

Master of Fine Arts, Interior Architecture & Design Midpoint Review Handbook


This handbook contains the Interior Architecture & Design Midpoint Review requirements, planning guides, and resources. Please read through all of this information carefully before preparing your materials for Midpoint Review. If you have any questions or need clarification on any aspect of your upcoming Midpoint Review, you will find information about who to contact on page 19 of this handbook.

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

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

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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 MIDPOINT REVIEW

A. Eligibility

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

- Currently enrolled in IAD 613 Interior Design Studio.
- Completed all core requirements (listed below)
- Completed 6 units of Liberal Arts

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

- IAD 600 MS: Concept, Theory and the Design Process
- IAD 601 MS: Fundamentals of Design Documentation
- IAD 602 MS: Building Systems for interior Design
- IAD 603 MS: Sketching & Perspective for Interior Environments
- IAD 604 MS: Lighting Design
- IAD 608 MS: Digital Imaging
- IAD 610 MS: Spatial Design
- IAD 611 MS: BIM-Building Information Modeling
- IAD 612 MS: Material Use (may be taken concurrently with IAD 613)
- GLA 630/IAD 625 MS: Survey of Sustainable Design
- IAD 640 MS: Light & Color Perception (may be taken concurrently with IAD 613)

* 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.

SPECIAL NOTE: MFA students that enrolled in the program prior to Fall 2016 are encouraged to propose a thesis project, but still have the option to propose for Portfolio track. If you choose a Portfolio Proposal, please be sure to reference the 'Portfolio Proposal' section on page 10 as your requirements will be different from those students proposing a Thesis Project.

MFA students that enrolled in the program Fall 2016 or later are required to propose a Thesis Project.

2. SCHEDULING YOUR MIDPOINT REVIEW

A. Review Date

Midpoint Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the 14th or 15th 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 Interior Design Studio 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 Interior Design Studio 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.

B. Review Orientation

We recommend you watch the online Midpoint Review Orientation prior registering for the IAD 613 course and discuss questions about the review with your Graduate Student Services Advisor. Your Midpoint Review will be presented online if you are enrolled in IAD 613 online, or on campus if you are enrolled in IAD 613 on campus. If you will be doing your Midpoint Review online please review the [online presentation specifications](#). Please [contact](#) the Midpoint Review Coordinator if you have any questions.

C. Attendance & Cancellations

Midpoint Review is a required component of your Master's level program and must be completed before commencing the directed study or final portfolio portion of your program. In the event you may need to cancel or postpone your Midpoint Review, please contact the Midpoint Review Coordinator and IAD Department immediately. Any cancellations or postponement requests must be approved by the IAD Department. Cancellations or postponements that have not been approved by the IAD Department will be considered "No Show" which will result in failing the Midpoint Review as well as the connected IAD 613 Interior Design Studio course.

3. DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following three components: Portfolio (IAD 613 Final Project), Thesis Book, and Oral Presentation. [Link to tutorial on uploading work to LMS](#)

IMPORTANT: If your Thesis Book and Portfolio (IAD 613 Final Project) are not received in time, your Midpoint Review will be cancelled and you will need to retake IAD 613 Interior Design Studio in the following semester. Failure to upload or bring ALL required deliverables to your Midpoint Review presentation will result in an automatic 'not approved', and you will need to retake IAD 613 in the following semester.

Portfolio (IAD 613 Final Project):

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

[Link to more detailed portfolio checklis](#)

Upload/Deliver To:	Upload IAD 613 Final Project to the Portfolio Icon in LMS
Due Date:	Fall/Spring/Summer: Upload digital copy of IAD 613 final project no later than 48 hours prior to your scheduled presentation date. (Your IAD 613 Final Project will also be included in your Midpoint Thesis book.)
Format:	PDF

Thesis Book: (Applies to ALL MFA students pursuing Portfolio or Thesis track)

Your thesis book is a detailed summary of your final thesis proposal. All the required deliverables of your IAD 613 final project are required to be included in your Midpoint Review thesis book.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

[Link to more detailed thesis book checklist](#)

Upload/Deliver To:	Upload to the Thesis Proposal Icon in LMS
Due Date:	Fall/Spring/Summer: Upload digital copy of your Midpoint Review Thesis book no later than 48 hours prior to your scheduled presentation date.
Format:	PDF

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.

