

## Master of Fine Arts, Fine Art Painting Midpoint Review Handbook

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This handbook contains the Fine Art Painting 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 18 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 Fine Art Painting 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)
- Completed 6 units of Liberal Arts

These core courses must be taken by all Fine Art Painting students \*

- FA 601: MS: Drawing
- FA 609: MS: Painting
- FA 630: MS: Color Theory
- FA 626: MS: Chiaroscuro
- FA 606: MS: Still Life Painting
- FA 600: MS: Figure Studio -OR-
  - FA 639: MS: Expressive Drawing
- FA 602: Head Drawing -OR-
  - FA 600: Figure Studio
- FA604: Figurative Painting -OR-
  - FA 608: Abstract and Interpretation
- FA 655: Midpoint and Thesis Preparation (Taken semester prior to Midpoint Review)

\* 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:** You will need to include two samples from each studio class and two samples of a style you wish to pursue or other artistic influences. These need to be the very best samples of your work.

[Link to more detailed portfolio checklist](#)

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

**Thesis Book:** Your thesis project proposal must have a clear concept. The concept should include what your project is about, why you have chosen the project, and how you plan on implementing your proposal. Describe your proposal in detail and ensure that it is not too narrow or overly broad in scope. Address what led you to the project, how you expect your project to evolve and what challenges you foresee.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

[Link to more detailed thesis book checklist](#)

<b>Upload/Deliver To:</b>	Upload to the Thesis Proposal Icon in LMS
<b>Due Date:</b>	Two (2) weeks prior to review date
<b>Format:</b>	PDF; one (1) hardcopy of your professional-bound book for online students/ two (2) hardcopies for onsite students must be mailed to your department

**Oral Presentation:** Oral Presentation of your proposed thesis project.

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

<b>Upload/Deliver To:</b>	At the Midpoint Review
<b>Due Date:</b>	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.
<b>Format:</b>	<b>Onsite:</b> Original paintings - 2 of your best work from each of your Fine Art studio classes and any work examples of your composed thesis work <b>Online:</b> PowerPoint
<b>Practice and Prepare:</b>	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.
<b>Notes:</b>	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 one hour in duration. Your presentation should be 20 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
<b>Midpoint Review Presentation</b>	<b>20 minutes</b>
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 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](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 Fine Art 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/fine-art/graduate-degrees>

## 5. CHECKLISTS

### PORTFOLIO CHECKLIST

<b>Portfolio Contents:</b>	<p>You will need to include two samples from each studio class and two samples of a style you wish to pursue or other artistic influences. These need to be the very best samples of your work.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Title of artwork</li> <li><input type="checkbox"/> Date(s) created</li> <li><input type="checkbox"/> Class and teacher information</li> <li><input type="checkbox"/> Additional information</li> </ul>
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### THESIS BOOK CHECKLIST

<b>Thesis Book Contents:</b>	<p>Your thesis project proposal must have a clear concept. The concept should include what your project is about, why you have chosen the project, and how you plan on implementing your proposal. Describe your proposal in detail and ensure that it is not too narrow or overly broad in scope. Address what led you to the project, how you expect your project to evolve and what challenges you foresee.</p>
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In your thesis book, you must include the following sections, in this order and with a separate heading for each:

- |   |   |
|---|---|
| <input type="checkbox"/> Cover Page                 | <input type="checkbox"/> Midpoint Thesis Abstract         |
| <input type="checkbox"/> Table of Contents          | <input type="checkbox"/> Midpoint Thesis Project Proposal |
| <input type="checkbox"/> Autobiography              | <input type="checkbox"/> Influences                       |
| <input type="checkbox"/> Resume                     | <input type="checkbox"/> Statement of Professional Goals  |
| <input type="checkbox"/> Class & Personal Portfolio | <input type="checkbox"/> Timeline                         |

