ACADEMY *of* ART UNIVERSITY
FOUNDED IN SAN FRANCISCO 1929 BY ARTISTS FOR ARTISTS

Master of Fine Arts, Fashion Costume Design
Midpoint Review Handbook

This handbook contains the Fashion Costume Design 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 17 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 Fashion Costume Design 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 MIDPOINT REVIEW

A. Eligibility

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

- Completed 24-36 Units

- Completed or be in progress of completing all core requirements (listed below)

- Be enrolled in your level three classes (FSH 605, FSH 612, or FSH 622, depending on your track) •

Completed 6 units of Liberal Arts

These core courses must be taken by all Fashion Costume Design students *

- ☐ FSH 661: MS: Costume Design 1

- ☐ FSH 601: 3D Design 1

- ☐ FSH 662: MS: Costume Design 2

- ☐ FSH 676: MS: Costume Crafts (taken concurrent with Midpoint Review)

- ☐ FSH 663: MS: Costume Design 3 (taken concurrent with Midpoint Review)

- ☐ FSH 629: MS: Introduction to Styling

* 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 directed study or final portfolio 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 three components: portfolio, thesis book, and oral presentation. Link to tutorial on uploading work to LMS

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

Portfolio: Class work to date. Both 2D and 3D projects.

Link to more detailed portfolio checklist

> **Upload/Deliver To:** Upload to the Portfolio Icon in LMS
> **Due Date:** One (1) week prior to review date
> **Format:** Online students are required to submit a PDF Portfolio presentation

Thesis Book: Your Thesis proposal must be clear and concise. The proposal should include the industry you will be focused in (film, television, theatre, opera, dance, game design or anything else) and whether you plan to pursue the Portfolio and Skill Building track or the Portfolio and Production track. You should also describe why you have chosen it, and how you plan on implementing it. Describe your proposal in detail and ensure that it is not too narrow or overly broad in scope. You do not need to have a fully planned outline or research and design ideas for a final thesis collection yet.

> 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 the Thesis Proposal Icon in LMS
> **Due Date:** One (1) week prior to review date

Format: PDF uploaded to LMS

Oral Presentation:

Academy of Art University's Online Midpoint Review provides a means for online/offsite Academy students to present their thesis proposals via the Academy's online meeting environment. You have the option of presenting your Midpoint Review ONLINE or ON CAMPUS.

Upload/Deliver To: At the Midpoint Review

Due Date: At the scheduled day/time of your review

Format: Online students are required to submit a PDF PORTFOLIO presentation

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.

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4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are 30 minutes in duration. Your presentation should be 15 minutes long. The Midpoint Review meeting will follow this structure:

Midpoint Review Presentation 15 minutes Committee Discussion – closed door/offline 5-10 minutes Committee Decision & Feedback 5-10 minutes

Review Committee: The Midpoint Review Committee is composed of faculty 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

Upon reconvening, the committee 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.

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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 will be assessed using the Graduate School of Fashion Costume Design program learning outcomes. At the Midpoint Review the review committee is looking at your progress towards achieving the stated outcomes.

http://www.academyart.edu/academics/fashion/graduate-degrees

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5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:

☐ Design work: Four projects from FSH 661, 662, 663*, and 676*. Include: Research collages, sketches, and renderings with swatches. ☐ 3-D work: Three complete garments from: FSH 601 and mask from FSH 676

* Since you'll be taking FSH 663 and 671 concurrent with your Midpoint review, include any available and most current course work in your presentation. It is understood that you might not have your latest project completed.

Online students will present the above work in a PDF Portfolio bundle. Details follow below.

THESIS BOOK CHECKLIST

Thesis Book Contents:
To assess your development to date and help us formulate a plan for your post Midpoint Review studies. To determine if you are on a **Portfolio and Skill Building** or a **Portfolio and Production** track.
☐ Content: You will need to include portfolio projects created during your classes at Academy of Art University in chronological order.

In your thesis book, you must include the following sections, in this order and with a separate heading for each:
☐ Autobiography ☐ Proposal
☐ Resume ☐ Timeline

Autobiography: For your autobiography, you will briefly address the following in no more than a single page: ☐
    Explain who you are
    ☐ Explain how you became involved with fashion design
    ☐ Discuss what led you to enroll at the Academy of Art University
    ☐ You may also include other information that seems appropriate or relevant to your
        work as an artist, such as:
        ☐ Relevant work experiences
        ☐ Relevant educational experiences
        ☐ Relevant personal experiences
        ☐ Career goals
    You want to be sure to write your autobiography in a concise and succinct manner that is as engaging as possible.

