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Master of Fine Arts, Jewelry and Metal Arts
Midpoint Review Handbook

This handbook contains the Jewelry and Metal Arts 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 17 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 Jewelry and Metal Arts 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:

- 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 Jewelry and Metal Arts students *

- ☐ JEM 610: Jewelry and Metal Arts: Design and Fabrication
- ☐ JEM 668: Digital Design: Laser Cutting
- ☐ JEM 620: Jewelry and Metal Arts: Advanced Design and Fabrication
- ☐ JEM 649: Modular Casting for Sculpture & Jewelry
- ☐ JEM 605: Forging and Forming
- ☐ JEM 644: Project Development

* 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. Jewelry and Metal Arts presentations take place in week 10 during the Fall and Spring semesters.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

Your Midpoint Review will consist of the following three components: portfolio, thesis book, and oral presentation. Link to tutorial on uploading work to LMS

IMPORTANT: If your Thesis Book and Portfolio are not received in time, your Midpoint Review will be cancelled and you will need to present the following semester.

Portfolio: Present ten (10) pieces (minimum) of your strongest work. It is acceptable to also include drawings and models. Show multiple views.

Link to more detailed portfolio checklist

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	**Online students** will have the work well lit, and clearly photographed; **On-campus students** will bring the pieces in to present; .JPG format of high-resolution photographs

Thesis Book: All books submitted must be clearly labeled with your name, student ID number, date of presentation, major and project title. Hard copies must also be delivered to the department: one (1) black and white, stapled copy for each Committee member and one (1) spiral-bound color copy, along with CD of portfolio work images, for the Department Director.Also students must include sketchbook/inspiration journals.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos. If you need help editing your Thesis Book please contact ARC for assistance.

Link to more detailed thesis book checklist

Upload/Deliver To:	Upload to the Thesis Proposal Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF; **On-campus students** must bring in their journals and **online** students must pick ten (10) best pages, scan and add them to your CD. Two (2) CDs must also be mailed to the Jewelry and Metal Arts office per below:
	Disk 1: The PDF of your uploaded thesis book and Selected journal pages (**online students only**)
	Disk 2: Images of all the artwork you'll be presenting (minimum 10). Make sure the scans are labeled "journal1.jpg", "journal2.jpg", etc.

Oral Presentation: Present your thesis proposal and work to your committee. Online students may create and use a PowerPoint or PDF presentation.Your PowerPoint should include the following slides: Introduction Slide, Portfolio Slides, Thesis Project Slides, Closing Slide.

Link to more detailed oral presentation checklist

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review; **online students** must submit a PowerPoint presentation two weeks prior to scheduled review.
Format:	PowerPoint
Practice and Prepare:	Practice your oral presentation in advance of your review to ensure your comfort level during the presentation. Be prepared to answer questions when you are finished.
Notes:	You may use notes, flashcards, or prompts in your 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 one hour in duration. Your presentation should be 20 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	**20 minutes**
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 minutes

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 Jewelry and Metal Arts 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/jewelry_metal_arts/graduate

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	Present ten (10) pieces (minimum) of your strongest work. It is acceptable to also include drawings and models. Show multiple views. ☐ Online students will have the work well lit, and clearly photographed ☐ On-campus students will bring the pieces in to present

THESIS BOOK CHECKLIST

Thesis Book Contents:	In your thesis book, you must include the following sections, in this order and with a separate heading for each: ☐ Cover Page ☐ Table of Contents ☐ Autobiography ☐ Resume ☐ Portfolio Samples ☐ Midpoint Thesis Abstract ☐ Midpoint Thesis Project Proposal ☐ Influences & Inspirations ☐ Three (3) minimum journal pages including process images ☐ **Six (6) Sketches of Project Concept (may include maquettes)** ☐ Statement of Professional Goals ☐ Timeline
Cover Page:	The cover page must include the following: ☐ Project title ☐ Your Name ☐ Student ID Number ☐ Academy of Art University, Graduate School of Jewelry and Metal Arts ☐ Identify this as your "Midpoint Proposal" ☐ Date of Presentation ☐ Time 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
Autobiography:	For your autobiography, you will briefly address the following in no more than one page in length: ☐ Introduce yourself. ☐ Explain how you became interested in the School of Jewelry and Metal Arts. ☐ 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.

