

School of Fine Art Sculpture

Final Review Guidelines (Master of Fine Arts)

All Master of Fine Arts students are required to conduct a Final Review as of part of the Master's program to present their Final Thesis. All final reviews must be completed in the term which the student completes the program units for their Master's degree. If thesis conditions are not met within two semesters of unit completion, students will be asked apply for reinstatement into the graduate program.

Important Contact Information

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Eligibility

All Final Reviews must be held at the end of the semester in which you complete your regular program units.

Scheduling

Please review the [Midpoint and Final Review Handbook](#)

Deliverables

Portfolio

This is the formal presentation to the committee of your body of work. The portfolio will include your full professional project and directed study journal(s).

More details and guidance can be found in the [Portfolio PDF Checklist](#)

Online Students: Please review the [Online Technical Requirements](#) page for requirements relating to your submissions for upload

Thesis Book

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

More details and guidance can be found in the [Thesis PDF Checklist](#)

Oral Presentation

The oral presentation is the overview of your actual presentation. On campus students are advised to and online students are required to create and use a PowerPoint or PDF presentation.

Begin practicing your oral presentation well in advance to ensure your level of professionalism.

Due Date for Deliverables

Your thesis and portfolio must be uploaded to the LMS review portal at least two weeks before the date of your presentation, and the combined file size must not exceed 50 MB.

Structure

Final Reviews are one hour in duration. Your presentation should be 20 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
Final Review Presentation	20 minutes
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 minutes

Final Review Preparation Timeline

Semester Prior to Presentation:	<p>Watch the Final Review Orientation</p> <p>Review department specific guidelines</p> <p>Meet with your Academic Director to discuss feasibility of thesis ideas for feedback</p>
2 to 3 months prior	<p>Check graduate website for Final Review sign-up schedule</p> <p>Solidify your Thesis Project Concept</p>
6 Weeks Prior	<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 prior	<p>Print your thesis book and have it professionally bound</p> <p>Create your PowerPoint/PDF slide show</p> <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 prior	<p>Practice your oral presentation out loud and with a timer</p> <p>Review the online-specific requirements and test all of your equipment</p>
2 weeks prior	<p>Upload PDF of your portfolio to your review page</p> <p>On-campus students verify your equipment works prior to your actual presentation date</p>
1 week prior	<p>Plan your attire, dress professionally</p> <p>Practice your presentation in front of a live audience</p>
Tips for the day of	<p>Get plenty of rest the night before</p> <p>Arrive early to prepare physically and vocally for the group performance</p> <p>If you will be using a cellphone, make sure the battery is charged</p>
Following your review	<p>View your Final Review results here</p>

Portfolio, Thesis Book & Presentation Checklists

Portfolio Contents

This is the formal presentation to the committee of your body of work. The portfolio will include your full professional project and directed study journal(s)

- **THESIS WORKS:** On-campus students must bring and online students must upload high-quality photographs to their student homepage of all works to be presented
- **PROMOTIONAL:** Promotional materials and Artist statement

Upload to the Portfolio Icon in LMS. On campus students must also bring this work to the review.

Thesis Book Checklist

Your Final Thesis Project thesis book must provide a synopsis of the research and creative processes involved in the completion of the work. It must also include images of your work and details (see the checklist below for more information and layout).

In addition to uploading the digital PDF, students presenting on-campus must submit a copy of their professionally-bound book.

- **GRAMMAR/SPELLING:** Be sure the proposal is grammatically correct and free of spelling errors and typos.
 - The Academy Resource Center (ARC) offers support for both your written and oral presentation.
- **IMAGES:** Sculptures must be professionally photographed. All photographs are to be well lit. Include close up details in photographs too.
 - When you layout your photographs in the book, make sure there are no more than four images per page and include the following detail information: Titles, size, and medium.
- **EVOLUTION:** Your thesis book must significantly reflect the evolution of your project since your Midpoint Review. **DO NOT** simply recap what you wrote in your Thesis Project Proposal at your Midpoint Review.

In your thesis book, you must include the following sections with separate headings:

- **Cover Page**
 - The cover of your thesis book must include the following:
 - Project title
 - Your Name
 - Student ID Number
 - Academy of Art University, Graduate School of Fine Art Sculpture
 - Final Thesis Project
 - Date of Presentation
 - Time of Presentation
- **Table of Contents**
 - All Final Reviews must have a table of contents (TOC)
 - Number each page of the book
 - List each topic section and its corresponding page number in the TOC
 - Select an appropriate font. Font size should be no smaller than 10 pt. and easily readable