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

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
Format:	Digital Format (PowerPoint or PDF)
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.
Notes:	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

[Link to online presentation details for online students](#)

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

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

The Midpoint Review meeting will follow this structure:

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

Review Committee: The Midpoint Review Committee is comprised of faculty and/or industry professionals approved by the Graduate School and the Department Directors.

Committee Question & Answer Session: After your presentation, questions will be asked by the Committee for clarification on your project.

Committee Discussion, Decision, & Feedback: After the question and answer session, the committee will recess in private to discuss the merits of your proposal.

B. Results

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

Approved: You have passed, 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

Represent: You will NOT be eligible to earn a passing grade in IAD 613 Interior Design Studio for the semester, and must retake IAD 613 and represent a Thesis Proposal.

Please follow directions outlined in the link below to view your results and written feedback after your Midpoint Review.

http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Interior Architecture & Design program learning outcomes. At the Midpoint Review the review committee is looking at your progress towards achieving the stated outcomes.

http://www.academyart.edu/academics/interior_architecture/graduate

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio (IAD 613 Final Project):	<p>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.</p> <table border="0"> <tr> <td><input type="checkbox"/> Hand Sketching</td> <td><input type="checkbox"/> Material Use and Application</td> </tr> <tr> <td><input type="checkbox"/> Concept Development</td> <td><input type="checkbox"/> Diagrams illustrating basic spatial design & compositional principles.</td> </tr> <tr> <td><input type="checkbox"/> Digital Drafting</td> <td><input type="checkbox"/> Building Code & Accessibility understanding</td> </tr> <tr> <td><input type="checkbox"/> Space Planning</td> <td><input type="checkbox"/> Sustainability concepts & applications</td> </tr> <tr> <td><input type="checkbox"/> Digital Renderings</td> <td></td> </tr> </table>	<input type="checkbox"/> Hand Sketching	<input type="checkbox"/> Material Use and Application	<input type="checkbox"/> Concept Development	<input type="checkbox"/> Diagrams illustrating basic spatial design & compositional principles.	<input type="checkbox"/> Digital Drafting	<input type="checkbox"/> Building Code & Accessibility understanding	<input type="checkbox"/> Space Planning	<input type="checkbox"/> Sustainability concepts & applications	<input type="checkbox"/> Digital Renderings	
<input type="checkbox"/> Hand Sketching	<input type="checkbox"/> Material Use and Application										
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<input type="checkbox"/> Space Planning	<input type="checkbox"/> Sustainability concepts & applications										
<input type="checkbox"/> Digital Renderings											

THESIS BOOK CHECKLIST (Applicable to both Thesis and Portfolio Track)

Thesis Book Contents:	In your thesis book, you must include the following sections, in this order and with a separate heading for each:
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1. Cover Page
2. Table of Contents
3. Autobiography
4. Resume
5. Proposal
6. Statement of Professional Goals (**Portfolio Track only**)
7. Timeline
8. Portfolio (IAD 613 Final Project)

For examples of Midpoint Review Thesis books, please see:
<http://gradshowcase.academyart.edu/schools/interior-architecture-design.html>

Cover Page:	<p>The Cover of your Midpoint Book must include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your Name <input type="checkbox"/> Student ID Number <input type="checkbox"/> Academy of Art University, Graduate School of Interior Architecture and Design <input type="checkbox"/> Identify this is your “Midpoint Proposal” <input type="checkbox"/> Semester of Presentation
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- 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:**
- 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:
 - o Relevant work experiences
 - o Relevant educational experiences
 - o Relevant personal experiences
 - o Career goals

You want to be sure to write your autobiography in a concise and succinct manner that is as engaging as possible.