Resume : You will need to include a formal resume in your thesis book. This is a one-page professional document that lists your work experience, skills and education. In addition, your resume provides the reader with your contact information and a list of past experience, including:

- ☐ Name
- ☐ Address
- ☐ Phone number
- ☐ E-mail and website (optional) ☐ Additional contact information ☐ Recent exhibitions (if applicable) ☐ Educational background (beyond High School)

- ☐ Recent or pertinent employment history
- ☐ Other recent information relevant to your career including teaching or volunteer experiences, professional memberships, relevant skills, etc.
- ☐ Dates should be listed chronologically, most recent at the top of the list.

garde film)

Abstract/ Proposal:
The Abstract is a short but detailed summary of your proposed Thesis Proposal. It should clearly state your intention to ether pursue a Portfolio and Skill Building track or Portfolio and Production track.

Portfolio and Skill Building track: Students focus on special skill building in a market and area of their choice. A final portfolio of 5 to 7 projects will be completed for Final Review and will display a clear understanding of both theatrical and cinematic costume design needs. (For example: period fashion, comedy, tragedy, science fiction, musicals, and avant

Portfolio and Production track: Design Driven focus. Students develop a portfolio by working directly with the MPT department or any other venue in professional industry (opera, theatre, dance..) on Thesis project. Students will design and realize costumes for short students films or professional productions

The Project Abstract should be approximately 150 words. In your abstract you should clearly identify the genre of performance art you will focus on, and your concept with a directorial approach to costume design.

Timeline: The timeline must include the following:

- ☐ List by semester the courses that you have taken to date, including the course number, title, and instructor.
- ☐ List your anticipated courses by title and semester.
- ☐ Identify your anticipated graduation date (semester/year).
- ☐ Be sure your total units add up to 63 units.

NOTE: Make sure your classes are appropriate for your track (don't use electives for things like website development) and are spaced appropriately (don't try to take all directed study units in two semesters).

General Oral Presentation Guidelines:

University?

☐ Tell us about your time here.

☐ Where do you see yourself in the world of costume design; do you want to be a designer, or are you interested more in the technical aspects of costume (construction, costume crafts, wardrobe, on set dresser, etc..0

☐ What are your strongest areas?

☐ What areas need improvement?

☐ Where do you see yourself after graduation?

☐ **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.

MIDPOINT REVIEW PDF GUIDELINES

If you are presenting online, you will show the course work to completed date in the form of a PDF portfolio presentation. After you have scheduled your review the Online Graduate Department will contact you to show you how the online Review process works and how to upload and use your PDF slideshow during your review. Online students must upload their PDF portfolio to the Midpoint Review presentation room 1 week in advance of their presentation.

PDF

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Though there is a degree of freedom in how you develop your presentation, there are some important development guidelines you must follow:

Before bundling your PDF portfolio, ensure that all files are in great quality and arrange the pages and projects in chronological order.

• Design work: Include four design projects with supporting development pages from FSH 661, FSH 662, and FSH 663 and FSH 676. Place one presentation board per page when the project is landscape format and two boards side-by-side per page if the project was created in a portrait format.

• 3D work: Include front, back, and side and detail views of three garments completed in FSH 601 and FSH 651. Assure that each piece is photographed on a clear, neutral

ORAL PRESENTATION CHECKLIST

Academy of Art University's Online Midpoint Review provides a means for online/offsite Academy students to present their thesis proposals via the Academy's online meeting environment. You have the option of presenting your Midpoint Review ONLINE or ON CAMPUS. Either way:

☐ **TIME:** Your oral presentation should be presented in approximately twenty (20) minutes.

☐ **RECAP:** Quickly present your project or samples in chronological order. Do NOT read your paper or PowerPoint presentation verbatim.

☐ **ANSWER QUESTIONS:** Answer the following questions in your presentation: ☐ What brought you to Academy Art

background and that your images are high quality. Indicate class and instructor information. You can arrange all views/photos of one garment on one to two pages. ☐ **Font:** Use the standard fonts: Arial, Times New Roman or Garamond.

☐ **Size:** Use a font size that is large enough to read but does not overwhelm the project page.

☐ **Color:** Use a font color that is easy to read- black or white depending on the background.

☐ **Thesis Proposal (second-to-last page):** Use bullet points

instead of written paragraphs. 50 MB. Files greater than 50

MB will not be accepted.

MIDPOINT REVIEW PDF CHECKLIST

PDF Checklist: Your PDF should include the following slides:
- ☐ Introduction Page
- ☐ Class Project Slides
- ☐ Sketch Book/Process Slides
- ☐ Thesis Project Slides
- ☐ Closing Slide

Introduction Slide:
The introduction/title slide must include the following items: ☐ Your name
☐ Your student ID

- ☐ Department name
- ☐ Project title
- ☐ Date of the presentation
- ☐ Area of emphasis

Portfolio Slides: The portfolio pages must include the following items:
- ☐ Presentation boards of design projects and photographs of 3D projects
- ☐ Pages must be presented in chronological order and sorted by topic (you can start with Design work and then 3D work both arranged in chronological order).
- ☐ Class number and instructor information

Sketch Book & Pages:

process pages, which include visual research, color, fabric and design development)

Thesis Proposal Slide:
The sketchbook and process slides must include the following items: ☐ Research and Design Development (Scans or quality photographs of sketchbook or

Include the following in your PowerPoint Presentation:

☐ Bullet points describing the important aspects of the project as pulled from your abstract page.

