, be sure to have a backup in the case the first fails.

Preparation: Draft and refine your Midpoint Review Slideshow.

NOTE: The Academy of Art University has prepared a helpful tutorial and template for use in developing the Midpoint Review Slideshow. If presenting Online, the Online Education department will contact you prior to your review to show you how the Online Review process works and how to use your slideshow during your presentation. See Midpoint Review Resources for links.

MIDPOINT REVIEW PRESENTATION CHECKLIST

- Purpose:** Students present their Midpoint Review Slideshow to share the work they included in their portfolio in order to demonstrate their progress in the graduate program and understanding of art education.
- Content:** Present the content included in your Midpoint Review Slideshow. Following are tips for each section:
- **Introduction**
 - Follow your written autobiography closely.
 - Think about how you would briefly introduce yourself to a prospective employer.
 - **Artwork**
 - Show your artwork and share an overview of the body of work; not details regarding each. Include such things as your overall artistic style, influences or inspiration, artmaking process, and creative intentions.
 - Think about how you would present your artwork to a prospective employer to show and express the best of your artistic ability.
 - **Curriculum Unit**
 - Give an overview of the entire unit, including the goal and rationale.
 - Briefly describe each lesson, including the key purpose and activities.
 - The following items do not have to be addressed for each lesson; but, they should be touched on at some point to illustrate your knowledge and consideration of each: assessments, modifications, teaching strategies, materials and supplies, timing.
 - Think about how you would present your unit to a prospective employer to show that you know how to develop comprehensive, sequential, and appropriate curricula that promotes learning for diverse groups of students.
 - **Conclusion**
 - Share 2-3 highlights and/or key insights from the graduate program thus far.
 - Share your next steps in the graduate program.
 - If you are in the MA program, describe at least two internship possibilities—for each, describe the site and the art program at the site, why you chose the site, and what you hope to experience during the internship. If you are in the MAT program, describe what you hope to accomplish during student teaching.
 - Describe an idea for your final capstone project.

Organization: You will have the floor, uninterrupted, for up to 25 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 or less time than what is listed, review your presentation to ensure you are concise and covering everything that is needed. For example, you do not want to miss essential items in one section, while covering unnecessary information in another.

Sections	Minutes
Introduction	1-2
Artwork	4-5
Curriculum Unit	8-10
Conclusion	4-5
TOTAL	17-22

NOTE: There is a limited time for each Midpoint Review, so you will be asked to end your presentation at 25 minutes, whether you are finished or not.

Format: Oral presentation

Preparation:

- Practice to increase confidence.
- Practice to realize areas that need refinement.
- Practice to be sure your presentation is no longer than 25 minutes.

Additionally, demonstrate professionalism through behavior and dress during the Midpoint Review.

- Dress and groom yourself as you would for a job interview.
- Be punctual. It is best to plan to be early to allow for extra time in case of unexpected travel complications.
- Be prepared.
- Avoid eating and drinking during presentation.

NOTE: The Academy of Art University's Academic Resource Center offers help with formal presentations to onsite students in the Speaking Lab. For more information:
<http://arc.academyart.edu/esl/speaking.html>

MIDPOINT REVIEW DISCUSSION CHECKLIST

Purpose:	Students answer questions presented by the Midpoint Review Committee to express their understanding of various topics related to art education.
Content:	The questions that will be asked will be unique to each Review. They will be relevant to the graduate program learning outcomes and the work presented during the presentation.
Organization:	You will respond to questions posed by the Midpoint Review Committee. The discussion will last 5-10 minutes.
Format:	Q&A discussion
Preparation:	Practice answering questions related to the graduate program learning outcomes, such as those listed below. Also, think about and practice answering questions that could be asked about the work you will present during your presentation.

Q&A Discussion Sample Questions

The purpose of these questions/prompts is to generate a conversation about your thoughts, feelings, and developing ideas concerning art education. Preparing for the Q&A discussion will require you to think critically and in-depth about art education course content and your own experiences in classrooms and fieldwork. You will be asked questions from two or three of the five program learning outcome categories.

Visual Literacy/Art Skills

What have been your strengths and challenges as a studio art student concerning:

- development of technical skills,
- originality/creativity,
- motivation to succeed, and
- balance of formal and expressive properties in artwork?

Thinking back on your instructors who were positive role models and your negative classroom experiences, what strategies would you use in your classroom to help students succeed in each of these areas?



Teaching and Communication Skills

How has your definition of the role of an art educator evolved during the semesters leading up to your Midpoint Review? Cite specific course content and/or fieldwork experience that piqued your curiosity. In addition, describe some effective instructional strategies you've witnessed or researched that broadened your understanding of what it means to educate.

Knowledge of Human Diversity

Describe how you would modify the content and your instruction in one of your lessons in order to meet the needs of one of your students who is an English-language learner, and another student who has special needs (learning disability, physical disability, gifted and talented). Be sure to give an overview of the lesson, identify the target audience, describe the modification, and explain why the modification is appropriate for these specific learners.

