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 18 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/

Table of Contents

1. Eligibility for Midpoint Review
2. Scheduling Your Midpoint Review
3. Deliverable Details and Due Dates
4. Midpoint Review Process
5. Checklists
6. Preparation Timeline
7. Frequently Asked Questions
8. Important Links
9. Online Presentation Details
10. Contact Information

ONLINE ICON: The online icon will mark items that are specific to online students only. On campus students can skip these items.
**1. ELIGIBILITY FOR MIDPOINT REVIEW**

**A. Eligibility**

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

- Completed 24-36 Units
- Completed or be in progress of completing 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 602 MS: Building Systems for interior Design
- IAD 604 MS: Lighting Design
- IAD 609 MS: Sketching for Design
- IAD 610 MS: Spatial Design
- IAD 611 MS: BIM-Building Information Modeling
- IAD 612 MS: Material Use
- IAD 613 MS: Interior Design Studio
- IAD 640 MS: Light and Color Perception

* 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.

Plan ahead and be prepared to present your proposal by the beginning of the semester.
2. SCHEDULING YOUR MIDPOINT REVIEW

A. Review Date
Midpoint Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the third or fourth week of the fall or spring Semester and in the second week of the summer semester. You can find the signup dates in the Graduate School Calendar:

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

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate time to schedule your Midpoint Review. It is important to know the final cut-off date for scheduling your review.

You should receive an email from the Midpoint Review Coordinator approximately one week prior to the start of the semester you will be presenting your Midpoint 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 Midpoint Review Orientation prior to completing the Midpoint 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 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. Cancellations or postponements must be organized through the Midpoint Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and fail the Midpoint Review.
3. DELIVERABLE DETAILS & DUE DATES

Whether you are pursuing Portfolio track or Thesis track (presenting onsite or online) your Midpoint Review will consist of the following three components: Portfolio (previous work samples), Thesis Book (Midpoint Book including work samples), and Oral Presentation. Link to tutorial on uploading work to LMS

IMPORTANT: If your Thesis Book (Midpoint Book) and Portfolio (Previous Work Samples) are not received and uploaded to the LMS on time, your Midpoint Review will be cancelled and you will need to present the following semester. Additionally, your Midpoint Review paperwork WILL NOT be submitted by the department unless all deliverables are received. All hard copy and digital deliverables apply to both online and onsite students. Please see contact information page for information on who to send deliverables to.

**Portfolio (Previous Work Samples):**
- Hand Sketching & Rendering
- Concept Development
- Digital Drafting
- Space Planning
- Digital Renderings
- Material Use and Application

All project samples must be from IAD classes. Link to more detailed portfolio checklist

<table>
<thead>
<tr>
<th>Upload/Deliver To:</th>
<th>Upload previous work samples to the Portfolio Icon in LMS</th>
</tr>
</thead>
</table>
| Due Date:          | Fall/Spring: Upload digital presentation two weeks (2) prior to your scheduled review. (These work samples are also included in your digital and hard copy submissions of your Thesis book.)  
                    | Summer Only: Upload digital presentation one week (1) prior to your scheduled review. (These work samples are also included in your digital and hard copy submissions of your Thesis book.) |
| Format:            | PDF                                                      |
**Thesis Book:** Your thesis book (also referred to as a Midpoint Book) is a detailed summary of your proposed final project and includes a proposal of whether you are pursuing thesis or portfolio track. Previous work samples in the form of a portfolio should be included.

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

[Link to more detailed thesis book checklist]

<table>
<thead>
<tr>
<th>Upload/Deliver To</th>
<th>Upload to the Thesis Proposal Icon in LMS; submit hard copies to the IAD department.</th>
</tr>
</thead>
</table>
| Due Date:         | **Fall/Spring:** Upload digital presentation two weeks (2) prior to review and submit 1 hard copy and 2 CD's 1 week prior.  
                  | **Summer Only:** Upload digital presentation one week (1) prior to review and submit 1 hard copy and 2 CD's no less than 72 hours prior to your scheduled review. |
| Format:           | PDF                                                                                 |

**Oral Presentation:** You will have a time limit of 10 minutes for your oral presentation. You should quickly present your project or samples in chronological order.

