



Master of Arts, Fashion Journalism Midpoint Review Handbook


This handbook contains the Fashion Journalism 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 Journalism page on the Graduate Showcase:

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

Table of Contents

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

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

On campus students can skip these items.

1. ELIGIBILITY FOR MIDPOINT REVIEW

A. Eligibility

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

- Completed 24 Units
- Completed or be in progress of completing all core requirements (listed below)
- Completed 3 units of Liberal Arts

These core courses must be taken by all Fashion Journalism students *

- FSH 617: Introduction to Fashion Journalism
- FSH 619: Developments & Debates in Fashion Journalism
- FSH 627: Writing, Researching, and Reporting Features (Taken prior to or concurrently with your Midpoint Review)
- FSH 629: Introduction to Styling
- FSH 630: Fashion Marketing Strategy
- FSH 641: News & Short Lead Boot Camp (Starting FA16 will be replaced by FSH 628 Social & Mobile Reporting)
- GLA 613: History of 20th Century Fashion Arts
- COM 602: Editing Essentials

* Core courses may be waived or substituted 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: Original work (10 articles and/or multimedia) produced in the following courses: FSH 617, 619, 627, 629, 641, and COM 602

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF

Thesis Book: In your thesis book, you must include the following sections, in this order and with a separate heading for each: Cover Page with the Website/Blog Link, Table of Contents, Autobiography, Resume, screenshots of portfolio content, and Academic Timeline.

Professional Editing: The midpoint review documents 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:	Two (2) weeks prior to review date
Format:	PDF

Oral Presentation: Oral presentation of your proposed thesis project.

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

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review if presenting on-campus; online students must submit a PowerPoint presentation two weeks prior to scheduled review.
Format:	PowerPoint
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.
Notes:	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

[Link to online presentation details for online students](#)

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are 45 min in duration. Your presentation should be 15 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	15 minutes
Committee Question & Answer Session	5 minutes
Committee Discussion – closed door/offline	5 minutes
Committee Decision & Feedback	5 minutes

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

Committee Question & Answer Session: After your presentation, questions will be asked by the Committee for clarification on your project.

Committee Discussion, Decision, & Feedback: After the question and answer session, the committee will recess in private to discuss the merits of your proposal.

B. Results

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.

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 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>

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents: You will need to include a total of 10 original fashion journalism stories online, in print or video produced during any of the following courses: FSH 617, 619, 627, 629, 641 and COM 602. These need to be the very best samples of your work produced during the first 24 credits of your graduate studies.

Work should be presented both on a functioning website (or blog) and in PDF form, as follows:

- Website Links to each of the 10 stories
- Date(s) created
- Course name and instructor
- PDF copy of all stories presented

Example:

<http://fayeharris.tumblr.com/post/137091532557/soviet-street-cred>

Publication date: 01/11/2016

FSH 617 Fundamentals of Fashion Journalism, Instructor: Stephan Rabimov

Hint: *You can use Tumblr, Flipboard, Weebly or other online resource to organize your coursework and package it for midpoint review.*

THESIS BOOK CHECKLIST

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

- Cover Page
- Table of Contents
- Autobiography
- Resume
- Academic Timeline
- Screenshots from blog/website of portfolio content

Requirements:

- Document must be typed and double-spaced
- Writing must observe correct grammar, be professional and be free of typos and misspellings
- Word count should be between 500 and 1000 words

Cover Page: The cover page must include the following:

- Your Name
- Student ID Number
- Academy of Art University,
- Blog/Website link to your portfolio
- Identify this is your "Midpoint Review"
- Date of Presentation



Graduate School of Fashion
Journalism

Time of Presentation

Table of Contents:

- All Midpoint proposals must have a table of contents (TOC)
- Number each page of the proposal
- List each topic section and it's corresponding page number in the TOC
- Select an appropriate font
- Font size should be no smaller than 10 pt. and easily readable

Autobiography:

- Write your autobiography in a concise and engaging manner. 250-750 words. Briefly address the following in no more than one page in length.
- Introduce yourself
 - Explain how you developed an interest in Fashion Journalism
 - Discuss what led you to enroll at the Academy of Art University
 - Include descriptions of all published work, accomplishments and accolades related to Fashion Journalism

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. Typed in 10 to 12 point font.
- Name
 - Address
 - Phone number
 - E-mail
 - Website (optional)
 - Additional contact information
 - Educational background
 - Recent or pertinent employment history
 - Other relevant interest/vocational information

Academic Timeline:

- The timeline must include the following in chronological order:
- 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 24 units



ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines:

The **Midpoint Review** is a formal presentation before a Review Committee, where the Graduate School evaluates your eligibility for Master's candidacy based on the following:

- Development of a body of work
- Digital Presentation of portfolio
- Level of critical thinking and problem solving

You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not put speaker's notes in your PowerPoint presentation as they will be viewable by everyone. **Do not read your entire presentation.**



MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

PowerPoint Development Guidelines:

Here are some important PowerPoint development guidelines that you must follow for the online Web Conference:

- Font:** Use the standard fonts: Arial, Times New Roman or Garamond (some fonts do not load correctly).
- Size:** Use a font size that is large enough to read - recommended sizes are 18 pt. for text and 24 pt. or larger for titles.
- Color:** Use a font color that is easy to read
- Images:** Make sure your images are large enough to be clearly seen
- Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

PowerPoint Development Template:

Whether you decide to follow the provided PowerPoint template or create your own presentation, you will need to start with an introduction/title slide and end with a conclusion slide.

IMPORTANT! PowerPoint slides should NOT include large blocks of text. Use bullet points and images to convey your point. Use your verbal presentation to elaborate. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.

Here is the link to a tutorial for how to develop a PowerPoint Presentation for your Midpoint Review: <http://live4.academyart.edu/howto/>



MIDPOINT REVIEW PDF CHECKLIST

- PowerPoint/
PDF Checklist:** Your PowerPoint should include the following slides:
- Introduction Page
 - Screenshots of each of the 10 examples of your body of work
 - Links to each showcased story

- Introduction
Slide:** The introduction/title slide must include the following items:
- Your name
 - Your student ID
 - Department Name
 - Blog/Website Link
 - Date of the presentation

- Course Project
Example Slides:** The portfolio slides must include the following items:
- Screenshots of articles in .JPG or .PDF format (actual articles)
 - Links to websites or visual presentation / multimedia (video) are acceptable
 - Genesis of article: classroom, independently created, etc.
 - Course and instructor information (if applicable)
 - Date(s) created

6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Fashion Journalism specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check graduate website for Midpoint Review sign-up schedule</p> <p>Solidify your Thesis Project Concept and make sure you read Midpoint Guidelines section of website carefully.</p> <p>http://gradshowcase.academyart.edu/schools/fashion-journalism.html</p>
6 weeks before your review	<p>Prepare your thesis book</p> <p>Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.</p>
1 month before your review	<p>Print your written Thesis Book</p> <ul style="list-style-type: none"> ● Create your PowerPoint/PDF slide show <p>Organize and create notes for your oral presentation</p> <p>Work with a friend, colleague or ARC on your oral presentation</p>
3 weeks before your review	<p>Practice your oral presentation out loud and with a timer</p> <ul style="list-style-type: none"> ● Review the online-specific requirements and test all of your equipment ● Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF to your portfolio and thesis book to your Student Homepage. Once again, consult guidelines at link below before doing so.</p> <p>http://gradshowcase.academyart.edu/schools/fashion-journalism.htm</p> <ul style="list-style-type: none"> ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	<ul style="list-style-type: none"> ● Send your PowerPoint presentation to Online Graduate School via email <p>Plan your attire, dress professionally</p> <p>Practice your presentation in front of a live audience</p>

Tips for the day of your review	<ul style="list-style-type: none"> 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 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
Following your review	View your Midpoint Review results here
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your final Fashion Journalism course FSH 626 Digital & Print Magazine Publishing, and Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Directed Study Documentation	In FSH 626 and 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 all research and information 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: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources .

7. FREQUENTLY ASKED QUESTIONS





When can I schedule my Midpoint Review?	Once you have completed your eligibility requirements, you can sign up online when the sign up is available. Check the Graduate School calendar for dates and the Graduate School’s Midpoint Review Page for the sign up link.
How many pages should the thesis book be?	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 presented for freelance outlets or for your personal blog is acceptable for inclusion, as long as it is clearly labeled and any areas that involve collaboration are identified. They should not take up a preponderance of your presentation – no more than 10-25 percent, but they are acceptable under the conditions listed above.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your group directed studies after you pass your Midpoint Review. But the farther along you get in your thinking by Midpoint, the more likely you will be able to execute the Final Review successfully. The Midpoint should not just be a "topic" but a proposal that can be evaluated in your progress going forward.
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	We would recommend against it. Simple, easy to read and easy to see content is best.

8. IMPORTANT LINKS

Graduate Student Homepage	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Academy Resource Center (ARC)	http://www.academyart.edu/students/my-academy/academy-resource-center Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/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/fashion 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 Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.



Fashion Journalism Review Showcase Page	http://gradshowcase.academyart.edu/schools/fashion-journalism.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 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 Contacts: Stephan Rabimov
Director, Fashion Journalism
Tel: (415) 618-3621
Email: srabimov@academyart.edu

Send Materials To: Academy of Art University

School of Fashion Journalism
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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