Conceptual Development

One of the purposes of a graduate Capstone Project is to have an opportunity to make your individual contribution to the field of art education. What aspects of your artistic strengths, cultural and educational background, personality, and experiences will you bring to the development of your Capstone Project? Also, think back on all of your experiences with art education (as a student, observer, teacher, artist, etc.). What are some cornerstones of your art education philosophy you will explore and develop in your Capstone Project?

Professional Readiness

Imagine that you are about to be interviewed by a principal of a school or director of a museum for an art educator position. What questions should you be prepared to answer? Topics might include: art skills, educational theories, class management skills, instructional strategies, curriculum development, and knowledge of developmental needs of students. You will give us the three questions you have written and we will ask those as well as some follow-up ones of our own. Since this is just the midpoint in your program, this mock interview will highlight your strengths as well as clarify what you need to focus on during the remainder of your ARE program.

6. PREPARATION TIMELINE

Beginning of the semester	<ul style="list-style-type: none"> • Read Art Education specific Midpoint Review Handbook • Watch the Midpoint Review Orientation • Outline a plan to prepare for your Review throughout the semester
During the semester	<ul style="list-style-type: none"> • Prepare for your Review by following your plan, and heeding the advice provided in the Art Education Midpoint Review Handbook and ARE 620 (MA) or ARE 625 (MAT) course.
Day of your review	<ul style="list-style-type: none"> • Be prepared and well rested • If you will be presenting online, test your equipment to ensure it is in working condition, fully charged, set up properly so you can easily be seen and heard, etc. • Have a glass of water available during your presentation • Arrive at your Midpoint Review early and ready to go • Listen to the committee’s advice and take notes • Maintain professionalism during the entire review
Following your review	View your Midpoint Review results here


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.
Do I need to print any materials?	No. You will only need to upload materials in a digital format to your Midpoint Review in the LMS. If you present online, you will also need to upload your slideshow to the Online Conference.
Can we include work we've done outside of the Academy?	Yes. The majority of the work you include should be from your studies at the Academy of Art University; however, you can include outside work if you feel it represents you better as an artist or art educator. In some instances, students will have no choice other than to include outside work. For example, if you are in a program other than the MA Art Education with Studio Emphasis, you are only required to take one art course, so you will have to include artwork that you completed independently or in art courses outside of the Academy. In this case, you can present the artwork you submitted with your application.
How many pages should the portfolio be? How many slides are needed for the slideshow presentation?	There is no set number of pages for the portfolio or slides for the slideshow presentation. You should determine the number needed, in both instances, to fully address the requirements.
What format is preferred for the online portfolio?	PDF. Work can be completed in whichever software program you prefer; however, it must be saved and uploaded to the LMS as PDFs
Should the portfolio be uploaded as one document?	No. Upload each section as a separate PDF, for a total of three PDFs: one PDF for Education and Experience, one PDF for Artwork, and one PDF for Curriculum Unit.





How detailed should the slideshow be?	Even though you should be detailed with what you say during your presentation to ensure you are covering each section thoroughly, you should not add a lot of details in the slideshow. Instead, use brief sentences in a bullet point format to note key items, and use as your speaking points
Should I include images in my slideshow?	Absolutely. You will share your artwork by showing and talking about your artwork. Also, when possible, an image(s) should be added to each slide to reemphasize the written content. This will also make for a more visually stimulating and engaging presentation.
Can I use fancy text, backgrounds, and graphic elements for my slideshow presentation?	It is highly recommended that you do not. Instead, use simple and contrasting text, background, and graphic elements (e.g., light text on a dark background), so your images and text are easy to see and read.
How long should my artwork summary be?	Try to limit your artwork summary to no more than one page.

8. IMPORTANT LINKS

 **ONLINE ICON:** The online icon will mark items that are specific to online students only.

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/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 Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Art Education Review Showcase Page	http://gradshowcase.academyart.edu/schools/art-education.html



<p>Online Connection Through Mobile Devices</p>	<p>http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</p> <p>Application required for using the Adobe Connect Meetings from your mobile device.</p>
<p>Online Presentation Do's & Don'ts</p>	<p>http://gradshowcase.academyart.edu/</p> <p> Look under Additional Presentation Tools</p>
<p>Online Technical Requirements</p>	<p>http://gradshowcase.academyart.edu/ Look under Resources → Technical Resources → Online technical requirements</p>
<p>Technology Trouble Shooting</p>	<p> To participate in the online 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:</p> <p>http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</p>
<p>Uploading Review Content</p>	<p>http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</p>
<p>Photographing & Submitting Artwork</p>	<p>http://media.academyart.edu/howto/index.html</p> <p>http://howto.academyart.edu/submitting-artwork</p>

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 Reviews 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.

B. Online Presentation Guidelines

You are required to provide a slideshow 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: onlinegradstudies@academyart.edu

Phone: (415) 618-3614



10. CONTACT INFORMATION

Midpoint Review Coordinator:	midpointreview@academyart.edu (415) 618-6390
Contact for Online Students:	onlinegradstudies@academyart.edu (415) 618-3614
Department Contact(s):	School of Art Education Tel: (415) 618-6575 Email: arted@academyart.edu