

## School of Interior Architecture and Design

### Final Review Guidelines (Master of Fine Arts)

All Master of Fine Arts students are required to conduct a Final Review as of part of the Master's program to present their Final Thesis. All final reviews must be completed in the term which the student completes the program units for their Master's degree. If thesis conditions are not met within two semesters of unit completion, students will be asked apply for reinstatement into the graduate program.

### Important Contact Information

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

### Eligibility

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

### Scheduling

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>

Please review the [Midpoint and Final Review Handbook](#) for further inquiries.

### Deliverables

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\*)
  - 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
  - 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)
    - Overall plans
    - Enlarged plans of key areas
    - 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.

## 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.

## Due Date for Deliverables

Your thesis and portfolio must be uploaded to the LMS review portal at least 48 hours before the date of your presentation, and the combined file size must not exceed 2048 MB.

**IMPORTANT:** Onsite students must leave enough time to print their 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, but online students may show this work digitally. Please reference the [contact information](#) for information on who to send deliverables to.

## 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
<b>Final Review Presentation</b>	<b>30 minutes</b>
Committee Question & Answer Session	5 minutes
Committee Discussion – closed door/offline	5 minutes
Committee Decision & Feedback	4 minutes

## Final Review Preparation Timeline

Semester Prior to Presentation:	<ul style="list-style-type: none"> <li>Review department specific guidelines</li> <li>Meet with your Academic Director to discuss feasibility of thesis ideas for feedback</li> <li>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</li> </ul>
2 to 3 months prior	<ul style="list-style-type: none"> <li>Check <a href="#">graduate website</a> for Final Review sign-up schedule</li> </ul>
6 Weeks Prior	<ul style="list-style-type: none"> <li>Prepare your thesis book</li> <li>Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.</li> </ul>
1 month prior	<ul style="list-style-type: none"> <li>On-campus students: Print your thesis book and have it professionally bound</li> <li>Create your PowerPoint/PDF slide show</li> <li>Organize and create notes for your oral presentation</li> <li>Work with a friend, colleague or ARC on your oral presentation</li> </ul>
3 weeks prior	<ul style="list-style-type: none"> <li>Practice your oral presentation out loud and with a timer</li> <li>Review the online-specific requirements and test all of your equipment</li> </ul>
2 weeks prior	<ul style="list-style-type: none"> <li>On-campus students verify your equipment works prior to your actual presentation date</li> <li>Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use</li> </ul>
1 week prior	<ul style="list-style-type: none"> <li>Plan your attire, dress professionally</li> <li>Practice your presentation in front of a live audience</li> </ul>
48 hours prior	<ul style="list-style-type: none"> <li><a href="#">Upload your portfolio and your thesis to your review page</a></li> </ul>
Tips for the day of	<ul style="list-style-type: none"> <li>Get plenty of rest the night before</li> <li>Arrive early to prepare physically and vocally for the group performance</li> <li>If you will be using a cellphone, make sure the battery is charged</li> </ul>
Following your review	<ul style="list-style-type: none"> <li>View your Final Review results <a href="#">here</a></li> </ul>

## Portfolio, Thesis Book & Presentation Checklist

### Thesis Book Checklist

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

**Onsite** Students: The printed document is to be typed and bound. 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.

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.

**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.

Your thesis book must include the following sections:

#### Thesis Track:

- Cover page (should include your name)
- Problem and feasibility statement
- Precedent studies
- Project program
- Site analysis
- User profiles
- Concept statement
- Concept sketches
- Project schematics (sketches, bubble, block, adjacency, concept ideation sketches, etc...)
- Renderings
- Overall:
  - Floor plans
  - RCPs
- Focus Areas:
  - Floor plans
  - RCP
  - Elevations
  - Other (as required in 830/834)
- Interior elevations, sections, and labels (With key dimensions indicated)

#### 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 or trays (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

### 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 located in your [student portal](#). Photograph or scan your sketchbooks and/or developmental process.

### Oral Presentation Checklist

#### Timing:

Your Oral Presentation will be approximately 30 minutes in length

Introduction	Approx. 4 Minutes
Thesis or Portfolio Presentation	Approx. 25 Minutes
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

Your PowerPoint/PDF should include the following slides:

- 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
    - Brief problem & feasibility statement
    - Concept statement
    - Key area development
    - Design process & ideation sketches
    - Final renderings
- 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 (if applicable)
    - "Thank you"

## Frequently Asked Questions

### **Q: When can I schedule my Final Review?**

A: Once you have completed your eligibility requirements and have petitioned to graduate, contact the Final Review Coordinator via email at [FinalReview@academyart.edu](mailto:FinalReview@academyart.edu) to be added to the presentation list. You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.


### **Q: Who do I contact with any questions regarding my Midpoint Review?**

A: [Final Review Coordinator](#)

Your Advisor

[Department Coordinator](#)

### **Q: Does my proposal book have to be 8 ½" x 11" and spiral bound?**

A: 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>).  Note that online students do not need to print the proposal book.

### **Q: How many pages should the thesis book be?**

A: 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

### **Q: Can we include work we've done outside of the Academy?**

A: No. All work included must be created exclusively within your classes here at the Academy of Art University.

### **Q: When do I need to upload the digital copy of my Final Review book?**

A: **Fall/Spring/Summer Students:** Upload digital copy of your Final Review thesis book no later than 48 hours prior to your scheduled presentation date.

### **Q: Can I use fancy text, borders and custom backgrounds for my PDF presentation?**

A: We would recommend against it. Simple, easy to read and easy to see content is best.

### **Q: How much time do I have to present my Final proposal?**

A: Final Reviews are approximately 30 minutes in duration.

### **Q: What are the square footage requirements for the Thesis project?**

A: 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.

## Important Links

- Graduate Student Homepage:  
<http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>
- Academy Resource Center (ARC): Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab  
<http://www.academyart.edu/students/my-academy/academy-resource-center>
- Accessing Your Review Results  
[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)
- 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/interior\\_architecture/graduate](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/academicresources/graduate-student-academic-resources>
- Graduate Review Showcase: Here you will find links to the Final Review Guidelines and Handbooks.  
<http://gradshowcase.academyart.edu/>
- Interior Architecture & Design Review Showcase Page  
<http://gradshowcase.academyart.edu/schools/interior-architecture-design.html>
- Application requirements for using the zoom from your mobile device.  
<https://support.zoom.us/hc/en-us/articles/201362993-Getting-Started-with-iOS>
- Online Presentation Do's & Don'ts: Look under Additional Presentation Tools  
<http://gradshowcase.academyart.edu/>
- Online Technical Requirements: Look under Resources > Technical Resources > Online technical requirements  
<http://gradshowcase.academyart.edu/>
- Technology Trouble Shooting: To participate in the web conference, you need to make sure that your computer meets the requirements outlined by Zoom. To check this, please click on this link:  
<https://support.zoom.us/hc/en-us/articles/204003179-System-requirements-for-Zoom-Rooms>



➤ Uploading Review Content

[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)

➤ Photographing & Submitting Artwork

<http://media.academyart.edu/howto/index.html>

<http://howto.academyart.edu/submitting-artwork>