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

Master of Fine Arts, Fashion Design
Final Review Handbook

This handbook contains the Fashion Design 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 18 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 Fashion 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 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 Final Thesis Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

Plan ahead and prepare as much of your project as possible by the beginning of the semester. Strive to have only your final touches remaining to be completed *during* your last semester of coursework.

2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the eleventh or twelfth week of the fall or spring semester and in the sixth week of the summer semester. 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. 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 four components: portfolio, thesis book, oral presentation, and Directed Study Journals. Link to tutorial on uploading work to LMS.

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

Portfolio:

Design & Knitwear:

☐ Portfolio of five (5) or seven (7) 2D projects **-OR-**
☐ Collection of 8 outfits and portfolio

Textiles:

☐ Portfolio of eight (8) 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. Students presenting on campus must also bring their physical portfolio on the day of their review.
Format:	Bring your full portfolio/collection to be setup in designated area as specified in your confirmation letter, if presenting on campus – 2-D and 3-D work; PDF if presenting online

Thesis Book:

Your Final Thesis Book must provide a synopsis of the research and the creative processes involved in the completion of the work. This will include your Directed Study Journal. Flawless spelling and grammar are required of all written submissions.

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 Book Icon in LMS
Due Date:	One (1) week prior to review date
Format:	PDF

| **Oral Presentation:** | The oral presentation is the overview of your actual presentation. Online students are required to create and use a PDF presentation. Online students are required to submit a PDF. Once you have scheduled your Final Review you will be contacted by the Online Graduate Studies Department to show you how the online review process works and how to navigate during your oral presentation. |

Link to more detailed oral presentation checklist

Upload/Deliver To:	At the Final Review
Due Date:	One (1) week prior to review date
Format:	PDF
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the review. Be prepared to answer questions during your review.

Link to online presentation details for online students

| **Directed Study Documentation:** | Throughout all units of Directed Study coursework you will be keeping progress notes for each course through online Thesis Progress Tracking for students presenting Midpoint Review in Spring 2015 or later.

If your approved Midpoint Review presentation was prior to the Spring 2015 semester, your department will accept Directed Studies journals instead of Thesis Tracking online as this feature was not activated for you.

For more information about your departments specific Directed Study documentation requirements, please refer to the Directed Study Guidelines:

http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf |

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Your collection of work will be set up in MFA space as specified in your confirmation letter.

The Final Review meeting will follow this structure:

Set up studio space with collection/portfolio	By 9AM the day of your review
Committee Decision & Feedback	1PM the day of your review

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

Committee Question & Answer Session: Questions will be asked by the Committee for clarification on your portfolio during the Committee Decision and Feedback period.

Committee Discussion, Decision, & Feedback:

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 studio work, and/or rethink your Final Project, to 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

B. Evaluation Questions

The work you submit will be assessed using the Graduate School of Fashion program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

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

C. 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 CHECKLIST

Final Portfolio: Each design student is required to present a final portfolio of work completed during his or her Directed Study units. The content will depend on each individual student's approved track and must be appropriate to the target market of his or her choice.

No earlier class work or outside work will be counted as Directed Study work.
Earlier class work or outside work may be included, but in addition to all other requirements and not in place of any DS portfolio projects.

Fashion Design & Knitwear Design Majors
☐ Portfolio of five to seven (5-7) projects or
☐ Collection of 8 outfits (3D) and portfolio of five to seven (5-7) projects

Textile Design Majors
☐ Portfolio of eight (8) projects

THESIS BOOK CHECKLIST

Your Final Thesis Book must provide a synopsis of the research and creative processes involved in the completion of the work.

Thesis Book Contents: In your thesis book, you must include the following sections with a separate heading for each:
☐ Autobiography
☐ Resume
☐ Thesis Project Overview
☐ Statement of Future Plans

Autobiography: For your autobiography, you will briefly address the following in no more than one page in length:
☐ Introduce yourself
☐ Explain how you developed an interest in 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.

Resume: You will need to include a formal resume in your proposal. This is a one-page professional document that lists your current contact information, work experiences, skills and education. Dates should be listed chronologically, most recent at the top of the list.
☐ Name
☐ Address
☐ Phone number

□ E-mail
□ Website/ Web link to your portfolio (optional)

Thesis Project Overview:	The Thesis Project Final Overview and Report is the focal point of the thesis book. In this section of the document, you will relay the details of your completed project to the Panel. You will want to address the following in an articulate and well thought-out manner: □ Define your Thesis Project Concept in detail (what, why, how) □ Define your portfolio and/or collection's market level □ Describe your personal interest and involvement with the project □ Describe any challenges you encountered with the project and how these challenges were overcome □ Describe how your project evolved from the Mid-point Review Do not include visuals in your Final Thesis Book! They will be either shown in person (on-campus presentations) or digitally (online presentations)
Statement of Future Plans:	The Statement of Future Plans should identify the following: □ Identify the next steps you will be taking. □ Identify your professional goals, including what steps you have taken toward meeting these goals.

You must upload a PDF of your Final Thesis Book and a Digital Portfolio in the LMS under your Final Review page ONE-week prior your review.

ORAL PRESENTATION CHECKLIST

Presentation (Oncampus):	Students presenting on campus will setup their portfolios in the morning in the MFA studios and will not have a traditional oral presentation. The Final Review Committee will review your portfolio and/or collection without you being present. Lather in the day, at a specified time, the review committee will meet with each student to discuss the results. This is your opportunity to talk about your work. The meeting will last about 10 minutes.

