

Master of Fine Arts, Interior Architecture and Design Final Review Handbook


This handbook contains the Interior Architecture and 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 18 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 Interior Architecture and Design page on the Graduate Showcase:

<http://gradshowcase.academyart.edu/schools/interior-architecture-design.html>

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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 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 or Portfolio project conditions have not been met within two semesters of completing AAU course work, you will need to reapply to the Graduate School in order 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

At your Final Review you will present, through a written, visual and oral presentation, the summary of your Final Project to the Final Review Committee. Whether you have pursued Thesis Track or Portfolio Track (onsite or online), your Final Review will consist of the following components:

Portfolio Track:

- Thesis Book (Final Portfolio Book*) (1 hard copy)
- Oral Presentation to a Final Review Committee
- Digital upload of Thesis Book (Final Portfolio Book) in PDF format

*Please note that the work presented in the final Portfolio should showcase a range of skills to demonstrate potential to future employers

Thesis Track:

- Thesis Book (1 hard copy)
- Oral Presentation to a Final Review Committee
- Directed Study Journals (Progress of Thesis Development from GDS classes)
- Specification Book (For ONE key area) (Include selected furniture, fixtures, finishes, and equipment.)
- Material Samples (For entire project)
- Digital upload of Thesis Book in PDF format
- Scaled Construction Documents printed on 11x17 paper (submit day of scheduled review)
 - o Overall plans
 - o Enlarged plans of key areas
 - o Key elevations and details

*Please note: students presenting Onsite are required to bring physical material samples to their presentation. Students presenting Online may show the material samples digitally during your presentation.

Thesis Book: Your Thesis Book (also referred to as your Final Portfolio for Portfolio Track Students) is a detailed professional summary of your Final Project which demonstrates a high level of accomplishment, thoroughness and rigor.

Professional Editing: The Final Review Thesis or Portfolio Book 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:	Fall/Spring: Upload a digital copy two (2) weeks prior to review and submit one (1) hard copy one (1) week prior.	Summer Only: Upload a digital copy one (1) week prior to review and submit one (1) hard copy 72 hours prior to your scheduled review.
Format:	See above	

IMPORTANT: If your Thesis Book and Portfolio are not received and uploaded to the LMS in the required time frame, your Final Review will be cancelled, and you will need to present the following semester. Please take note, you will not be allowed to present your Final Review unless all deliverables have been submitted and received by the department prior to your scheduled review date. All hard copy and digital deliverables apply to both online and onsite students. Please reference the [contact information page](#) for information on who to send deliverables to.

Oral Presentation: You will have a time limit of 30 minutes for your oral presentation. Your oral presentation should be a summary of your Final Review Thesis or Portfolio Book and you may refer to your supplemental presentation materials as appropriate.

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

Upload/Deliver To:	Final Review presentations can be made Online or Onsite. Arrangements for online or on-site must be made at the time of your sign-up and cannot be changed.
Due Date:	At the scheduled day/time of your review
Format:	PDF or 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 digital presentation 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

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Final Reviews are 45 minutes in duration. Your presentation should be 30 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	1 minute
Final Review Presentation	30 minutes
Committee Question & Answer Session	5 minutes
Committee Discussion – closed door/offline	5 minutes
Committee Decision & Feedback	4 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 take note, if the department has not received your Final Review deliverables prior to your scheduled review date your Final Review will not be approved and you will need to represent 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

C. Evaluation Questions

The work you submit will be assessed using the Graduate School of Interior Architecture and 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/interior_architecture/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

THESIS BOOK CHECKLIST (FINAL THESIS PROJECT OR FINAL PORTFOLIO)

Your Final Thesis Book or Final Portfolio must provide a synopsis of the research and creative processes involved in the completion of the work you are presenting. It should reflect proficiency in skills pertaining to all phases of the design process culminating in final project renderings. **Flawless spelling and grammar are required of all written submissions.**

The following must be received by the Interior Architecture and Design Department prior to your scheduled Final Review date:

- Fall/Spring:**
- Upload a digital copy to the LMS two (2) weeks prior to review.
 - Submit one (1) hard copy one (1) week prior.

