

## Master of Fine Arts, Landscape Architecture Midpoint Review Handbook

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This handbook contains the Landscape Architecture 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 22 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 Landscape Architecture 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

Before you can present your Midpoint, you will need to have completed or be in the process of completing LAN 688: Emerging Topics in Landscape Architecture regardless of the track you are following (63 units or 87 units).

This course has been specifically designed to help you develop and prepare your Midpoint Review proposal.

In addition, prior to scheduling your Midpoint Review, you must have done the following:

- Completed all core requirements (listed below)
- Completed 6 units of Liberal Arts

These core courses must be taken by all Landscape Architecture students \*

#### **63 Unit Program:**

- GLA 640 Urban Open Spaces
- LAN 658: Landscape, Theory & Design
- LAN 660: Designing Public Spaces Studio
- LAN 665: Digital Graphics for Landscape Architecture
- LAN 670: Regional Planning & Analysis
- LAN 673: Landscape Architectural Methods & Materials
- LAN 678: People & the Environment
- LAN 679: Advanced Digital Graphics for Landscape Architecture
- LAN 680: Site Planning & Sustainable Design Studio
- LAN 688: Emerging Topics in Landscape Architecture

#### **87 Unit Program:**

- LAN 605: Drawing as Process
- LAN 607: Historical Precedents of Landscape Architecture
- LAN 609: Ecological Foundations of Design 1
- LAN 610: Landscape Architecture Design Studio
- IAD608/LAN 615: Digital Imaging
- LAN 617: Site Engineering
- LAN 619: Ecological Foundations of Design 2
- LAN 620: Site Design Studio
- GLA 640: Urban Open Spaces
- LAN 658: Landscape, Theory & Design
- LAN 660: Designing Public Spaces Studio
- LAN 665: Digital Graphics for Landscape Architecture
- LAN 670: Regional Planning & Analysis
- LAN 673: Landscape Architectural Methods & Materials
- LAN 679: Advanced Digital Graphics for Landscape Architecture
- LAN 678: People & the Environment
- LAN 680: Site Planning & Sustainable Design Studio
- LAN 688: Emerging Topics in Landscape Architecture

\* 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

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

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

**Portfolio:** The purpose of the portfolio presentation is to assess your development to date and plan for your post Midpoint Review studies. The work must exemplify your highest level of technical proficiency, substantial creative explorations involving a high level of critical thinking, and clearly indicate your ability to begin the proposed thesis project. Remedial work and samples of skill development should not be shown. Do not dwell on a factual description of each project.

The portfolio requires **a minimum** of three (3) projects from studio classes completed while a student at the Academy of Art University. Each project should include course name, number and semester completed. Include a brief description of the project and the required deliverables. Be prepared to answer questions regarding your previous work as the committee may ask about your design process, the technical skill sets used, or other relevant questions regarding these projects.

In addition, each project should demonstrate and highlight a wide range of design acumen, spatial problem solving skills, and a strong knowledge of the design process. The visual presentation for each project should represent a broad range of representational skills, including both hand and digital illustrations, and must include (but is not limited to) examples of concept sketches, design process sketches, thumbnail perspectives, physical models, digital drawings, site analysis diagrams, site plans, sections, section/elevations, site renderings, illustratives, planting plans, grading plans, and context maps.

[Link to more detailed portfolio checklist](#)

<b>Upload/Deliver To:</b>	Upload to the Portfolio Icon in LMS
<b>Due Date:</b>	Two (2) weeks prior to review date (Fall and Spring) One (1) week prior to review date (Summer)
<b>Format:</b>	.JPG for high resolution photographs/scans

**Thesis Proposal Book:**

All three (3) copies of your thesis proposal book must be professionally bound in an 11" x 17" format, landscape orientation and must include two (2) CD copies of the Thesis Proposal Book. The following sections with a separate title page for each must be included: Cover Page, Table of Contents, Autobiography, Resume, Statement of Professional Goals, Abstract/Project Summary Statement, Site Analyses, Case Studies, Design Concept, Project Proposal, Timeline, Portfolio, Bibliography.

Professional Editing: The Thesis Proposal Book must be professionally edited, grammatically correct and free of spelling errors and typos. The completed Thesis Proposal Book must be of professional quality.

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

<b>Upload/Deliver To:</b>	Upload to the Thesis Proposal Icon in LMS
<b>Due Date:</b>	Two (2) weeks prior to review date (Fall and Spring) One (1) week prior to review date (Summer)
<b>Format:</b>	PDF, Three (3) copies of your bound thesis book and Two (2) CDs containing the same PDF must be mailed or hand delivered to the School of Landscape Architecture department.

**Oral Presentation:**

The Academy of Art University's Online Midpoint Review provides a means for both online and offsite Academy students to present their thesis proposals via the Academy's online meeting environment. All students have the option of presenting their Midpoint Review online or on-campus. Whatever venue the student chooses to present their Midpoint Review, the following requirements must be met:

**CONTENT:** Recap your written document as your presentation, but do NOT read your paper or PowerPoint presentation verbatim. The Review Committee has already reviewed and read your thesis book. Present boards or digital images that specifically relate to your Final Thesis Proposal. The images and drawings shown should represent the beginning of your Final Thesis Project and illustrate the specific directions the project is headed.

