

## Master of Fine Arts, Industrial Design Final Review Handbook

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This handbook contains the Industrial Design Final Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Final Review. If you have any questions or need clarification on any aspect of your upcoming Final Review, you will find information about who to contact on page 17 of this handbook.

It is your responsibility to use the latest version of the Final Review Handbook. If you are uncertain if this is the latest version, please refer to the Industrial Design page on the Graduate Showcase:

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

### Table of Contents

1. [Eligibility for Final Review](#)
2. [Scheduling Your Final Review](#)
3. [Deliverable Details and Due Dates](#)
4. [Final 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 FINAL REVIEW

### A. Eligibility

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

You must declare your graduation term before a tentative date can be set. The process has three steps:

1. **DECLARATION:** In the semester prior to your Final Review, you can either contact your advisor to declare your graduation term or go through your self-service page. Additional graduation declaration and commencement information is found online

here: <http://www.academyart.edu/content/aau/en/students/my-academy/academic-resources/graduation-commencement.html>

2. **REGISTRATION:** Register for your final semester of coursework with your advisor or online through your [Online Student Registration Profile](#).

3. **REVIEW SIGN-UP:** Once you have declared your graduation term and registered for courses, at the start of the semester you are presenting, you will need to review the Final Review online orientation and complete the online sign-up form available here: <http://gradshowcase.academyart.edu/>. Refer to the Graduate School Calendar for the available online sign-up dates here: <http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>. See further details for scheduling a final review below.

**NOTE:** If Final Thesis Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

Plan ahead and prepare as much of your project as possible by the beginning of the semester. Strive to have only your final touches remaining to be completed *during* your last semester of coursework.

## 2. SCHEDULING YOUR FINAL REVIEW

### A. Review Date

Final Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the eleventh or twelfth week of the fall or spring semester and in the sixth week of the summer semester. You can find the sign-up dates in the Graduate School Calendar:

<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>

No Final Reviews are permitted during the intersession. A finalized date will be set during the semester the Final Review is to be conducted, based on director availability. This date can be changed only in case of personal emergency, and must be approved by both the Graduate School and the department director to be official.

**NOTE:** Please communicate with your Graduate Advisor about when would be the most appropriate term to schedule your Final Review. It is important to know the final cut-off date for scheduling your review. You should receive an email from the Final Review Coordinator approximately one week prior to the start of the semester you will be presenting your Final Review 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 Final Review Orientation prior to completing the Final 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 Final Review online please review the [online presentation specifications](#). You will be sent confirmation of your review date shortly after the close of the review sign-up period. Please [contact](#) the Final Review Coordinator if you have any questions on scheduling your review.

## **C. Attendance & Cancellations**

Final Review attendance is mandatory. All Final Reviews must be held at the end of the semester in which you complete your regular program units. If you do not attend the Final Review will be considered a “No Show” and will be noted as “Not Approved”.

Cancellations or postponements may be approved as a rare exception, all requests must be organized through the Final Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and will be noted as “Not Approved” for the Final Review.

Students are asked **not** to invite non-committee members, friends or family to their Final Review. Please do not provide food at the Final Review.

### 3. DELIVERABLE DETAILS & DUE DATES

Your Final Review will consist of the following four components: portfolio, thesis book, oral presentation, and Directed Study Journals. [Link to tutorial on uploading work to LMS.](#)

**IMPORTANT:** If your Thesis Book and Portfolio are not received in time, your Final Review will be cancelled, and you will need to present the following semester.

**Portfolio:** Must include variety of design work done while at the AAU from drawing, modelmaking, DP and any elective classes that showcase your best skills and talent

[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>	PDF

**Thesis Book:** Must include complete Thesis design development from initial research, market analysis, business opportunity, personas, through design development including sketches, drawings, concepts, mockups, and final design renderings, exploded views, cost analysis, and color and finishes.

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; Two (2) professionally bound copies of the Thesis Book and one (1) CD containing the Thesis Book PDF must be mailed to your department



**Oral Presentation:** Must be dressed professionally and rehearsed. Clear verbal articulation of complete design findings and design development of thesis topic. Use of PowerPoint, design models, examples highly recommended. Show enthusiasm and passion for the project and know all facts and specifics of your topic.

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

<b>Upload/Deliver To:</b>	At the Final Review
<b>Due Date:</b>	Two (2) weeks prior to review date
<b>Format:</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](#)

**Directed Study Journals:** Your Directed Study Journal must be made available to the review team. The standard formatting requirements for Directed Study Journals are outlined in the Direct Study Guidelines:

[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)

## 4. FINAL REVIEW PROCESS

### A. Review Expectations and Structure

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

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
<b>Final 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 Final 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 the review portion of your degree requirements and may be granted your degree upon completing all degree requirements. [See awarding the Master’s Degree below.](#)

**Not Approved:** You have NOT passed, and will NOT be granted your degree until one of the following has been completed and the Final Review materials are approved by the Final Review Committee:

**Resubmit:** Following specific Final 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 Final Review materials are approved and you may be granted your degree.