[Link to more detailed oral presentation checklist]

<table>
<thead>
<tr>
<th>Upload/Deliver To</th>
<th>At the Midpoint Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date:</td>
<td>At the scheduled day/time of your review</td>
</tr>
<tr>
<td>Format:</td>
<td>Digital Format (PowerPoint or PDF)</td>
</tr>
<tr>
<td>Practice and Prepare:</td>
<td>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.</td>
</tr>
<tr>
<td>Notes:</td>
<td>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.</td>
</tr>
</tbody>
</table>

[Link to online presentation details for online students]
4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are 30 minutes in duration. Your presentation should be 10 minutes long.

The Midpoint Review meeting will follow this structure:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midpoint Review Panel/Student Introduction</td>
<td>1 minute approx.</td>
</tr>
<tr>
<td>Midpoint Review Presentation</td>
<td>10 minutes approx.</td>
</tr>
<tr>
<td>Committee Question &amp; Answer Session</td>
<td>10 minutes approx.</td>
</tr>
<tr>
<td>Committee Discussion – closed door/offline</td>
<td>5 minutes approx.</td>
</tr>
<tr>
<td>Committee Decision &amp; Feedback</td>
<td>4 minutes approx.</td>
</tr>
</tbody>
</table>

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, 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 until one of the following has been completed and the Midpoint Proposal is approved by the Midpoint Review Committee:

  - 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: Following specific Midpoint Review Committee requirements, you must complete additional studio work, rethink Final Project, and/or sign up for a new Midpoint Review next semester.
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**

<table>
<thead>
<tr>
<th>Portfolio (Previous Work Samples):</th>
<th>Should consist of work showing the following skills and will be included in the Midpoint Book.</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Hand Sketching &amp; Rendering</td>
<td>□ Space Planning</td>
</tr>
<tr>
<td>□ Concept Development</td>
<td>□ Digital Renderings</td>
</tr>
<tr>
<td>□ Digital Drafting</td>
<td>□ Material Use and Application</td>
</tr>
</tbody>
</table>

All project samples must be from IAD classes.

---

**THESIS BOOK CHECKLIST**

(Applicable to both Thesis and Portfolio Track)

<table>
<thead>
<tr>
<th>Thesis Book Contents:</th>
<th>Whether you are pursuing the Thesis track or Portfolio track, you will need to make sure you have the following in your Midpoint Book, in this order and with a separate heading for each:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Cover Page</td>
<td>5. Resume</td>
</tr>
<tr>
<td>2. Table of Contents</td>
<td>6. Proposal</td>
</tr>
<tr>
<td>3. Autobiography</td>
<td>7. Timeline</td>
</tr>
<tr>
<td>4. Statement of Professional Goals</td>
<td><strong>Portfolio (Previous Work Samples)</strong></td>
</tr>
</tbody>
</table>

Below is a Section by Section checklist of all the necessary information to include in your Midpoint Thesis Book.

For examples of Midpoint Review Thesis books, please see: [http://gradshowcase.academyart.edu/schools/interior-architecture-design.html](http://gradshowcase.academyart.edu/schools/interior-architecture-design.html)

**Cover Page:**

The Cover of your Midpoint Book 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 no more than a single page:

- 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

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 Midpoint Book. This is a one 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:

- Name
- Address
- Phone Number
- Email and website (if applicable)
- Additional contact information
- Recent exhibitions (if applicable)
- Educational background (beyond High School)
- Recent or pertinent employment history
- Other recent information relevant to your career including teaching or volunteer experiences, professional memberships, relevant skills, etc.
- Dates should be listed chronologically, most recent at the top of the list

Proposal: The Project Proposal is a short but detailed summary, of approximately 300 words stating your proposed Thesis Project (Thesis Track) or a statement indicating why you are proposing to choose the Portfolio Track.

Statement of Professional Goals: The statement of Professional Goals should identify the following:

- 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.

