

Master of Fine Arts, Illustration Midpoint Review Handbook


This handbook contains the Illustration 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 20 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 Illustration 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 core requirements (listed below)
- Completed 6 units of Liberal Arts

These core courses must be taken by all Illustration students *

Children's Book/Editorial/Advertising :

- FA 626: Chiaroscuro
- ILL 610: Clothed Figure Drawing
- FA 606: Still Life -OR-
 - FA 630: Color Theory
- ILL 602: Concept, Technique and Illustration
- ILL 612: Sustained Figurative Concepts –OR-
 - ILL 645: Character Design for Children's book
- FA 602: Head Drawing
- ILL 625: Perspective for Illustrators
- ILL 635: Children's Book Illustration –OR-
 - ILL 606: Editorial Illustration
- ILL 660: Digital Painting

Comic:

- FA 626: Chiaroscuro
- ILL 610: Clothed Figure Drawing
- FA 606: Still Life -OR-
 - FA 630: Color Theory
- ILL 620: Graphic Novel 1
- ILL 640: Character Design for Graphic Novels
- FA 602: Head Drawing
- ILL 625: Perspective for Illustrators
- ILL 630: Graphic Novel 2
- ILL 660: Digital Painting

* 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: The committee will evaluate your skill level based on two samples of work from each studio class taken this far.

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Three (3) days prior to review date
Format:	JPEG

Thesis Book: Your proposal must be written clearly and concisely. It should include what your project is about, why you have chosen it, and how you plan on implementing it (technique and medium). 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. Your project must also allow room for growth through investigation, exploration and risk taking.

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:	Three (3) days prior to review date
Format:	Note submission requirements/deadlines

Oral Presentation: Introduce yourself, show your portfolio work and your thesis proposal.

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

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
Format:	Power point on thumb drive or original art
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 15 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	10 minutes
Committee Question & Answer Session	30 minutes
Committee Discussion – closed door/offline	10 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 Illustration 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/illustration/graduate>

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	<p>You will need to include two (2) samples from each studio class. These need to be the very best samples of your work. The samples shown need to be from your time as a student at Academy of Art University.</p> <p>For each sample include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Title of artwork <input type="checkbox"/> Date(s) created <input type="checkbox"/> Class and teacher information <p>Include two (2) samples of your personal work in the style or technique you wish to work in.</p> <ul style="list-style-type: none"> <input type="checkbox"/> CHILDREN'S BOOK/EDITORIAL/ADVERTISING ILLUSTRATION: Show TWO examples of traditional illustration <input type="checkbox"/> COMIC BOOK: Show TWO examples of either your pen and ink work or digital samples.
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THESIS BOOK CHECKLIST

Thesis Book Contents:	<p>In your professionally-bound book and Adobe PDF of your written proposal, you must include the following sections, in this order and with a separate heading and index tab for each:</p> <table border="0"> <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"/> Statement of Professional Goals</td> </tr> <tr> <td><input type="checkbox"/> Resume</td> <td><input type="checkbox"/> 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"/> Statement of Professional Goals	<input type="checkbox"/> Resume	<input type="checkbox"/> Timeline
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<input type="checkbox"/> Resume	<input type="checkbox"/> Timeline								
Cover Page:	<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 as 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 colspan="2"><input type="checkbox"/> Academy of Art University, Graduate School of Illustration</td> </tr> </table>	<input type="checkbox"/> Project title	<input type="checkbox"/> Identify this as 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 Illustration	
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<input type="checkbox"/> Academy of Art University, Graduate School of Illustration									
Table of Contents:	<p>All Midpoint proposals must have a table of contents (TOC)</p> <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 in a concise and engaging manner:

- Introduce yourself.
- Explain how you became interested in Illustration.
- 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.

Resume : You will need to include a formal resume in your proposal. This is a single-page professional document that lists your work experiences, skills and education. It should include your associated activities such as professional memberships, exhibited work, published work, competitions entered, scholarships, etc. This is not the same as a narrative of your life or an autobiography. You do not need to include everything you've ever done, just what is relevant to your career as an illustrator.