**OR**

**Represent:** Following specific Final Review Committee requirements you must complete additional studio work, and/or rethink your Final Project, to present at a new Final Review next semester. You must sign-up for a new review date at the start of the next semester.



Please follow directions outlined in the link below to view your results and written feedback after your Final 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 Industrial Design program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

[http://www.academyart.edu/academics/industrial\\_design/graduate](http://www.academyart.edu/academics/industrial_design/graduate)

### D. Awarding the Master's Degree

Your degree will be awarded and diploma issued after you have completed ALL of the following:

- All curriculum requirements are fulfilled: all units and minimum grade requirements completed.
- Presentation and approval of your Final Review before Committee
- Submission of all Final Project materials.
- No outstanding financial obligations.
- Completed the Online Graduate Survey at <http://apply.academyart.edu/careersvsgradtrack/>.

**NOTE:** If Final Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.



## 5. CHECKLISTS

### FINAL PORTFOLIO CHECKLIST

#### Portfolio (On-Campus):

- Display space** – Finished model and poster displayed in science fair style for panel and students to view.
- Presentation** – Live in person presentation in front of panel of teachers and design professionals in a casual tradeshow layout.
- Video** – 3-4 minute video of your process in developing your thesis design. Should include yourself talking, shots of research, design development, and final design as a CAD photorealistic design.
- Journal (Book)** – Printed bound book of your findings, research and reasons supporting your final thesis.
- Poster** – Printed poster to show your thesis topic in a concise visual summary (2 posters 24" x 36").
- Portfolio** – Examples of class work from DPs and drawing classes included in your thesis book.
- Business cards and brochure** – will serve as contact information for anyone interested in talking to you further regarding your project or employment.

#### Portfolio (Online):

- Presentation** – Live online presentation in front of panel of teachers and design professionals in a casual tradeshow layout.
- Video** – 3-4 minute video of your process in developing your thesis design. Should include yourself talking, shots of research, design development, and final design as a CAD photorealistic design
- Journal (Book)** – Printed bound book of your findings, research and reasons supporting your thesis choice
- Poster** – Printed poster to show your topic in a concise visual summary (2 posters 24" x 36") PDF file – printable.
- Portfolio** – Examples of class work from DPs and drawing classes included in your thesis book
- Business cards and brochure** – will serve as contact information for anyone interested in talking to you further regarding your project or employment





## THESIS BOOK CHECKLIST

**Checklist:**

Final Thesis Book must be turned in 2 weeks prior to your Review date.

Please submit 2 hard copies, bound and of professional quality, along with 1 CD of the Final Thesis Project Summary in PDF format, saved as only 1 file, to the Final Review Coordinator, 79 New Montgomery Street.

Cover page must specify the following:

- Title of Project (mandatory)
- One sentence describing project (e.g.. 'A graphic design solution consisting of...')
- Student's Name and ID
- Major
- Date of Final Review

Your final thesis book should include your entire 3 semester findings and development of your design from MPR. The book should tell a complete story of the thesis project including:

- Thesis statement
- Problem being addressed
- Research findings/validation of problem area
- Personas and target audience
- Market opportunity of thesis project design
- Design development including sketches, mockups, testing/validation
- Cost of product and manufacturing/production plan
- Styling relevant to target audience
- Branding and positioning
- Engineering CAD views showing that engineering and manufacturing experts can understand your design
- CMF – Color Materials, and Finishes,
- Final use experience shown in a 3-4 min video
- Final validation from stakeholders

## FINAL REVIEW ORAL PRESENTATION

**Oral Presentation (On-Campus):** **All presentations will be at your display area in a science faire style.**

- Presentation can be given with a PowerPoint slide presentation
- You can use the video as part of your presentation
- You should use your model to demonstrate the purpose and innovation of your thesis design
- You should incorporate any research and design process that helped you to arrive at the design solution. This aids in the credibility of your final design.
- Presentation must be well rehearsed as the outcome of your presentation affect 30% of your final grade

**Presentation Format (On-Campus):** All live Final presentations will be 40 minutes long:

<input type="checkbox"/> Presentation	20 Minutes
<input type="checkbox"/> Q&A	20 Minutes
<input type="checkbox"/> Panel Evaluation	60 Minutes – Private Session

**Presentation:** Science fair tradeshow style – each student will present in front of their display setup. Display design must be set up to draw attention from panelists.

**Timing:** Students will be scheduled in groups of 3 during a 120 minute session. Each student will have 20 minutes to present and 20 minutes for Q&A with the evaluation.

**Evaluation:** Panel will then discuss and evaluate student presentation in private session after the 120 minute presentation session.

