School of Interior Architecture and Design

Midpoint Review Guidelines (Master of Fine Arts)

All Master of Fine Arts students are required to conduct a Midpoint Review as of part of the Master's program to present their Final Thesis proposal.   Your thesis proposal must be presented and approved before you begin your Directed Study coursework.

Important Contact Information

Cassandra Harger
School of Interior Architecture and Design
CHarger@academyart.edu

Midpoint Review Coordinator:
(415) 618-6390
Midpointreview@academyart.edu

Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- **Currently enrolled in IAD 613: Studio 3**

- Completed all core requirements (listed below)

These core courses must be taken by all Interior Architecture & Design students *

- IAD 600: Studio 1

- IAD 601: Fundamentals of Design Documentation

- IAD 602: Building Systems and Codes

- IAD 603: Sketching & Perspective for Interior Environments

- IAD 604: Lighting Design

- IAD 608: Digital Imaging

- IAD 610: Studio 2

- IAD 611: BIM-Building Information Modeling

- IAD 612: Material Use (may be taken concurrently with IAD 613)

- GLA 630/IAD 625: Survey of Sustainable Design

*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.

Scheduling

Midpoint Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the 13th or 14th week of the fall or spring semester and in the 6th or 7th week of the summer semester.

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate time to schedule your IAD 613: Studio 3 course to ensure preparation for your Midpoint Review proposal. It is important to plan ahead.

You do not need to sign up for a Midpoint Review - students enrolled in IAD 613: Studio 3 will automatically be scheduled for a review. The Midpoint Review Coordinator will contact you with your presentation date and time during the semester that you are enrolled in IAD 613.

For any further inquiry, please review the Midpoint and Final Review Handbook.

Deliverables

Portfolio

Your IAD 613 final project will need to demonstrate the following skills and will be included in the Thesis book.

Include ALL required deliverables of your IAD 613 Final Project:
- Hand sketching
- Concept development
- Digital drafting
- Space planning
- Digital renderings
- Material use and application
- Diagrams illustrating basic spatial design & compositional principles
- Building code & accessibility understanding
- Sustainability concepts & applications

More details and guidance can be found in the Portfolio PDF Checklist

Online Students: Please review the Online Technical Requirements page for requirements relating to your submissions for upload

Thesis Book

Your thesis book is a detailed summary of your final thesis direction. In addition, all the required deliverables of your IAD 613 final project are required to be included in your Midpoint Review thesis book.

More details and guidance can be found in the Thesis PDF Checklist

Oral Presentation

You will have a time limit of 15 minutes for your oral presentation. Introduce yourself, present your IAD 613 final project, and propose your thesis project.

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. 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.

Due Date for Deliverables

Your portfolio and thesis book must be uploaded to the LMS review portal at least 48 hours before the date of your presentation, and the file size must not exceed 50 MB.

Structure

Midpoint Reviews are 40 minutes in duration. Your presentation should be 10 minutes long.

Review Structure

Midpoint Review Panel/Student Introduction	1 minute
Midpoint Review Presentation	**15 minutes**
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	10 minutes
Committee Decision & Feedback	4 minutes

Results

Upon reconvening, the committee will present you with one of the following outcomes:

- Approved: You have passed, are eligible to earn a passing grade in IAD 613 Interior Design Studio, 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
  - 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

  - Re-present: You will   be eligible to earn a passing grade in IAD 613 Interior Design Studio for the semester, and must retake IAD 613 and re-present a Thesis Proposal.

Midpoint Review Preparation Timeline

3 to 4 months prior	Review department specific guidelines
2 to 3 months prior	Check graduate website for Midpoint Review sign-up schedule Solidify your Thesis Project Concept
6 Weeks Prior	Prepare your thesis book Work with an editor or a friend to make sure your thesis book is grammatically correct and typo-free.
1 month prior	Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with a friend, or colleague on your oral presentation
3 weeks prior	Review the online-specific requirements and test all of your equipment Practice your oral presentation out loud and with a timer
2 weeks prior	On-campus students verify your equipment works prior to your actual presentation date
1 week prior	Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use Plan your attire, dress professionally Practice your presentation in front of a live audience
48 hours prior	Upload your thesis and portfolio to your review page
Tips for the day of	Get plenty of rest the night before Arrive early to prepare physically and vocally for the group performance Greet your committee members prior to beginning your presentation Listen to the committee's advice and take notes Maintain professionalism during the entire review
Following your review	View your Midpoint Review results here Indicate anticipated number of works to be produced per GDS course and per semester through 6 GDS courses (18 units)

Portfolio and Presentation Checklists

Portfolio Checklist

Your IAD 613 final project will need to demonstrate the following skills and will be included in the Thesis book. Include ALL required deliverables of your IAD 613 Final Project.

- Hand Sketching

- Concept Development

- Digital Drafting

- Space Planning

- Digital Renderings

- Material Use and Application

- Diagrams illustrating basic spatial design & compositional principles.

