

Master of Fine Arts, Game Development Midpoint Review Handbook

This handbook contains the Game Development 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 19 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 Game Development 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 Game Development students *

- GAM 601: MS: Elements of Video Games
- ANM 623: MS: 3D Modeling & Animation 1 (Maya)
- GAM 699: Drawing Boot Camp for Games 1 -OR-
 - GAM 699: Drawing Boot Camp for Games 2: The Human Figure (Character Modelers)
- GAM 631: MS: Portfolio and Thesis Preparation (Midpoint Class)
- GAM 651: MS: Prototype Game Development

* 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: All artwork created must be portfolio quality. The samples shown needs to be from your time as a student at Academy of Art University. Include (but not limited to): Class work/Professional work, Storyboard, Concept Sketches, Environment and Prop Design, Color Comps, Reference Materials, Character Designs, Vehicle Designs.

[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, Two (2) CDs must be sent to the Game Design office (1 week in summer)

Thesis Book: In your written proposal, you must include the following sections, in this order and with a separate heading for each: Cover Page, Table of Contents, Autobiography, Resume, Portfolio Samples, Statement of Professional Goals, Midpoint Thesis Abstract, Midpoint Thesis Project Proposal, Production Backlog, Areas of Concern, Production Timeline, Course Timeline.

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

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

Upload/Deliver To:	Upload to the Thesis Proposal Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF, Two (2) CDs must be sent to the Game Design office (1 week in summer)

Oral Presentation: Your PowerPoint should include the following slides: Introduction Slide, Portfolio Slides, Thesis Project Slides, Closing Slide.

[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 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
Midpoint Review Presentation	20 minutes
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

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Game Development 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/game-development/graduate-degrees>

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	<p>All artwork created must be portfolio quality. The samples shown needs to be from your time as a student at Academy of Art University. Include (but not limited to):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Class work/Professional work: Previous work that demonstrates the technical and artistic skill needed to complete your project. <input type="checkbox"/> Storyboard: If required for the project. <input type="checkbox"/> Concept Sketches: Initial brainstorming pages that illustrate the evolution of the proposal. <input type="checkbox"/> Environment and Prop Design: Designs of the environment and/or objects in your piece. Artwork that shows what a completed scene might look like. <input type="checkbox"/> Color Comps: To show context and vision of the final look. <input type="checkbox"/> Reference Materials: Photographs, documents, game reviews, etc. that relate to the project items and or images that illustrate the content, emotional tone, color, or style of your project. <input type="checkbox"/> Character Designs: Finished designs for the main characters of the project. Rough sketches as well as color renderings. These should include full turnarounds. <input type="checkbox"/> Vehicle Designs: Finished designs for the vehicles of the project. Rough sketches as well as color renderings. These should include full turnarounds.
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THESIS BOOK CHECKLIST