Conclusion Slide: This slide should clearly indicate that you are finished with your presentation. You may choose to include the following:
- ☐ Your Name
- ☐ Thank you

6. PREPARATION TIMELINE

Read Fashion Costume Design specific Midpoint Review Handbook

3 to 4 months before your review	Organize and create notes for your oral presentation
2 to 3 months before your review	Work with a friend, colleague or ARC on your oral presentation Practice your oral presentation out loud and with a timer
6 weeks before your review	🔵 Review the online-specific requirements and test all of your equipment ☐ Email your PowerPoint or PDF presentation to Online Graduate School
1 month before your review	On-campus students verify your equipment works prior to your actual presentation date
3 weeks before your review	Upload your PDF to your portfolio and thesis book to your Student Homepage
2 weeks before your review	☐ Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	☐ Send your PowerPoint presentation to Online Graduate School via email Plan your attire, dress professionally
	Practice your presentation in front of a live audience
	Get plenty of rest the night before

Tips for the day of your review
Watch the Midpoint Review Orientation

Attend the Fashion Costume Design Midpoint Review Workshops Check [graduate website](#) for Midpoint Review sign-up schedule Solidify your Thesis Project Concept

Prepare your thesis book

Work with an editor or contact [ARC](#) to make sure your thesis book is grammatically correct and typo-free.

🔵 Create your PowerPoint/PDF slide show

Following your review View your Midpoint Review results [here](#)

☐ If you will be using a cellphone, make sure the battery is charged Have a glass of water available during your presentation

Arrive at your Midpoint Review on time and ready to go

Greet your committee members prior to beginning your presentation Listen to the committee's advice and take notes

Maintain professionalism during the entire review

Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic resources/graduate-student-academic-resources

Directed Study

Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here:

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http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_st udy_guidelines.pdf

Once you have passed your Midpoint Review with an

7. FREQUENTLY ASKED QUESTIONS

When can I schedule my
Midpoint Review?

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?

There is no specified length for the completed written proposal. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. The written proposal should be thorough in describing all aspects of your project, but you also want to think about how you can be concise and avoid redundancy of information in the content.

If I'm an online student, do I need to send in physical samples of my class work?

No. You will have to take high-quality pictures on a white or neutral background of your clothing hung neatly on a dress form. The pictures should be crisp and clear. Photograph from the front, back, profile, and detail views.

Can we include work we've done outside of the Academy?

Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?

No. All work included must be created exclusively within your classes here at Academy of Art University.

Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?
Once you have completed your eligibility requirements, you can sign up online when the sign up is available.

No. That will be developed through your group directed studies after you pass your Midpoint Review.

We would recommend against it. Simple, easy to read and easy to see content is best.

Do I need to mail two (2) copies of my Final Thesis Book to the department?

8. IMPORTANT LINKS

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No. Onsite and online students just need to upload the four page Thesis Book and Portfolio to the icon on the LMS. See Deliverables and Due Dates.

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

Graduate Student Homepage

Library Resources http://library.academyart.edu/

Research tools and database to prepare for your Midpoint Review

http://elmo.academyart.edu/reference-help/mla_citation_guide.html /

Formatting Resources

Academy Resource Center (ARC)

Accessing Your Review Results

Online Chat Schedules & Recordings

Department Specific Websites

Graduate School
Calendar

Graduate Review Showcase

Fashion Costume Design Review
Showcase Page
http://arc.academyart.edu/writing/mla_examples.html

MLA Citation guidelines

http://www.academyart.edu/students/my-academy/academy-resource-center Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.

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

Chat Schedule:
http://online.academyart.edu/innovative-learning/chats.html

Graduate Chats:
http://gradshowcase.academyart.edu/graduate-chats.html

Twitter: @aauchats

https://www.academyart.edu/academics/fashion

http://online.academyart.edu/schools/fashion

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

http://gradshowcase.academyart.edu/

Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.

http://gradshowcase.academyart.edu/schools/fashion-design.html

Online Connection Through Mobile Devices

Online Presentation Do's & Don'ts

Online Technical ☐
Requirements

☐
Technology Trouble
Shooting

Uploading Review Content

http://www.adobe.com/products/adobeconnect/feature-details/adobe connectmobile.html

☐Application required for using the Adobe Connect Meetings from your mobile device.

http://gradshowcase.academyart.edu/

☐Look under Additional Presentation Tools

http://gradshowcase.academyart.edu/Look under Resources ☐Technical Resources ☐ Online technical requirements

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

http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf

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. 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): Jennifer Cappelletti

Fashion Administrator
Tel: (415) 618-3826
Email: JCappelletti@academyart.edu

Send Materials To: Academy of Art University

School of Fashion Costume Design
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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