- Building Code & Accessibility understanding

- Sustainability concepts & applications

Thesis Book Checklist

In your thesis book, you must include the following sections, in this order and with a separate heading for each:

➢ Cover Page

   The cover page must include the following:
   - Your Name
   - Student ID Number
   - Academy of Art University, Graduate School of Interior Architecture and Design
   - Identify this is your "Midpoint Proposal"
   - Semester of Presentation

➢ Table of Contents

   All Midpoint proposals must have a table of contents (TOC)
   - Number each page of the proposal
   - List each topic section and its corresponding page number in the TOC
   - Select an appropriate font (Arial, Garamond, Verdana, Calibri, Century Gothic,Helvetica)
   - Font size should be no smaller than 10 pt. and easily readable

➢ Autobiography

For your autobiography, you will briefly address the following in a concise and succinct manner that is as engaging as possible.
- Explain who you are
- Explain how you became involved with interior architecture and design
- 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, such as:
  - Relevant work experiences
  - Relevant educational experiences
  - Relevant personal experiences
  - Career goals

➢ 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. In addition, your resume provides the reader with your contact information and a list of past experience, including:
- Name
- Address
- Phone Number
- Email and Website (if applicable)
- Additional Contact Information
- Recent Exhibitions (if applicable)
- Education background (beyond High School)
- Recent or pertinent employment history
- Other recent information relevant to your career as an artist including teaching or volunteer experiences, professional memberships, relevant skills, etc.
- Dates should be listed chronologically, most recent at the top of the list

➢ Thesis Direction Essay

- In this section of the Midpoint Review, you will relay details of your proposed community or specialty thesis option to the Panel. You will want to articulately address the following information.

  1. Begin by stating which option you have selected (reference "Options for your Thesis Direction" here on page 8) and then include the following in your essay:
     a. For the Community Option: "C":
        - Indicate the community in which you wish to complete your outreach. This should include the community by name and a visual location (i.e.: annotated map). Include information about the community. As a minimum include its demographics, history and approximate physical size.
        - Identify a minimum of three organizations or community leaders, within the community that you believe could serve for community meetings or interviews. As a minimum include for each their name, address, contact information and main contact person within the organization. Indicate their mission and then discuss why you believe they would be open to meeting with you. You do not contact them at this time.

- Identity a minimum of three buildings in the community that you believe could benefit from a renovation. As a minimum include for each the physical site location, the address, the estimated square footage, and images of the exterior. Any building is appropriate; it does not have to be vacant, or in need of renovation, but it must be between 30,000 - 50,000 square feet.
- Include a narrative of why you wish to address needs in this community.

    b. <u>For the Specialty Option "S":</u>

- Include the name of the specialty you wish to research.
- Identify a minimum of ten written resources (text, periodical or journal articles, and/or government documents) that you plan to use in your research. APA formatting would be desirable, but as a minimum include the title, author, and date for each resource.
  - You can find more out about APA formatting at http://libguides.academyart.edu/research-process/apa-formatting ; however, APA will be covered in IAD 810 Programming.)
- Identity a minimum of three individuals (designers or authorities in your field of study) that you would be willing to reach out to, to serve as your client. As a minimum include their name and contact info, firm, address, email and phone. You do not contact them at this time.
- Include a narrative of why you wish to research this specialty.

2. Include a screen shot of your IAD 613 Studio 3 Midpoint Discussion narrative and feedback related to your thesis topic. The screen shot must include the entire discussion and an indication that the topic was approved.

➢ Timeline

- 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 your anticipated directed study, GLA courses, and electives by semester, including course title and number.
  - Identify your anticipated graduation date (semester/year).
- Please note, you may work on your academic timeline with your MFA Advisor.

➢ Portfolio

- Include your final project from IAD 613.

Options for your Thesis Direction

You have two options for the direction of your thesis. Option "C" is a thesis based on the needs of a Community or Option "S" is a thesis based on a Specialty area of design that has not yet been addressed in the curriculum. The fundamental purpose of the thesis is to identify an unmet need, and to propose an innovative solution for that design problem. The innovative solution that you create is your thesis.

- For the Community option, you will need to identify a community in which you will conduct your research in IAD 810 Programming. Through your community outreach research results, you will determine what is most needed for the community. This may be a restaurant, community center, healthcare facility, school, children's center, performing arts center, etc. Based on the results of your research you use an existing building in the community suitable for the needs. Your thinking should be driven more by a desire to fulfill the unmet need(s) of your community, in this case the client, rather than by a desire to simply rehabilitate a particular building.
- For the Specialty option, you will select an area of design not already covered in a past class. In IAD 810 Programming you will conduct extensive research into the needs of this specialty area. You will secure an individual knowledgeable about the specialty and have them serve as your client. Based on your research, you select a location and site for your project and then select a base plan from building shells provided that best meets the needs of the specialty and fits the proposed site.