<b>Cover Page:</b>	<p>The cover page must include the following:</p> <table border="0"> <tr> <td><input type="checkbox"/> Project title</td> <td><input type="checkbox"/> Identify this is your “Midpoint Proposal”</td> </tr> <tr> <td><input type="checkbox"/> Your Name</td> <td><input type="checkbox"/> Date of Presentation</td> </tr> <tr> <td><input type="checkbox"/> Student ID Number</td> <td><input type="checkbox"/> Time of Presentation</td> </tr> <tr> <td><input type="checkbox"/> Academy of Art University, Graduate School of Fine Art Painting</td> <td></td> </tr> </table>	<input type="checkbox"/> Project title	<input type="checkbox"/> Identify this is your “Midpoint Proposal”	<input type="checkbox"/> Your Name	<input type="checkbox"/> Date of Presentation	<input type="checkbox"/> Student ID Number	<input type="checkbox"/> Time of Presentation	<input type="checkbox"/> Academy of Art University, Graduate School of Fine Art Painting	
<input type="checkbox"/> Project title	<input type="checkbox"/> Identify this is your “Midpoint Proposal”								
<input type="checkbox"/> Your Name	<input type="checkbox"/> Date of Presentation								
<input type="checkbox"/> Student ID Number	<input type="checkbox"/> Time of Presentation								
<input type="checkbox"/> Academy of Art University, Graduate School of Fine Art Painting									

<b>Table of Contents:</b>	<p>All Midpoint proposals must have a table of contents (TOC)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Number each page of the proposal</li> <li><input type="checkbox"/> List each topic section and its corresponding page number in the TOC</li> </ul>
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**Autobiography:** For your autobiography, you will briefly address the following in no more than one page in length:

- Introduce yourself
- Explain how you became interested in the painting/printmaking/sculpture
- 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

You want to be sure to write your autobiography in a concise and engaging manner.

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

- |   |  |
|---|--|
| <input type="checkbox"/> Name                           | <input type="checkbox"/> Recent or pertinent employment history  |
| <input type="checkbox"/> Address                        | <input type="checkbox"/> Other recent information relevant to your career as an artist including teaching experience, professional memberships, volunteer experiences, relevant skills, etc. |
| <input type="checkbox"/> Phone number                   |  |
| <input type="checkbox"/> E-mail and website             |  |
| <input type="checkbox"/> Additional contact information | <input type="checkbox"/> Dates should be listed chronologically, most recent at the top of the list  |
| <input type="checkbox"/> Recent exhibitions             |  |

**Class & Personal Portfolio:** You will need to include two samples from each studio class and two samples of a style you wish to pursue or other artistic influences. These need to be the very best samples of your work.

- |   |  |
|---|--|
| <input type="checkbox"/> Title of artwork | <input type="checkbox"/> Class and teacher information |
| <input type="checkbox"/> Date(s) created  | <input type="checkbox"/> Additional information        |

**Midpoint Thesis Project Abstract:** The Project Abstract is a short but detailed summary of your proposed Thesis Project. By reading this abstract, the committee should get a solid sense of what you will be doing without having to read the full proposal. The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your abstract:

- |   |  |
|---|--|
| <input type="checkbox"/> Area of emphasis | <input type="checkbox"/> Reason for choosing the subject matter    |
| <input type="checkbox"/> Subject matter   | <input type="checkbox"/> How you plan to present the final project |

**Midpoint thesis Project Proposal:** The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay the details of your proposed project to the Panel. You will want to address the following in an articulate and well thought-out manner (approximately 2 pages in length):

- Define your Thesis Project in detail
- Describe what led you to the project
- Describe any challenges you expect to face with the project
- Include how you expect to spend your Directed Study time

The Thesis Project proposal section is the most involved portion of your thesis book, and needs to describe all of the information that you feel the Review Panel should know to consider your project a viable Thesis Project. Avoid direct repetition of your sentences from your abstract.