- Resume :** You will need to include a formal resume in your Thesis Book. This is a single-page professional document that lists your work experience, skills and education. In addition, your resume provides the reader with your contact information and a list of past experience, including:
- | | |
|--|--|
| <input type="checkbox"/> Name | <input type="checkbox"/> Recent or pertinent employment history |
| <input type="checkbox"/> Address | <input type="checkbox"/> Other recent information relevant to your career including teaching or volunteer experiences, professional memberships, relevant skills, etc. |
| <input type="checkbox"/> Phone Number | |
| <input type="checkbox"/> Email and website (if applicable) | <input type="checkbox"/> Dates should be listed chronologically, most recent at the top of the list |
| <input type="checkbox"/> Additional contact information | |
| <input type="checkbox"/> Recent exhibitions (if applicable) | |
| <input type="checkbox"/> Educational background (beyond High School) | |

Thesis Proposal: The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay details of your proposed project to the Panel. You will want to address the following in an articulate and well thought-out manner.

Mission Statement

- The concept that drives the project - theory and intended approach to the development of an innovative design project. Outcome or desirable end-state of project is described as if it were built, and specific goals of the project are defined.
- Group or sub-set population that would be served or beneficially affected by proposed project is identified with benefits described.
- Research that defines need and desirability of the proposed project, and defends the above propositions with research that is presented with sources identified.

Site Analysis

- Definition** - Out of a potentially infinite amount of information, you must define the site and site area characteristics that can be expected to have a significant impact on the proposed project.
- Suitability of proposed site** needs to be effectively explained, proving the mission statement.
- Site and Context Analysis diagrams and impression sketches** (Photographs recommended keyed to site plan)

Proposed Program

- Net square footage of proposed building should be no less than 20,000 and no more than 50,000 sq. /ft

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 Proposal:

(MFA Students enrolled prior to Fall 2016)

NOTE: If you entered the MFA program before Fall 2016 and wish to propose for Portfolio Track please follow the criteria below for your Portfolio Proposal.

The Portfolio proposal is a short but detailed summary, of approximately 300 words stating why you are proposing to choose the Portfolio Track.

Statement of Professional Goals:
(Portfolio Track Proposal only)

- Identify your professional goals, including where you would like to be in the industry upon graduation and what you would like to be doing 5 years from now.
- Identify the ways in which the development of your Final project, (final portfolio or thesis project) and knowledge learned in the process, may assist you in the realization of your professional goals.

ORAL PRESENTATION CHECKLIST

Oral Presentation Timeline:	<input type="checkbox"/>	Introduction/Autobiography	1 Minute
	<input type="checkbox"/>	IAD 613 Final Project	8-9 Minutes
	<input type="checkbox"/>	Project Proposal	3-4 Minutes
	<input type="checkbox"/>	Conclusion	1 Minute

MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

PowerPoint/PDF Development Guidelines: 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 proposed project/track proposal.

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.

MIDPOINT REVIEW PDF CHECKLIST**PowerPoint/
PDF Checklist:**

Your PowerPoint/PDF should include the following slides:

- Introduction Page
- IAD 613 Final Project slides
- Proposal Slide
- Closing Slide

**1. 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
- Area of emphasis

**2. IAD 613
Final Project
Slides:**

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

- Project work in .Jpg format
- Course and Instructor information
with semester date

**3. Proposal
Slide:**

Include the following in your PowerPoint/PDF Presentation:

- Bullet points describing the important aspects of the Final Thesis Project or reasons for choosing Portfolio Track.

**4. 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

6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Interior Architecture & Design specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check graduate website for Midpoint Review sign-up schedule</p> <p>Solidify your project proposal</p>
6 weeks before your review	<p>Prepare your Midpoint Proposal</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"> ● Create your PowerPoint/PDF slide show <p>Organize and create notes for your oral presentation</p> <p>Work with a friend, colleague or ARC on your oral presentation</p>
3 weeks before your review	<p>Practice your oral presentation out loud and with a timer</p> <ul style="list-style-type: none"> ● Review the online-specific requirements and test all of your equipment ● Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</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	<ul style="list-style-type: none"> ● Upload digital copy of your Midpoint Review Proposal. (Due no later than 48 hours prior to your scheduled presentation in Fall/Spring/Summer) ● Send your PowerPoint/PDF 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 Midpoint Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>