Oral Presentation

Academy of Art University's Online Midpoint Review provides a means for online/offsite Academy students to present their thesis proposals via the Academy's online meeting environment. You have the option of presenting your Midpoint Review online or on-campus. On-campus students must bring their journals to the review.

You are convincing the committee to allow you to go ahead with your proposal. Confidence, enthusiasm, and knowledge of your intended project are important to the outcome.

Duration: Midpoint Reviews are approximately 1 hour in duration. The student's oral presentation should be succinct and should be completed in approximately 20 minutes or less.

Content & Timing: Your oral presentation should be presented in approximately thirty (30) minutes.

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

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.

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.

Oral Presentation Timeline

Introduction/Autobiography	1 Minute
IAD 613 Final	8-9 Minutes
Thesis Direction	3-4 Minutes
Conclusion	1 Minute

Midpoint Review PDF Checklist

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. Include your IAD 613 Final Project and then your Thesis Direction Essay.

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:

- Use an easily readable font (some fonts do not load correctly). Use a font size and color that is large enough to read.
- 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.
- When including art made by other artists, credit the artist.
- Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

➢ Introduction Page

- The introduction/title slide must include the following items:
  o Your name
  o Your student ID
  o Department name
  o Date of the presentation
  o Thesis Direction Options 'S' or 'C'

➢ IAD Final Project Slides

- The portfolio (IAD 613 Final Project) slides must include the following items:

  o IAD 613 Final Project presentation

  o Course and Instructor information with semester date

➢ Thesis Direction Slides

  o Begin by stating which option you have selected and then include the following in your essay:
    ▪ **For the Community Option: "C":**
      - Indicate the community in which you wish to complete your outreach. This should include the community by name and a visual location (i.e.: annotated map). Include information about the community. As a minimum include its demographics, history and approximate physical size.
      - Identify a minimum of three organizations or community leaders, within the community that you believe could serve for community meetings or interviews. As a minimum include for each their name, address, contact information and main contact person within the organization. Indicate their mission and then discuss why you believe they would be open to meeting with you. You do not contact them at this time.
      - Identify a minimum of three buildings in the community that you believe could benefit from a renovation. As a minimum include for each the physical site location, the address, the estimated square footage, and images of the exterior. Any building between 30,000 and 50,000 sf is appropriate; it does not have to be vacant, or in need of renovation. Include a narrative of why you wish to address needs in this community.
    ▪ **For the Specialty Option "S":**
      - Include the name of the specialty you wish to research.

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- Identify a minimum of ten written resources (text, periodical or journal articles, and/or government documents) that you plan to use in your research. APA formatting would be desirable, but as a minimum include the title, author, and date for each resource. (You can find more out about APA formatting at http://libguides.academyart.edu/research-process/apa-formatting ; however, APA will be covered in IAD 810 Programming.)
- Identity a minimum of three individuals (designers or authorities in your field of study) that you would be willing to reach out to, to serve as your client. As a minimum include their name and contact info, firm, address, email and phone. You do not contact them at this time.
- Include a narrative of why you wish to research this specialty.
- Include a screen shot of your IAD 613 Studio 3 Midpoint Discussion narrative and feedback related to your thesis topic. The screen shot must include the entire discussion and an indication that the topic was approved.

➢ 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
  - Thank You

Frequently Asked Questions

Q: When can I schedule my Midpoint Review?

A: Once you are enrolled in IAD 613 Studio 3, you will be expected to present your Midpoint Review in module 13 or 14 of the semester. You will not need to sign-up as you will be automatically scheduled in module 13 or 14 of the semester. You will receive a confirmation email from the Midpoint Review Coordinator with your scheduled presentation date.

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

A: Midpoint Review Coordinator

Your Advisor
Department Coordinator

Q: How many pages should the thesis book be?

A: There are no set number of pages needed for the Thesis book, but it should be comprised of the needed proposal, resume, and IAD 613: Studio 3 Final Project which displays a range of skills.

Q: Do I need to submit/send in a physical copy of my Midpoint Review book?

A: No. All students, online/onsite, are only required to upload the digital copy of their Midpoint Review Proposal which will include the IAD 613 Final Project.

Q: Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?

A: No. That will be developed through your group directed studies after you pass your Midpoint Review.

Q: Will I need to include work from any previously taken IAD classes?

A: No. Your IAD 613: Studio 3 Final Project will demonstrate and include the necessary skills being assessed by the Midpoint Review Chair & Committee.

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

A: **Fall/Spring/Summer Students:** Upload digital copy of your Midpoint 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 PowerPoint 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 midpoint proposal?

A: Midpoint Reviews are approximately 40 minutes in duration. The student's oral presentation should be to the point and should be completed in no more than 15 minutes.

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

A: The building should be at least 30,000 square feet and as large as you would like; however, your thesis area will be limited to approximately 50,000 square feet.

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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_p age/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://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 Midpoint 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

➢ Photographing & Submitting Artwork

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

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