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 and GLA courses by semester, including course title and number.
- Identify your anticipated graduation date (semester/year).
Portfolio (Previous Work Samples): Should consist of work showing the following skills and will be included in the Midpoint Book.

- Hand Sketching & Rendering
- Concept Development
- Digital Drafting
- Space Planning
- Digital Renderings
- Material Use and Application

All project samples must be from IAD classes.

**ORAL PRESENTATION CHECKLIST**

<table>
<thead>
<tr>
<th>Oral Presentation Timeline:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction/Autobiography</td>
<td>1 Minute</td>
</tr>
<tr>
<td>Previous Coursework</td>
<td>4-5 Minutes</td>
</tr>
<tr>
<td>Project Proposal</td>
<td>3-4 Minutes</td>
</tr>
<tr>
<td>Conclusion</td>
<td>1 Minute</td>
</tr>
</tbody>
</table>

**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 class work samples in chronological order 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**

<table>
<thead>
<tr>
<th>PowerPoint/PDF Checklist:</th>
<th>Your PowerPoint/PDF should include the following slides:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Introduction Page</td>
</tr>
<tr>
<td></td>
<td>- Previous Coursework Slides</td>
</tr>
<tr>
<td></td>
<td>- Proposal Slide</td>
</tr>
<tr>
<td></td>
<td>- Closing Slide</td>
</tr>
</tbody>
</table>

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. **Previous Coursework Slides:**
   - The portfolio (previous coursework) slides must include the following items:
     - Project work in .Jpg format
     - Course and Instructor information with semester date
     - Hand Sketching & Rendering
     - Concept Development
     - Digital Drafting
     - Space Planning
     - Digital Renderings
     - Material use and Application

3. **Proposal Slide:**
   - Include the following in your PowerPoint/PDF Presentation:
     - Bullet points describing the important aspects of the Final Project (Thesis Track) 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 | Read Interior Architecture & Design specific Midpoint Review Handbook  
Watch the Midpoint Review Orientation |
|----------------------------------|---------------------------------------------------------------------|
| 2 to 3 months before your review | Check [graduate website](#) for Midpoint Review sign-up schedule  
Solidify your project proposal (Thesis Track)  
Make certain you have work samples from at least three (3) previous courses to showcase the required skills (Thesis & Portfolio Track) |
| 6 weeks before your review | Prepare your Midpoint Proposal with previous coursework included (Thesis & Portfolio Track)  
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. |
| 1 month before your review | 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 | Practice your oral presentation out loud and with a timer  
Review the online-specific requirements and test all of your equipment  
Email your PowerPoint or PDF presentation to Online Graduate School |
| 2 weeks before your review | Upload digital presentation of your Midpoint Proposal (Thesis & Portfolio Track). (Fall/Spring)  
On-campus students verify your equipment works prior to your actual presentation date  
Upload your PDF to your portfolio (previous work samples) and thesis book to your home page  
Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use |
| 1 week before your review | (Fall/Spring) Send to your department one (1) hard copy and 2 CD's of your Midpoint Review book.<br>Upload digital presentation of your Midpoint Proposal (Thesis & Portfolio Track).<br>(Summer) Submit one (1) hard copy and 2 CD's 72 hours in advance (Summer)<br>(Summer) Send your PowerPoint/PDF presentation to Online Graduate School via email<br>Meet online with your Online Coordinator to review your presentation room setup and use<br>Plan your attire, dress professionally<br>Practice your presentation in front of a live audience |}

| Tips for the day of your review | Get plenty of rest the night before<br>If you will be using a cellphone, make sure the battery is charged<br>Have a glass of water available during your presentation<br>Arrive at your Midpoint Review on time and ready to go<br>Greet your committee members prior to beginning your presentation<br>Listen to the committee’s advice and take notes<br>Maintain professionalism during the entire review |}

| 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](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](http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf) |}
### 7. FREQUENTLY ASKED QUESTIONS