**Influences:**

The Influences section in your proposal needs to identify and describe your artistic influences in making the project. You should identify at least two artists as influences. You will want to identify:

- Who your artistic influences are (historical and contemporary)
- What part of their work inspired you
- How their art has influenced your work
- Include examples of work created by your Influences

Though this section does not need to be long, you will want to be specific in describing how and why these artists have influenced/inspired you and/or your work.

**Statement of Professional Goals:**

The Statement of Professional Goals should identify the following:

- Identify your professional goals, including where you would like to be with your work upon graduation and what you would like to be doing 5 years from now.
- Identify the ways in which the development of your Thesis project, and knowledge learned in the process, may assist you in the realization of your professional goals.

**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 courses that you are considering by semester, including course title and Group Directed Study course.
- Identify your anticipated graduation date (semester/year)
- Be sure your total units add up to 63



## 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:

- Challenge and quality of proposed Final Project
- Level of critical thinking and problem solving
- Quality of work completed and presented

**Midpoint Review  
Committee:**

The Midpoint Review Committee is comprised of Department Directors, faculty and/or industry professionals approved by the Graduate School and the Department Directors. For a student to advance to Master's candidacy, a majority vote in acceptance of both the student's technical and creative skills and the Final Thesis Project Proposal must be reached. Specific recommendations will be made for students whose final thesis project proposal is not approved at Midpoint Review.

**Content:**

- Introduction/Autobiography: Introduce yourself and give a brief history.
- Class Samples: Include two samples from each studio class to show. The samples shown needs to be from your time as a student at Academy of Art University.
- Personal Samples: Include 2-4 samples of your personal style. If you don't have samples show 2-4 samples of art that inspires you.
- Midpoint Thesis Project Proposal: Propose 8-20 paintings depending on scale and complexity (size commitment is not necessary to be defined).

Recap your written document as your presentation, but do NOT read your paper verbatim.

## MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

### PowerPoint Development Guidelines:

Your PowerPoint should include the following slides:

- Font:** Use the Arial font (some fonts do not load correctly).
- Size:** Use a font size that is large enough to read.
- Color:** Use a font color that is easy to read.
- Images:** Make sure your images are large enough to be clearly seen.
- Credit:** When including art made by other artists, credit the artist.
- Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end.

**DO NOT:** Embed anything in your PowerPoint presentation (Audio, Video, or Flash Content - transitions, etc. If you want to present this type of material to the Midpoint Panel, you must submit these materials separately to the Online Graduate Department in advance of your Review.

### 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 closing slide.

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.

The Academy of Art University has prepared a tutorial and template for use in developing your PowerPoint presentation for your Midpoint Review. You may use this template or you may create your own presentation by using the template as a starting point for ideas:

[http://gradstudents.academyart.edu/assets/PowerPoint\\_Template.ppt](http://gradstudents.academyart.edu/assets/PowerPoint_Template.ppt)

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
- Portfolio Slides
- Thesis Project Slides
- Influences 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

**Portfolio Slides:** The portfolio slides must include the following items:

- Artwork in .JPG format
- Class and teacher information

**NOTE:** You do not need to tell the panel why you like the image. It will be assumed that you do like it.

**Thesis Project  
Slides:** Include the following in your PowerPoint Presentation:

- Bullet points describing the important aspects of the project
- Include at least example of your work that demonstrates the kind of work you will be doing for the project