Thesis Book Contents:	<p>In your written proposal, you must include the following sections, in this order and with a separate heading for each:</p> <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Cover Page</td> <td><input type="checkbox"/> Midpoint Thesis Abstract</td> </tr> <tr> <td><input type="checkbox"/> Table of Contents</td> <td><input type="checkbox"/> Midpoint Thesis Project Proposal</td> </tr> <tr> <td><input type="checkbox"/> Autobiography</td> <td><input type="checkbox"/> Production Backlog</td> </tr> <tr> <td><input type="checkbox"/> Resume</td> <td><input type="checkbox"/> Areas of Concern</td> </tr> <tr> <td><input type="checkbox"/> Portfolio Samples</td> <td><input type="checkbox"/> Production Timeline</td> </tr> <tr> <td><input type="checkbox"/> Statement of Professional Goals</td> <td><input type="checkbox"/> Course Timeline</td> </tr> </table>	<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"/> Production Backlog	<input type="checkbox"/> Resume	<input type="checkbox"/> Areas of Concern	<input type="checkbox"/> Portfolio Samples	<input type="checkbox"/> Production Timeline	<input type="checkbox"/> Statement of Professional Goals	<input type="checkbox"/> Course Timeline
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Cover Page:	<p>The cover page must include the following:</p> <table border="0" style="width: 100%;"> <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 Game Design</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 Game Design	
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Table of Contents:	All Midpoint proposals must have a table of contents (TOC) <ul style="list-style-type: none"> <input type="checkbox"/> Number each page of the proposal <input type="checkbox"/> List each topic section and its corresponding page number in the TOC 		
Autobiography:	For your autobiography, you will briefly address the following in no more than one page in length: <ul style="list-style-type: none"> <input type="checkbox"/> Introduce yourself <input type="checkbox"/> Explain how you became interested in the game development <input type="checkbox"/> Discuss what led you to enroll at the Academy of Art University <input type="checkbox"/> You may also include other information that seems appropriate or relevant to your work as an artist. <p>NOTE: You want to be sure to write your autobiography in a concise and engaging manner.</p>		
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: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone number <input type="checkbox"/> E-mail and website <input type="checkbox"/> Additional contact information <input type="checkbox"/> Recent exhibitions </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Recent or pertinent employment history <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"/> Dates should be listed chronologically, most recent at the top of the list </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Name <input type="checkbox"/> Address <input type="checkbox"/> Phone number <input type="checkbox"/> E-mail and website <input type="checkbox"/> Additional contact information <input type="checkbox"/> Recent exhibitions 	<ul style="list-style-type: none"> <input type="checkbox"/> Recent or pertinent employment history <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"/> Dates should be listed chronologically, most recent at the top of the list
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Portfolio Samples:	Portfolio Samples: Include still images, designs, maps, video of game play or cinematic. All artwork created must be portfolio quality. The samples shown needs to be from your time as a student at Academy of Art University. Include (but not limited to): <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Class work/Professional work <input type="checkbox"/> Storyboard <input type="checkbox"/> Concept Sketches <input type="checkbox"/> Environment and Prop Design </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Color Comps <input type="checkbox"/> Reference Materials <input type="checkbox"/> Character Designs <input type="checkbox"/> Vehicle Designs </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Class work/Professional work <input type="checkbox"/> Storyboard <input type="checkbox"/> Concept Sketches <input type="checkbox"/> Environment and Prop Design 	<ul style="list-style-type: none"> <input type="checkbox"/> Color Comps <input type="checkbox"/> Reference Materials <input type="checkbox"/> Character Designs <input type="checkbox"/> Vehicle Designs
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Statement of Professional Goals:	The Statement of Professional Goals should identify the following: <ul style="list-style-type: none"> <input type="checkbox"/> 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 <input type="checkbox"/> 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 		
Midpoint Thesis 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: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Area of emphasis <input type="checkbox"/> Subject matter </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <input type="checkbox"/> Reason for choosing the subject matter <input type="checkbox"/> How you plan to present the final project </td> </tr> </table>	<ul style="list-style-type: none"> <input type="checkbox"/> Area of emphasis <input type="checkbox"/> Subject matter 	<ul style="list-style-type: none"> <input type="checkbox"/> Reason for choosing the subject matter <input type="checkbox"/> How you plan to present the final project
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Midpoint Thesis Project Proposal: The Thesis Project proposal is the focal point of the written proposal. In this section of the document, you will relay the details of your proposed project to the Panel. Avoid direct repetition of your sentences from your abstract. You will want to address the following in an articulate and well thought-out manner (approximately 2 pages in length):

- Define your Thesis Project/Pipeline in detail
- Describe what led you to the project
- Include the following content (where applicable):
 - One sheets
 - Value Study
 - Concept Thumbnails
 - Photographic References
 - Costume/Equipment/Vehicle Roughs
 - Game Document
 - Color Comps/Study
 - Level Layout or Map
 - Emotion Sketches
 - Ramping and Play-through Graphs
 - Alternative Poses and Silhouettes
 - Game Specs
 - Turnarounds/Action Sketches

Production Backlog: List all deliverables for your final review including:

- Assets & Tasks:** List under each deliverable the assets and/or tasks needed to complete it. Be specific and thorough – include such items as 3D models, textures, lighting, costumes, sound effects, actors, music, camera animation, interactivity, User Interface, scripting, etc.
- General Tasks:** List general tasks for your project (assembling final presentation materials, importing to game engine, rendering turntables, collating journal materials, etc.)
- Assistance:** If students decided to have assistance or some of the work (modeling, rigging, etc.) be done by other people, then the review committee needs to be notified and students need to consider when assembling the timelines.

Areas of Concern: List any areas of concern: either difficult in nature, or difficult with your particular skill level or skill set.

- List any technical, artistic, conceptual, or production elements of your project that might be of concern.
- What strategies could be used to solve these issues should they become a problem?

Production Timeline: List out your expected production timeline. This should be figured out to the day.

NOTE: Be sure to not schedule on major holidays and don't forget to schedule in breaks.

- Plug the items listed in your Production Backlog into a calendar that matches the length of your project (in most cases 3 full semesters).
- Edit the subject matter of your project to fit within your timeline.
- Show time breakdown in a Gantt Chart with overlapping data.
- Include for the project a list of all:
 - Characters that need to be created.
 - Things that will need to be done with particle effects.
 - Vehicles that need to be created.
 - Items that will create or cast light.
 - Props and Items in the environment that need to be created.
 - Outside resources needed to complete the project.