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>When can I schedule my Midpoint Review?</strong></td>
<td>Once you have completed your eligibility requirements, you can sign up online when the sign up is available. Check the Graduate School calendar for dates and the <a href="https://example.com">Graduate School’s Midpoint Review Page</a> for the sign up link.</td>
</tr>
</tbody>
</table>
| **Who do I contact with any questions regarding my Midpoint Review?**    | 1. Midpoint Review Coordinator  
2. Midpoint Chat  
3. Your Advisor  
4. Department Coordinator |
| **How many pages should the thesis book be?**                           | There is no set number of pages needed for the Thesis book, but it should be comprised of the needed proposal, bio, etc. and work samples which display a range of skills |
| **If I’m an online student, do I need to send in physical samples of my class work?** | Yes. All students, online/onsite, must send in 2 copies of their midpoint book which includes previous course work samples from IAD classes. [Link to more detailed thesis book checklist.](https://example.com) |
| **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. |
| **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. |
| **What should I be showing in my portfolio (previous work samples)**    | Your portfolio (previous work samples) should show evidence of the following skills:  
- Hand Sketching & Rendering  
- Concept Development  
- Digital Drafting  
- Space Planning  
- Digital Renderings  
- Material use and application |
| **When do I need to upload/submit my books?**                          | **Fall/Spring Students:** Upload digital presentation two weeks (2) prior to review and submit 1 hard copy and 2 CD’s 1 week prior.  
**Summer Students:** Upload digital presentation one week (1) prior and submit 1 hard copy and 2 CD’s no less than 72 hours prior to your scheduled review. |
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 30 minutes in duration. The student’s oral presentation should be to the point and should be completed in no more than 10 minutes.

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

<table>
<thead>
<tr>
<th>Graduate Student Homepage</th>
<th><a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a></th>
</tr>
</thead>
</table>
| Academy Resource Center (ARC) | [http://www.academyart.edu/students/my-academy/academy-resource-center](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](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](http://online.academyart.edu/innovative-learning/chats.html)  
Graduate Chats: [http://gradshowcase.academyart.edu/graduate-chats.html](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](http://online.academyart.edu/schools/interior-architecture-design) |
| Graduate School Calendar | [http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources](http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources) |
| Graduate Review Showcase | [http://gradshowcase.academyart.edu/](http://gradshowcase.academyart.edu/)  
Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks. |
<table>
<thead>
<tr>
<th>Interior Architecture &amp; Design Review Showcase Page</th>
<th><a href="http://gradshowcase.academyart.edu/schools/interior-architecture-design.html">http://gradshowcase.academyart.edu/schools/interior-architecture-design.html</a></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Online Presentation Do’s &amp; Don’ts</strong></td>
<td><a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Look under Additional Presentation Tools</td>
</tr>
<tr>
<td><strong>Online Technical Requirements</strong></td>
<td><a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Look under Resources ➔ Technical Resources ➔ Online technical requirements</td>
</tr>
<tr>
<td><strong>Technology Trouble Shooting</strong></td>
<td>To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: <a href="http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm">http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</a></td>
</tr>
<tr>
<td><strong>Uploading Review Content</strong></td>
<td><a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</a></td>
</tr>
</tbody>
</table>
| **Photographing & Submitting Artwork**   | [http://media.academyart.edu/howto/index.html](http://media.academyart.edu/howto/index.html)  
 [http://howto.academyart.edu/submitting-artwork](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

<table>
<thead>
<tr>
<th>Role</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midpoint Review Coordinator</td>
<td><a href="mailto:midpointreview@academyart.edu">midpointreview@academyart.edu</a> (415) 618-6390</td>
</tr>
<tr>
<td>Contact for Online Students</td>
<td><a href="mailto:onlinogradreview@academyart.edu">onlinogradreview@academyart.edu</a> (415) 618-3614</td>
</tr>
<tr>
<td>Department Contact</td>
<td>Carolyn Caputo  &lt;br&gt; School of Interior Architecture &amp; Design  &lt;br&gt; Tel: (415) 618-3593  &lt;br&gt; Email: <a href="mailto:CCaputo@academyart.edu">CCaputo@academyart.edu</a></td>
</tr>
</tbody>
</table>

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.