- Summer Only:**
- Upload a digital copy to the LMS one week (1) prior to review.
 - Submit one (1) hard copy 72 hours prior to your scheduled review.

IMPORTANT: Please leave enough time to print your book. **Late submissions will not be accepted.** If your Thesis Book and Portfolio are not received and uploaded to the LMS in the required time frame, your Final Review will be cancelled and you will need to present the following semester. Please take note, you will not be allowed to present your Final Review unless all deliverables have been submitted and received by the department prior to your scheduled review date. All hard copy and digital deliverables apply to both online and onsite students. Please reference the [contact information](#) page for information on who to send deliverables to.

THESIS BOOK REQUIREMENTS

Sections:

Your thesis book must include the following sections:

Thesis Track:

- Cover Page (should include your name)
- Abstract Summary
- Precedent Studies
- Project Program
- Site Analysis
- User Profiles
- Concept Statement & Development
- Renderings
- Floor plans (Including room names, titles, north arrows, and critical dimensions)
- Interior Elevations, Sections, and Labels (With key dimensions indicated)
- Design Process (Bubble diagrams, Sketches, etc.)

Portfolio Track:

- Cover Page(should include your name)
- A minimum of 3 projects demonstrating a range of traditional and technical proficiency and design process.
- All projects featured in portfolio should include the following components at minimum:
 - Project Overview (Location, Sq. Ft, Client)
 - Project Program
 - Concept Statement
 - Renderings
 - Floor Plans (Including room names, titles, north arrows, and critical dimensions)
 - Design Process (Bubble diagrams, Sketches, etc.)
 - Materials Board (Indicating use and application)
- At least one representative example of each of the following items should be shown in the portfolio:
 - Site Analysis
 - Research/ Precedent Studies
 - User Profiles
 - RCP & Lighting Selections

Evolution:

Your Thesis Book (Final Thesis Book or Final Portfolio) must significantly reflect the evolution of your work since your Midpoint Review.

Size/Bindings:

The printed document is to be typed and bound. Your book should not exceed standard 11 x 17 size or be smaller than 8x 10 in dimension. Three-ring binders and slip folders will not be accepted.

Professional Editing:

The proposal must be professionally executed, grammatically correct and free of spelling errors and typos. The Academy Resource Center (ARC) offers support for both your written and oral presentation. Flawless spelling and grammar are required.

NOTE: If your Final Project is not approved and you are asked to resubmit, your resubmitted books must also be bound and submitted in the same manner as your original Final Book.

DIRECTED STUDY JOURNALS (THESIS TRACK ONLY)

The Directed study journals must be completed during Directed Studies only. No earlier class work or outside work will be counted as Directed Studies work. Class or outside work may be included but in addition to all other requirements and not in place of any DS portfolio project.

- Your Journal(s) must cover all 18 Units of Directed Study
- Your Journal(s) must 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

Note: Your Journal(s) will be returned to you after your review. If presenting online, please use the online journal available in your student account. Photograph or scan your sketchbooks and/or developmental process.

ORAL PRESENTATION CHECKLIST

Timing:

Your Oral Presentation will be approximately **30 minutes** in length:

- | | |
|---|--------------------|
| <input type="checkbox"/> Introduction | Approx. 4 Minutes |
| <input type="checkbox"/> Thesis or Portfolio Presentation | Approx. 25 Minutes |
| <input type="checkbox"/> Conclusion | Approx. 1 Minute |

PDF/ PowerPoint Presentation:

Your PowerPoint or PDF presentation will need to start with an introduction/title slide and end with a conclusion, which indicates the end of the presentation to the panel.

It is best to keep your written text in bullet point format or very short sentences in the presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.

Here are some important presentation development guidelines that you must follow for the online Web Conference:

- **Font:** Use an easily readable font (some fonts do not load correctly). Use a font size and color that is large enough to read.
- **Images:** Make sure your images are large enough to be clearly seen without being pixelated or blurry and no text outside of the class number and date on images
- **Credit:** When including art made by other artists, credit the artist
- **Content:** Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Equipment and Testing Requirements:

Online Presentations: You will be contacted by an Online Graduate Review Coordinator to test out your computer, connection, web camera and telephone. Please have your equipment ready to test at least two weeks prior to your presentation. Review Coordinators will typically contact you three weeks prior to your review to schedule a testing date and time.