On campus students can present online if wanted. You must make arrangements with the Final Review coordinator before date/time is assigned.

- **LOCATION:** You will be assigned a specific location in the MFA studio space on the day of your Final Review as assigned by the Final Review Committee. No changes to schedule are possible.

- **CONTENTS:** Bring your full portfolio/collection to be setup – 2-D and 3-D work. Name cards will be provided. Attach cards to wall.

- **TIME:** Be ready to enter the space at 8:00 A.M. and be finished with your setup by 9:00AM.

IMPORTANT: If your portfolio/projects are not setup within your allotted time you will be marked as a "No show" and will fail your Final Review.

- **REVIEW:** The Committee will review your work during the day. You will not be present during the review. Notes will be made.

- **DISCUSSION/Q&A:** The Committee will review your work with you at the end of the day (be present by 1pm) for about 5-10 minutes for comments and a decision. You will be called in one-by-one.

Oral Presentation (Online):	Students presenting online will be assigned a Final Review presentation room where they will have their Final Review with the Final Review Committee. Once you have scheduled your Final Review you will be contacted by the Online Graduate Studies Department to show you how the online review process works and how to navigate during your review.

- **LOCATION:** You will be assigned a specific online meeting room from Cyber Campus. Make sure you are in your online presentation room 15 minutes prior before your presentation is due to start.

- **CONTENTS:** PDF file of your Final Portfolio must be uploaded to the Final Review presentation room 1 week in advance of their presentation.

- **TIME:** Your review will last 15 minutes.

Committee Welcome and Introduction   5 minutes
Committee Decision & Feedback   5-10 minutes

IMPORTANT: If you are not present in your online meeting room by 5 minutes past the time you were assigned, you will be marked as a "No show" and will fail your Final Review.

- **DISCUSSION:** You will give a short introduction after which the committee will independently review your portfolio. There will be a discussion with some Q & A and feedback of committee decision.

- **Practice and Prepare:** Be prepared to answer questions during the Final Review.

NOTE: Make sure you have turned off or silenced other phones. Do not take calls or check messages during your presentation.

FINAL PORTFOLIO PDF BUNDLE CHECKLIST (ONLINE)

PDF Checklist:	Your Final Portfolio PDF bundle should include the following pages: ☐ Introduction Page ☐ Portfolio/Collection Pages ☐ Closing Page
Introduction Page:	The introduction/title slide must include the following items: ☐ Your name ☐ Your student ID ☐ Department Name ☐ Date of the presentation ☐ Area of Emphasis
Portfolio Pages:	Prepare one PDF bundle presentation that includes your entire Final Portfolio as outlined in the beginning of this document in accordance to your major. Keep your presentation simple and clean. No fancy decorations, fonts or added backgrounds. **2D work:** Ensure that you present high-quality, crisp and clear pictures or scans of your portfolio pages. Include only one presentation board per page in your PDF bundle document. • **Font:** If you include text, please use an easily readable font (some fonts do not load correctly). Use a font size and color that is large enough to read • **Images:** Make sure your images fill the page and are large enough to be clearly seen. Scan all presentation boards with the exception of boards that include 3D sample swatches. Boards that include 3D finishing sample swatches must be photographed and not scanned for better outcome. • **Credit:** When including art made by other artists, credit the artist **3D work:** If you include 3D work in your portfolio, please follow these instructions: • **Views:** Include front, back, profile, and detail views of each garment. All views can be presented on one tastefully laid out page. • **Presentation:** It is preferred that you photograph your garments on a dress form. Clothing must be steamed or ironed prior to taking photographs. • **Lighting:** When photographing garments, make sure your clothing is well lit and easy to see. • **Background:** Photograph on a white or neutral background.
Conclusion Page:	This page should clearly indicate that you are finished with your presentation.

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Fashion Design specific Final Review Handbook Watch the Final Review Orientation Review your Midpoint Thesis Book and review committee comments. Identify whether you have made changes to the project that may require approval from the Department Director prior to your Final Review
2 to 3 months before your review	Check graduate website for Final Review sign-up schedule
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Begin organizing and fine tuning your projects for your Final Portfolio PDF presentation Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	Practice your oral presentation out loud and with a timer Review the online-specific requirements and test all of your equipment
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 Final Portfolio PDF file presentation to Online Graduate School via email Upload a PDF of your thesis book to the Final Review prompt on your home page Plan your attire, dress professionally Practice your presentation in front of a live audience
Day of your review	Bring your full portfolio/collection to be setup in designated MFA studios in basement of 625 Polk if presenting on campus

Tips for the day of your review	Get plenty of rest the night before
	🌐 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 Final 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
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. *You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.*
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.
Can we include work we've done outside of the Academy?	Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.
Can I use fancy text, borders and custom backgrounds for my PDF 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, 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	http://www.academyart.edu/academics/fashion/graduate-degrees http://online.academyart.edu/schools/fashion
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.
Fashion Design Review Showcase Page	http://gradshowcase.academyart.edu/schools/fashion-design.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. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload your PDF for the review committee. 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 PDF presentation with visual and written information that will go along with your 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: If you do use font, ensure it is an easily readable font. 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(s):	Stevie Gaynor Fashion Administrator Tel: (415) 618-3833 Email: SGaynor@academyart.edu
Send Materials To:	Academy of Art University School of Fashion Design Final Review 79 New Montgomery San Francisco, CA 94105 **NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.