- Course Timeline:** The timeline must layout specific classes. This can be adjusted after your first Directed Study course. 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
 - Identify your anticipated graduation date (semester/year)
 - Be sure your total units add up to 63

ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines: During a one hour meeting you will present your Final Thesis proposal in front of a committee lead by your department director. Generally, on-campus students will present on-campus and online students will present via the Academy's online meeting environment. Both options are available to all students.

Duration: Your oral presentation should be succinct and should be completed in approximately 20 minutes. A question and answer session directed by the Midpoint Review Committee will follow. The questions will center on clarification of your thesis project proposal.

Purpose: To assess your development to date and design a plan for directed studies.

Timeline: Your oral presentation should be presented in approximately twenty (20) minutes.

<input type="checkbox"/>	Introduction/Autobiography	2 Minutes
<input type="checkbox"/>	Portfolio Samples/Demo Reel	12 Minutes
<input type="checkbox"/>	Thesis Proposal	5 Minutes
<input type="checkbox"/>	Thank you	1 Minute

Content: The content shown needs to be from your time as a student at the Academy of Art University.

- Introduction/Autobiography:** Introduce yourself and give a brief history.
- Portfolio Samples/Demo Reel:** All artwork created must be portfolio quality. The samples shown needs to be from your time as a student at Academy of Art University. Include (but not limited to):
 - Class work/Professional work:** Previous work that demonstrates the technical and artistic skill needed to complete your project.
 - Storyboard:** If required for the project.
 - Concept Sketches:** Initial brainstorming pages that illustrate the evolution of the proposal.
 - Environment and Prop Design:** Designs of the environment and/or objects in your piece. Artwork that shows what a completed scene might look like.
 - Color Comps:** To show context and vision of the final look.
 - Reference Materials:** Photographs, documents, game reviews, etc. that relate to the project items and or images that illustrate the content, emotional tone, color, or style of your project.



- Character Designs:** Finished designs for the main characters of the project. Rough sketches as well as color renderings. These should include full turnarounds.
- Vehicle Designs:** Finished designs for the vehicles of the project. Rough sketches as well as color renderings. These should include full turnarounds.
- Thesis Proposal:** Give a brief synopsis of final project and answer questions concerning the proposal.

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

Professional Appearance: Dress for your review in a manner appropriate for presentation to potential investors - professionally.

PDF/ PowerPoint Presentation: A PowerPoint or PDF presentation, accompanying your oral proposal, is required. After you have scheduled your review the Online Graduate Department will contact you to walk you through the review process. You must upload your presentation to your online web-conference room 2 weeks in advance of their presentation.

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.

MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

PDF Development Guidelines:

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 final slide, which indicates the end of the presentation to the panel.

It is best to keep your presentations written text in bullet-point format or very short sentences so the panel does not have to read a lot of written information while listening to your oral presentation simultaneously.

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

- Font:** Use the standard fonts: Arial (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. No text outside of the class number and date on images.
- Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

File Types:

You are able to load the following file types separately into the online meeting room. Let your online learning coordinator know when you do your rehearsal:

- *SWF*
- *HTML*
- *FLV*
- *mp3*
- *mp4*
- *f4v*

IMPORTANT: For all other file types, talk to your online learning coordinator about sharing your desktop. You can use Keynote but you will need to save as a PowerPoint Presentation.



MIDPOINT REVIEW PDF CHECKLIST

**PowerPoint/
PDF Checklist:** Your PowerPoint/PDF should include the following slides:

- Introduction Page
- Portfolio Slides
- Thesis Project Slides
- Closing Slide

**Introduction
Slide:** The introduction/title slide must include the following items:

- Your name
- Your student ID
- Department Name
- Project title
- Date of the presentation

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

- Artwork in .JPG format

**Thesis Project
Slide(s):** Include the following in your PowerPoint Presentation:

- Bullet points describing the important aspects of the project

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
- Thank you

6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Game Development 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</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>Finalize your written Thesis Proposal</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 of your portfolio and thesis book to your home page</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	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> ● If you will be using a cellphone, make sure the battery is charged <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 here</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: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
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: http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf

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 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	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/game-design http://online.academyart.edu/schools/game-design
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.
Game Development Review Showcase Page	http://gradshowcase.academyart.edu/schools/game-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.ht



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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 Contact(s): Chelsea Hale
Game Development Administrative Assistant
Tel: (415) 618-3756
Email: CHale@academyart.edu

Send Materials To: Academy of Art University

School of Game Development
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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