**Influences Slides:** In your Influences slides, be sure to include:

- Names of your Influences
- Art made by your influences

**Conclusion 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
- Thank you.

## 6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Fine Art specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check <a href="#">graduate website</a> for Midpoint Review sign-up schedule</p> <p>Solidify your Thesis Project Concept</p>
6 weeks before your review	<p>Prepare your thesis book</p> <p>Work with an editor or contact <a href="#">ARC</a> to make sure your thesis book is grammatically correct and typo-free.</p>
1 month before your review	<p>Prepare your written Thesis Proposal</p> <ul style="list-style-type: none"> <li>● Create your PowerPoint/PDF slide show</li> </ul> <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> <p>Review the online-specific requirements and test all of your equipment</p> <ul style="list-style-type: none"> <li>● Email your PowerPoint or PDF presentation to Online Graduate School</li> </ul>
2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF of your portfolio and thesis book to your home page</p> <ul style="list-style-type: none"> <li>● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use</li> </ul>
1 week before your review	<ul style="list-style-type: none"> <li>● Send your PowerPoint presentation to Online Graduate School via email</li> </ul> <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	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> <li>● If you will be using a cellphone, make sure the battery is charged</li> </ul> <p>Have a glass of water available during your presentation</p> <p>Arrive at your Midpoint Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>
Following your review	<p>View your Midpoint Review results <a href="#">here</a></p>

Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: <a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Directed Study Documentation	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: <a href="http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf">http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf</a>

## 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 <a href="#">Graduate School's Midpoint Review Page</a> 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 not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.
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.
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	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Academy Resource Center (ARC)	<a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a> Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf</a>
Online Chat Schedules & Recordings	Chat Schedule: <a href="http://online.academyart.edu/innovative-learning/chats.html">http://online.academyart.edu/innovative-learning/chats.html</a>  Graduate Chats: <a href="http://gradshowcase.academyart.edu/graduate-chats.html">http://gradshowcase.academyart.edu/graduate-chats.html</a>  Twitter: @aauchats
Department Specific Websites	<a href="https://www.academyart.edu/academics/fine-art">https://www.academyart.edu/academics/fine-art</a> <a href="http://online.academyart.edu/schools/fine-art">http://online.academyart.edu/schools/fine-art</a>
Graduate School Calendar	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Graduate Review Showcase	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Fine Art Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/fine-art.html">http://gradshowcase.academyart.edu/schools/fine-art.html</a>
Online Connection Through Mobile Devices	<a href="http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html">http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</a>  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>  Look under Additional Presentation Tools
Online Technical Requirements	 <a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> 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: <a href="http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm">http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</a>



Uploading Review Content	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</a>
Photographing & Submitting Artwork	<a href="http://media.academyart.edu/howto/index.html">http://media.academyart.edu/howto/index.html</a> <a href="http://howto.academyart.edu/submitting-artwork">http://howto.academyart.edu/submitting-artwork</a>



## 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](mailto:onlinegradreview@academyart.edu)

Phone: (415) 618-3614

## 10. CONTACT INFORMATION

Midpoint Review Coordinator: [midpointreview@academyart.edu](mailto:midpointreview@academyart.edu)  
(415) 618-6390

Contact for Online Students: [onlinegradreview@academyart.edu](mailto:onlinegradreview@academyart.edu)  
(415) 618-3614

Department Contact(s):

Dana Sornstein, Fine Art Administrator  
School of Fine Art  
Tel: (415)618-6115  
Email: [DSornstein@academyart.edu](mailto:DSornstein@academyart.edu)

Craig Nelson  
Director of Fine Art  
Email: [CNelson@academyart.edu](mailto:CNelson@academyart.edu)

Carolyn Meyer  
Co-Director of Fine Art  
Email: [CMeyer@academyart.edu](mailto:CMeyer@academyart.edu)

Carrie Ann Plank  
Assistant Director of Fine Art, Printmaking  
Email: [CPlank@academyart.edu](mailto:CPlank@academyart.edu)

Anna Nelson  
Online Coordinator - MFA & Review Specialist  
Email: [ANelson@academyart.edu](mailto:ANelson@academyart.edu)

Jesse Mangerson  
Assistant Online Coordinator - MFA & Review Specialist  
Email: [JMangerson@academyart.edu](mailto:JMangerson@academyart.edu)

Send Materials To: Academy of Art University  
  
School of Fine Art Painting  
Midpoint Review  
  
60 Federal, Room 507  
San Francisco, CA 94107

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