- **Autobiography**
 - For your autobiography, write in a concise and engaging manner. Briefly address the following in no more than one page in length:
 - Introduce yourself
 - Explain how you developed an interest in Fine Art Sculpture
 - 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.
 - Name
 - Address
 - Phone number
 - E-mail
 - Website (optional)
 - Additional contact information
 - Educational background
 - Recent or pertinent employment history
 - Dates should be listed chronologically, most recent at the top of the list.
 - Other relevant interest/vocational information
- **Timeline**
 - The timeline must include the following:
 - List by semester all of the courses that you have taken to date that apply to your degree completion, including the course number, title, and instructor of each course
 - Identify your anticipated graduation date(semester/year)
 - Be sure your total units add up to 63
- **Thesis Summary**
 - The Thesis Summary is a short but detailed summary of your Final Thesis Project. The summary should include what the project was about, why the project was created, and what methods you used to fulfill the intent of the project. It should be approximately 150 words.
 - Area of emphasis
 - Genre
 - Subject matter
 - Reason for choosing the subject matter
 - Reason for creating the project
- **Thesis Project**
 - The Thesis Project Final 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 in detail (what, why, how)
 - Describe your personal interest and involvement with the project
 - Describe background information on your topic and how you came to choose this project
 - Describe any challenges you encountered with the project and how they were overcome
 - Describe how the project evolved from the Midpoint Review
 - Describe what you feel you have learned from the project & your methods of working
- **Thesis Photographs**

- Sculptures must be professionally photographed.
- When you layout your photographs in the book, make sure you have:
 - Four pictures per page (maximum) or less
 - Details including:
 - Titles
 - Size
 - Medium
 - Clearly lit, professional photographs
 - Two detailed close-ups photographs
 - If your works have a tactile or textural aspect make sure one of your close-ups uses an angled light source to enhance the textual quality and show detail.
 - **IMPORTANT:** All artwork being presented **MUST** be in this book.
- Influences
 - The Influences section needs to identify and show samples of your artistic influences in making the project. You should identify at least two artists as influences.
 - Be specific in describing how and why these artists have influenced/inspired you and/or your work.
 - You will want to identify:
 - Who your artistic influences are (historical and contemporary)
 - What part of their work inspired you (include example pictures)
 - How their art has influenced your work
- Promotional Materials
 - Include the following done in GLA 674: Professional Practices for Fine Artists
 - Promotional materials
 - Artist statement
 - Business card
 - Website information
 - Additional promotion materials you have created
- The Statement of Future Plans
 - The Statement of Future Plans should identify the following:
 - Identify the next steps you will be taking after you complete your Final Thesis Project. Will you be continuing with the project?
 - Identify your professional goals, including what steps you have taken toward meeting these goals.

Oral Presentation Checklist

The oral presentation is a summation of the research process and conceptual solution of the Final Thesis Project. Original work must be shown but must be accompanied by slides or other visual materials.

- **POWER POINT/PDF:** A PowerPoint or PDF presentation accompanying your oral proposal is required.
- **Q&A:** Plan to answer questions and defend your work at the end of your presentation.
- **PRACTICE:** Practice your oral presentation in advance of your review to insure your comfort level during the presentation. Such practice is essential to your preparedness for your Review.

This is a formal presentation to the committee of a student's body of work - the Final Thesis Project as proposed by the student at Midpoint Review. Recap your thesis book as your presentation. Do not include heavy details from your thesis book.

- You must present the fully developed content as proposed at your Midpoint Review.
- All work presented for the Final Review should be created after successfully passing the Midpoint Review.
- The project presentation must exemplify your highest level of technical proficiency

IMPORTANT: DO NOT READ your presentation off the slideshow and do not read directly from your notes. Use bullet points and fill in the information. How you present your work will affect the overall decision. The committee is looking for how well you speak about your work; address your ideas and overall approach.

FINAL REVIEW PDF CHECKLIST

Your PowerPoint/PDF should include the following slides:

- Introduction Slide
 - The introduction/title slide must include the following items:
 - Your name
 - Your student ID
 - Department Name
 - Project Title
 - Date of the presentation
- Background Slide(s)
 - The choice of what to include in your background slides is individual and personal, that said here are some general rules:
 - Only include background that are relevant to describing how you have arrived at your current work
 - Make sure the background information is a minor section of your presentation
 - NOTE: It is best to keep your written text in bullet-point format or very short sentences in the PowerPoint presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.
- Thesis Project Slides
 - Include multiple views to give a 360 degree view of your work.
 - Have the main image on its own slide with the following information below it in bullet point:
 - Title
 - Medium
 - Size
 - Year
- Closing Slide
 - This slide should clearly indicate that you are finished with your presentation.
 - You may choose to include the following:
 - Your Name
 - Your Project Title
 - A Thank you

Frequently Asked Questions

Q: How many pages should the thesis book be?

A: 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

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

A: No, you only need to submit the digital copy of your thesis book to the portal.

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

A: Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.

Q: Can I use fancy text, borders and custom backgrounds for my PDF presentation?

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