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

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:

- Area of emphasis
- Subject matter
- Reason for choosing the subject matter
- How you plan to present the final project

Midpoint Thesis Project Proposal: The Midpoint 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. 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 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 final thesis will consist of a minimum of fifteen (15) portfolio samples directed towards legitimate illustration markets.

MIDPOINT THESIS PROJECT PROPOSAL: COMIC

Minimum fifteen inked and/or digitally colored pages.

COMIC : Three options

- Option 1: Follow provided script from Marvel Comic.
- Option 2: Write and illustrate your own Graphic Novel.

- Option 3: Minimum of 10 inked and/or digitally colored pages. Plus, five examples of preliminary art: 5 tight comps, or 5 storyboards with a minimum of 5 frames each, or a combo of comps and storyboards equaling 5 total

MIDPOINT THESIS PROJECT PROPOSAL: CHILDREN’S BOOK/EDITORIAL/ADVERTISING ILLUSTRATION:

CHILDRENS BOOK ILLUSTRATION: Three options

- Option 1: Author a story. If a story is self-authored, then a “Flat Plan” thumbnail sketch of each page of the book from cover to cover to include illustration and text placement must be created. Medium: Black and White.
 - Five color full-bleed illustrations from authored book plus five color full-bleed illustrations for each of two different public domain titles.

Total of fifteen (15) color full-bleed illustrations in medium(s) of choice (traditional paint, digital, or interactive) showing consistency of characters, personal style, and professional quality.

*If the authored story is fiction, the second and third books should be directed towards a different age audience, with one fiction the other non-fiction.

- Option 2:
 - Fifteen full-color full-bleed illustrations in traditional medium(s), digital or interactive. Five each for 3 different public domain titles, text books, or readers showing consistency of characters, personal style, and professional quality. Each segment should be directed towards a different age audience and indicate varied subject matter.
- Option 3:
 - 10 Illustrations for Children’s Book (either 5 from self written material & 5 from a different story or, 5 from two separate stories) and 5 pages of professional quality art for use on consumer products or for licensing purposes.

EDITORIAL ILLUSTRATION

- Minimum of fifteen full color full, bleed illustrations, in traditional medium(s), digital or interactive, of fifteen different stories directed towards print magazine or web publishing.

ADVERTISING ILLUSTRATION

Two options:

- Option 1: Minimum fifteen full color, full bleed illustrations in traditional medium(s), digital or interactive, of fifteen different products or services directed towards print or web advertising. Can include labels.
- Option 2: 10 full color, full bleed illustrations in traditional mediums(s), digital, or interactive, of 10 different products or services directed towards print or web advertising. Can include labels. Plus, five examples of preliminary art: 5 tight comps, or 5 storyboards with a minimum of 5 frames each, or a combo of comps and storyboards equaling 5 examples total.

CHILDRENS BOOK, EDITORIAL, ADVERTISING

- Minimum fifteen full color, full bleed illustrations resulting from a combination of the topics above.

Example :

- 5 Children’s Book from one public domain title.
- 5 Editorial illustration of five different stories from 5 different publications
- 5 Advertising illustrations of five different products or services.

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 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

Introduction:

State your name and sub focus (editorial, children’s book, advertising or comic market)

Skill Level:

Show your portfolio two examples of your current skill representative of each studio class taken.

- If the work is from an illustration portfolio class (Concept Technique and Illustration, Children’s book, Narrative, Editorial, or Graphic Novel) be prepared to state the market purpose (magazine spread) format (placement of type) and concept (idea that is visually communicated). Example: This was created as a magazine inside editorial spread to visual communicate the idea that “women are paid less working in the same position as men”. This is where the type will be placed.

The committee will point out weakness in your current skill level or concept as seen in the work presented. It is assumed the work is at your current skill level, not the level you were at when you took the class. The committee chair will tell you when to advance to the next image.