FINAL REVIEW POWERPOINT/PDF CHECKLIST

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

- Introduction Slide
- Portfolio Slides (Portfolio Track Only)
- Thesis Project Slides (Thesis Track Only)
- Closing Slide

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

- Your name
- Your student ID
- Department Name
- Project Title (Thesis Track Proposal or Portfolio Track Proposal)
- Date of the presentation

**Portfolio Slides
(Portfolio Track
Only):** The portfolio slides must include the following items:

- Project work in PDF format
- Showcasing a range of skills to demonstrate potential to future employers

**Thesis Project
Slides (Thesis
Track Only):** Include the following in your PowerPoint/PDF Presentation:

- Project work in PDF format
- Site & Building Overview
- Program Overview
- User Overview
- Key area Development
- Design Process & Ideation Sketches
- Final Renderings

Conclusion Slide: This slide should clearly indicate that you are finished with your presentation. You may choose to include the following:

- Your Name
- Your Project Title (if applicable)
- "Thank you"



6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Interior Architecture and Design specific Final Review Handbook</p> <p>Watch the Final Review Orientation</p> <p>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</p>
2 to 3 months before your review	<p>Check graduate website for Final Review sign-up schedule</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. Take note that any books with grammatical errors will need to be revised and resubmitted.</p>
1 month before your review	<ul style="list-style-type: none"> ● Print your thesis book and have it professionally bound 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	<p>Practice your oral presentation out loud and with a timer</p> <p>Review the online-specific requirements and test all of your equipment</p> <ul style="list-style-type: none"> ● 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>(Fall/Spring Only) Send to your department one (1) professionally bound hard copy of your Thesis Book; these must be received one (1) week prior to your review 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	<p>(Summer Only) Send to your department hard copies of our Final Thesis Book or Final Portfolio containing a PDF copy of our Final Deliverables; these must be received 72 hours prior to your review date</p> <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 <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 Final 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 Final Review results here



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 FinalReview@academyart.edu 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>
Who do I contact with any questions regarding my Final Review?	Final Review Coordinator (Please refer to page 18) Final Review Chat (Please refer to page 15) Your Advisor (Please refer to page 15) Department Coordinator/Administrator (Please refer to page 18)
Does my proposal book have to be 8 ½" x 11" and spiral bound?	Your Final Book must be no larger than 11x17 size and no smaller than 8x10, and though it must be professionally bound, there is room for creative freedom for how the books are presented. We have had many students who have presented alternative presentations to a spiral bound book such as handmade books, or self-published books (example: http://www.blurb.com).
How many pages should the Final Thesis Book or Final Portfolio be?	There is no specified length for the completed written proposal. 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.
Can we include work we've done outside of the Academy?	No. All work included must be created exclusively within your classes here at the Academy of Art University.
When do I need to upload/submit my books:	Fall/Spring students: Must upload PDF version of Final Review book two (2) weeks prior to reviews and submit hard copy one (1) week prior . Summer students: Must upload PDF version of Final Review book one (1) week prior and submit hard copy 72 hours in advance .
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.
How much time do I have to present my Final proposal?	Final Reviews are approximately 30 minutes in duration.
What are the square footage requirements for the Thesis project?	30,000 sq. /ft. is a guideline. While there is a recommended minimum size (larger than your studio class requirements), it really depends on the project. We encourage students to select a building that is at least 30,000 square feet to ensure a rigorous investigation and in depth final solution.

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, Final 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: @aachats
Department Specific Websites	http://www.academyart.edu/academics/interior_architecture/graduate http://online.academyart.edu/schools/interior-architecture-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 Final Review Orientation, and links to the Final Review Guidelines and Handbooks.
Interior Architecture Review Showcase Page	http://gradshowcase.academyart.edu/schools/interior-architecture-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.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

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

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

Department Contact(s): Carolyn Caputo
School of Interior Architecture & Design
Tel: (415) 618-3593
Email: CCaputo@academyart.edu

Send Materials To: Academy of Art University

School of Interior Architecture & Design
Final Review

79 New Montgomery
San Francisco, CA 94105

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