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
- ☐ E-mail and website
- ☐ Additional contact information
- ☐ Recent exhibitions
- ☐ Recent or pertinent employment history
- ☐ Other recent information relevant to your career as an artist
- ☐ Dates should be listed chronologically, most recent at the top of the list

Portfolio Samples: You will need to include ten (10) pieces of your strongest work (minimum). It is acceptable to show drawing and models. Show multiple views. Have artwork well lit, and clearly photographed.

- ☐ Title of artwork
- ☐ Date(s) created
- ☐ Class and teacher information
- ☐ Explain how this work informs the next one – what you learned from this project that you expanded on in the next project

Midpoint Thesis Abstract: The Project Abstract is a short but detailed summary of your proposed Thesis Project. By reading this abstract, the committee should get a solid sense of what you will be doing without having to read the full proposal. The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your abstract:

- ☐ Area of emphasis
- ☐ Subject matter
- ☐ Reason for choosing the project
- ☐ What the project looks like
- ☐ How and why you are creating the project
- ☐ How you plan to present the final project

Midpoint Thesis Project Proposal: The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay the details of your proposed project to the Panel. Avoid direct repetition of your sentences from your abstract. You will want to address the following in an articulate and well thought-out manner (approximately 2 pages in length):

- ☐ Define your Thesis Project in detail
- ☐ Describe what led you to the project
- ☐ Describe any challenges you expect to face with the project
- ☐ Describe how you anticipate the project evolving
- ☐ Include how you expect to spend your Directed Study time

Influences & Inspiration: The Influences & Inspirations section in your proposal needs to identify and describe your artistic influences in making the project. You should present 6-10 images as influences or inspirations. You will identify:

- ☐ Artist name and their timeframe
- ☐ What part of their work inspired you
- ☐ How their art has influenced your work
- ☐ Include images of their work (multiple images per page is acceptable)

Though this section does not need to be long, you will want to be specific in describing how and why these artists have influenced/inspired you and/or your work.

Sketches: Scan 10 sketches from your Sketchbook/Inspiration Journal and include them in this section. List the sketches chronologically to show the evolution of your thesis project idea.

Statement of Professional Goals:

The Statement of Professional Goals should identify the following:
- ☐ Identify your professional goals, including where you would like to be with your work upon graduation and what you would like to be doing 5 years from now
- ☐ Identify the ways in which the development of your Thesis project, and knowledge learned in the process, may assist you in the realization of your professional goals

Timeline: The timeline must layout specific classes. This can be adjusted after your first Directed Study course. 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 courses that you are considering by semester, including course title.
- ☐ Identify your anticipated graduation date (semester/year).
- ☐ Be sure your total units add up to 63.

ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines:	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.
Duration:	Midpoint Reviews are approximately **1 hour** in duration. Your oral presentation should be succinct and completed in approximately **20 minutes or less**.
Purpose:	To assess your development to date and help us formulate a plan for your post Midpoint Review studies.

MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

PowerPoint Development Guidelines:	Whether you decide to follow the provided PowerPoint template or create your own presentation, you will need to start with an introduction/title slide and end with a final slide, which indicates the end of the presentation to the panel. It is best to keep your presentations written text in bullet-point format or very short sentences so the panel does not have to read a lot of written information while listening to your oral presentation simultaneously. Though there is a degree of freedom in how you develop your PowerPoint presentation, there are some important development guidelines you must follow:

Font: Use standard fonts and use a font size and color that is large and clear enough to read.

Images: Make sure your images are large enough to be clearly seen.