Proposal:

Briefly explain to the committee your thesis proposal (uploaded Abstract) and answer questions related to it when asked by committee members. You will be evaluated on your verbal presentation skills. You must be specific and knowledgeable concerning market and



format. Therefore, research industry standards and be prepared to answer questions.



MIDPOINT REVIEW POWER PDF GUIDELINES

PDF Development Guidelines:

You will need to start with an introduction/title page and end with a final page, which indicates the end of the presentation to the panel. It is best to keep your presentation's written text in bullet-point format or very short sentences. Though there is a degree of freedom in how you develop your presentation, there are some important development guidelines you must follow:

- Font:** Use the standard fonts: Arial, Times New Roman or Garamond
- 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
- 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*

MIDPOINT REVIEW POWERPOINT PDF CHECKLIST

PowerPoint/ PDF Checklist:	Your PowerPoint/PDF should include the following slides: <ul style="list-style-type: none"><input type="checkbox"/> Introduction Page<input type="checkbox"/> Portfolio Slides<input type="checkbox"/> Thesis Project Slides<input type="checkbox"/> Style/Technique Sample Slides<input type="checkbox"/> Conclusion Slide
Introduction Slide:	The introduction/title page must include the following items: <ul style="list-style-type: none"><input type="checkbox"/> Your name<input type="checkbox"/> Your student ID<input type="checkbox"/> Department Name<input type="checkbox"/> Project title<input type="checkbox"/> Date of the presentation
Portfolio Slides:	The portfolio slides must include the following items: <ul style="list-style-type: none"><input type="checkbox"/> Artwork in .jpg format<input type="checkbox"/> Title of project<input type="checkbox"/> Date, class and instructor information
Thesis Project Slides:	Include the following in your presentation: <ul style="list-style-type: none"><input type="checkbox"/> Your Midpoint Thesis Project Proposal which will be comprised of fifteen (15) samples of work to be shown at your Final Review
Style/Technique Sample Slides:	In your Style/Technique slides, be sure to include: <ul style="list-style-type: none"><input type="checkbox"/> Three examples of your track specific samples<input type="checkbox"/> Define your personal style (Concept Art/Visual Development)
Closing Slide:	This slide should clearly indicate that you are finished with your presentation. You may choose to include: <ul style="list-style-type: none"><input type="checkbox"/> Your Name<input type="checkbox"/> Your Project Title<input type="checkbox"/> Thank you

6. PREPARATION TIMELINE





3 to 4 months before your review	Read Illustration specific Midpoint Review Handbook Watch the Midpoint Review Orientation
2 to 3 months before your review	Check graduate website for Midpoint Review sign-up schedule
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Prepare your oral presentation <ul style="list-style-type: none"> ● Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	Practice your oral presentation out loud and with a timer <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	On-campus students verify your equipment works prior to your actual presentation date <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 ● Meet online with your Online Coordinator to review your presentation room setup and use Plan your attire, dress professionally Practice your presentation in front of a live audience
3 days before your review	Upload your PDF of your portfolio and thesis book to your home page

Tips for the day of your review	<ul style="list-style-type: none"> ● If online, make sure you are visible in the webcam ● Be mindful of bright windows behind you ● If you will be using a cellphone, make sure the battery is charged ● Do not use speakerphone <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	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 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. Only a PDF copy uploaded to your student Home Page is required.
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	http://www.academyart.edu/academics/illustration/graduate http://online.academyart.edu/schools/illustration
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.
Illustration Review Showcase Page	http://gradshowcase.academyart.edu/schools/illustration.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 Contact(s):

Dax Santi
School of Illustration
Tel: (415) 618-3680
Email: DSanti@academyart.edu

Onsite Comic: Gary Amaro
Email: GAmaro@academyart.edu

William Maughan – Academic Director Illustration
Email: WMaughan@academyart.edu

Jeannie Brunnick – Academic Director Illustration Online
Email: JBrunnick@academyart.edu

Send Materials To: Academy of Art University

School of Illustration
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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