Following your review	View your Midpoint Review results here
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf

7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	Once you are enrolled in IAD 613 Interior Design Studio, you will be expected to present your Midpoint Review in the last week of the semester. You will not need to sign-up as you will be automatically scheduled in the last week of the semester. You will receive a confirmation email from the Midpoint Review Coordinator with your scheduled presentation date.
Who do I contact with any questions regarding my Midpoint Review?	<ol style="list-style-type: none"> 1. Midpoint Review Coordinator 2. Midpoint Chat 3. Your Advisor 4. Department Coordinator
How many pages should the thesis book be?	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 Interior Design Studio Final Project which displays a range of skills.
Do I need to submit/send in a physical copy of my Midpoint Review book?	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. Link to more detailed thesis book checklist.
If I enrolled in the MFA program prior to Fall 2016, and will be proposing Portfolio Track, will I need to create and upload a Midpoint Thesis Book?	Yes. All students, onsite & online, are required to submit & upload a Midpoint Thesis book. The only difference in your book is your proposal section. Please reference page 9 & 10 for your requirements.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your group directed studies after you pass your Midpoint Review.
Will I need to include work from any previously taken IAD classes?	No. Your IAD 613 Interior Design Studio Final Project will demonstrate and include the necessary skills being assessed by the Midpoint Review Chair & Committee.
When do I need to upload the digital copy of my Midpoint Review book?	<p>Fall/Spring/Summer Students:</p> Upload digital copy of your Midpoint Review thesis book no later than 48 hours prior to your scheduled presentation date.

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 midpoint proposal?	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.
What are the square footage requirements for the Thesis project?	Minimum 20,000 sq. /ft. Maximum 50,000 sq. /ft.

8. IMPORTANT LINKS

Graduate Student Homepage	http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Academy Resource Center (ARC)	http://www.academyart.edu/students/my-academy/academy-resource-center Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf
Online Chat Schedules & Recordings	Chat Schedule: http://online.academyart.edu/innovative-learning/chats.html Graduate Chats: http://gradshowcase.academyart.edu/graduate-chats.html Twitter: @aauchats
Department Specific Websites	http://www.academyart.edu/academics/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 Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Interior Architecture & Design Review Showcase Page	http://gradshowcase.academyart.edu/schools/interior-architecture-design.html

Online Connection Through Mobile Devices	<p>http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</p> <ul style="list-style-type: none"> Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	<p>http://gradshowcase.academyart.edu/</p> <ul style="list-style-type: none"> Look under Additional Presentation Tools
Online Technical Requirements	<p>http://gradshowcase.academyart.edu/ Look under Resources → Technical Resources → Online technical requirements</p>
Technology Trouble Shooting	<p>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:</p> <p>http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</p>
Uploading Review Content	<p>http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</p>
Photographing & Submitting Artwork	<p>http://media.academyart.edu/howto/index.html http://howto.academyart.edu/submitting-artwork</p>

9. ONLINE PRESENTATION DETAILS

A. Scheduling a Meeting with an Online Graduate Review Coordinator

Academy of Art University's Online Graduate Review process provides a means for Academy students to present their project proposals via the Academy's online meeting environment. An Online Graduate Review Coordinator will contact you after your review has been scheduled to test your computer, internet connection, web-camera, and telephone. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload and use your slideshow during your oral presentation. Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least two weeks prior to the presentation date (1 week for the Summer Semester).

B. Online Presentation Guidelines

You are required to provide a PowerPoint or PDF presentation with visual and written information that will go along with your oral presentation. Be sure to follow your department guidelines, as some departments have different requirements. You can also find a checklist below with details on what to include in your presentation.

- Font:** Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.
- Images:** Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.
- Credit:** When including art made by other artists, credit the artist.
- Content:** It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

[Online Technical Requirements](#)
[Adobe Connect Diagnostic Test](#)

Online Graduate Review Contact Information

Email: onlinegradreview@academyart.edu

Phone: (415) 618-3614



10. CONTACT INFORMATION

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

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

Department Contact: 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
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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