Content: Use bullet points instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

NOTE: If you have a specific font to use, save your PowerPoint as a PDF. Keep in mind that the fonts must be easy to read.

NOTE: Optional for online students

File Types:	You are able to load the following file types separately into the online meeting room. Let your online learning coordinator know when you do your rehearsal:

- *SWF*
- *HTML*
- *FLV*
- *mp3*
- *mp4*
- *f4v*

IMPORTANT: For all other file types, talk to your online learning coordinator about sharing your desktop.

JEM PowerPoint Template:	Here is the link to the AAU PowerPoint Template for Graduate Jewelry and Metal Arts Online Students

MIDPOINT REVIEW PDF CHECKLIST

PowerPoint/ PDF Checklist:	Your PowerPoint should include the following slides: ☐ Introduction Page ☐ Portfolio Slides ☐ Proposed Thesis Project Slides ☐ Closing Slide
Introduction Slide:	The introduction/title slide must include the following items: ☐ Your name ☐ Your student ID ☐ Department Name ☐ Project title ☐ Date & Time of the presentation
Portfolio Slides:	The portfolio slides must include the following items: ☐ Artwork in .JPG format ☐ Title of artwork ☐ Class, semester and teacher information
Thesis Project Slides:	Include the following in your PowerPoint Presentation: ☐ Bullet points describing the important aspects of the project
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 ☐ Thank you

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Jewelry and Metal Arts 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 Thesis Project Concept
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.
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	On-campus students verify your equipment works prior to your actual presentation date Upload your PDF to your portfolio and thesis book to your Student Homepage 🌐 Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	🌐 Send your PowerPoint presentation to Online Graduate School via email Plan your attire, dress professionally Practice your presentation in front of a live audience
Tips for the day of your review	Get plenty of rest the night before 🌐 If you will be using a cellphone, make sure the battery is charged Have a glass of water available during your presentation Arrive at your Midpoint Review on time and ready to go 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

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 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 Graduate School's Midpoint Review Page for the sign up link.
How many pages should the thesis book be?	There is no specified length for the completed written proposal. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. 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.
If I'm an online student, do I need to send in physical samples of my class work?	No.
Can we include work we've done outside of the Academy?	Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.
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.
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.

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	https://www.academyart.edu/academics/jewelry_metal_arts http://online.academyart.edu/schools/jewelry-metal-arts
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.
Jewelry and Metal Arts Review Showcase Page	http://gradshowcase.academyart.edu/schools/jem.html
Online Connection Through Mobile Devices	http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	http://gradshowcase.academyart.edu/ Look under Additional Presentation Tools
Online Technical Requirements	http://gradshowcase.academyart.edu/Look under Resources →Technical Resources → Online technical requirements
Technology Trouble Shooting	To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm

Uploading Review Content	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf
Photographing & Submitting Artwork	http://media.academyart.edu/howto/index.html http://howto.academyart.edu/submitting-artwork

9. ONLINE PRESENTATION DETAILS

A. Scheduling a Meeting with an Online Graduate Review Coordinator

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

B. Online Presentation Guidelines

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

Font: Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.

Images: Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.

Credit: When including art made by other artists, credit the artist

Content: It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

Online Technical Requirements
Adobe Connect Diagnostic Test

Online Graduate Review Contact Information
Email: onlinegradreview@academyart.edu
Phone: (415) 618-3614

10. CONTACT INFORMATION

Midpoint Review Coordinator:	midpointreview@academyart.edu (415) 618-6390
Contact for Online Students:	onlinegradreview@academyart.edu (415) 618-3614
Department Contact(s):	Jennifer Cho Administrator - School of Jewelry and Metal Arts Tel: (415) 618-8003 Email:jecho@academyart.edu
Send Materials To:	Academy of Art University School of Jewelry and Metal Arts Midpoint Review 79 New Montgomery San Francisco, CA 94105 **NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.