**Results:** After the presentation is complete you will be excused. Results will be posted on your dashboard within 24-48 hours.

**Oral Presentation (Online):** **All presentations will be via Adobe Connect with AAU moderator**

- Presentation must be given with a PowerPoint slide presentation
- You can use the video as part of your presentation
- You should use and show your final model to demonstrate the purpose and innovation of your thesis design
- You should incorporate any research and design process that helped you to arrive at the design solution. This aids in the credibility of your final design.
- Presentation must be well rehearsed as the outcome of your presentation affect 30% of your final grade

**Presentation Format (Online):** All live Final presentations will be 40 minutes long:

<input type="checkbox"/> Presentation	20 Minutes
<input type="checkbox"/> Q&A	20 Minutes
<input type="checkbox"/> Panel Evaluation	Offline

**Presentation:** Students will be scheduled individually. Each student will have 20 minutes to present and 20 minutes for Q&A from the evaluation panel.



**Evaluation:** Panel will then discuss and evaluate student presentation in private session offline.

**Results:** Results will be posted on your dashboard within 24-48 hours.

## FINAL REVIEW POWERPOINT/PDF CHECKLIST

**PowerPoint/  
PDF Checklist:**

Your Final Thesis Project slide show presentation should include the following sections:

- Cover Slide
- Brief Personal Introduction
- Complete Thesis presentation including brief recap of research, design development including sketches, mockups, design evolution, final design, exploded views, cost, market size, color materials, finishes, manufacturing plan, and any business opportunity if applicable.
- Presentation should be about how the thesis project developed based on your findings and your synthesis of the problem.
- It should NOT be about what you did activity-wise.
- A proper presentation should tell the story of the topic and how the design evolved and got refined resulting in the final design.
- All images, charts, personas, deductions, and final analysis should be in support of your findings.
- Portfolio of Design Project class and prior work displaying your level of skill and talent.

## 6. PREPARATION TIMELINE



3 to 4 months before your review	Read Industrial Design specific Final Review Handbook Watch the Final Review Orientation Review your Midpoint Thesis Book and review committee comments. Identify whether you have made changes to the project that may require approval from the Department Director prior to your Final Review
2 to 3 months before your review	Check <a href="#">graduate website</a> for Final Review sign-up schedule
6 weeks before your review	Prepare your thesis book Work with an editor or contact <a href="#">ARC</a> to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	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	Send to your department two (2) identical bound copies of your Thesis Book and one (1) CD/DVD containing the same Thesis Book in PDF; these must be received two (2) weeks prior to your review date Practice your oral presentation out loud and with a timer 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	Upload your PDF of your portfolio and thesis book to your home page On-campus students verify your equipment works prior to your actual presentation date 🌐 Send your PowerPoint presentation to Online Graduate School via email 🌐 Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	🌐 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

Tips for the day of your review	<ul style="list-style-type: none"> <li>Get plenty of rest the night before</li> <li>● If you will be using a cellphone, make sure the battery is charged</li> <li>Have a glass of water available during your presentation</li> <li>Arrive at your Final Review on time and ready to go</li> <li>Greet your committee members prior to beginning your presentation</li> <li>Listen to the committee’s advice and take notes</li> <li>Maintain professionalism during the entire review</li> </ul>
Following your review	View your Final Review results <a href="#">here</a>

## 7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Final Review?	Once you have completed your eligibility requirements and have petitioned to graduate, contact the Final Review Coordinator via email at <a href="mailto:FinalReview@academyart.edu">FinalReview@academyart.edu</a> to be added to the presentation list. <i>You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.</i>
How many pages should the thesis book be?	There is no specified length for the completed Thesis Project Summary. The Thesis Book 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?	Send in photos of physical examples. Be sure to take photos in a manner that shows scale. Use lighting that will accurately show the colors and finishes accurately.
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.  Work done at the Academy is preferred as it will showcase your achievements and growth while in the MFA program
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, Final 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: @aachats
Department Specific Websites	<a href="https://www.academyart.edu/academics/industrial_design">https://www.academyart.edu/academics/industrial_design</a>  <a href="http://online.academyart.edu/schools/industrial_design">http://online.academyart.edu/schools/industrial_design</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 Final Review Orientation, and links to the Final Review Guidelines and Handbooks.
Industrial Design Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/industrial_design.html">http://gradshowcase.academyart.edu/schools/industrial_design.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

Final Review Coordinator: [finalreview@academyart.edu](mailto:finalreview@academyart.edu)  
(415) 618-6297

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

Department Contact: Megan Riley  
School of Industrial Design– Administrative Assistant  
Tel: (415) 618-3727  
Email: [MRiley@academyart.edu](mailto:MRiley@academyart.edu)

Send Materials To: Academy of Art University

School of Industrial Design  
Final Review

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San Francisco, CA 94105

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