**COMMUNICATE:** Effective communication is critical. You must sell your idea to the Review Committee as if you were presenting to a potential client.

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

<b>Upload/Deliver To:</b>	Location as scheduled by your Program Administrator.
<b>Due Date:</b>	At the scheduled day/time of your review if presenting on-campus; online students must submit a PowerPoint presentation or equivalent two weeks prior to scheduled review.
<b>Format:</b>	PowerPoint or equivalent
<b>Practice and Prepare:</b>	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.
<b>Notes:</b>	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 30 minutes long.

The Midpoint Review meeting will follow this structure:

<b>Midpoint Review Presentation</b>	<b>30 minutes</b>
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	5 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](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 Landscape Architecture 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/landscape\\_architecture/graduate](http://www.academyart.edu/academics/landscape_architecture/graduate)

## 5. CHECKLISTS

### PORTFOLIO CHECKLIST

<b>Portfolio Contents:</b>	<p>You must include <b>a minimum</b> three (3) projects completed while a student at the Academy. The work included in your portfolio must exemplify your highest level of technical proficiency, substantial creative explorations involving a high level of critical thinking, and clearly indicate your ability to begin the proposed thesis project. Remedial work and samples of skill development should not be shown. Do not dwell on a factual description of each project.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Titles for each portfolio project should include course name, number and semester completed.</li> <li><input type="checkbox"/> Include a brief description of the project and the required deliverables.</li> <li><input type="checkbox"/> Be prepared to answer questions regarding your previous work as the committee may ask about your design process, the technical skill sets used, and other relevant questions regarding these projects.</li> </ul>
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### THESIS PROPOSAL BOOK CHECKLIST

<b>Thesis Book Contents:</b>	<p>The purpose of the Thesis Proposal Book is to clearly provide as much information as possible to the reviewers who will review and judge your presentation. This written proposal will enable them to understand your project prior to your verbal presentation, so they will not have to ask too many clarifying questions. Rather, they can focus on your ideas and more accurately determine if your preparations are sufficient for you to begin a successful Final Thesis Project and, subsequently, Directed Study.</p> <p>In your professionally-bound thesis proposal books and CDs you must include the following sections with a separate heading for each:</p> <table border="0"> <tr> <td><input type="checkbox"/> Cover Page</td> <td><input type="checkbox"/> Case Studies</td> </tr> <tr> <td><input type="checkbox"/> Table of Contents</td> <td><input type="checkbox"/> Design Concept</td> </tr> <tr> <td><input type="checkbox"/> Autobiography</td> <td><input type="checkbox"/> Project Proposal</td> </tr> <tr> <td><input type="checkbox"/> Resume</td> <td><input type="checkbox"/> Timeline</td> </tr> <tr> <td><input type="checkbox"/> Statement of Professional Goals</td> <td><input type="checkbox"/> Portfolio</td> </tr> <tr> <td><input type="checkbox"/> Abstract/Project Summary</td> <td><input type="checkbox"/> Bibliography</td> </tr> <tr> <td><input type="checkbox"/> Statement</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Site Analysis</td> <td></td> </tr> </table>	<input type="checkbox"/> Cover Page	<input type="checkbox"/> Case Studies	<input type="checkbox"/> Table of Contents	<input type="checkbox"/> Design Concept	<input type="checkbox"/> Autobiography	<input type="checkbox"/> Project Proposal	<input type="checkbox"/> Resume	<input type="checkbox"/> Timeline	<input type="checkbox"/> Statement of Professional Goals	<input type="checkbox"/> Portfolio	<input type="checkbox"/> Abstract/Project Summary	<input type="checkbox"/> Bibliography	<input type="checkbox"/> Statement		<input type="checkbox"/> Site Analysis	
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<input type="checkbox"/> Site Analysis																	



**Cover Page:** The cover page must include the following:

- Project title
- Your Name
- Student ID Number
- Academy of Art University, Graduate School of Landscape Architecture
- Identify this as your "Midpoint Proposal"
- Date of Presentation
- Time of Presentation

**Table of Contents:** All Thesis Proposal Books 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. Make sure that your autobiography is concise yet as engaging as possible.

- Introduce yourself.
- Explain how you became interested in Landscape Architecture.
- 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 a designer such as relevant professional, personal and/or educational experiences.
- Describe what inspires you as a designer. Explain why and how these have influenced your work.

**Resume :** You will need to include a formal resume in your Thesis Proposal Book. 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 relevant past or personal experience. Your resume is required to contain the following information:

- Name
- Address
- Phone number
- E-mail and website
- Additional contact information
- Recent exhibitions, publications, competitions (if applicable)
- Educational background (beyond high school)
- Pertinent employment and/or internship history
- Other recent information relevant to your career including teaching or volunteer activities, professional memberships, relevant skills, etc.
- Dates should be listed chronologically, most recent at the top of the list.

**Statement of Professional Goals:** The Statement of Professional Goals should include the following:

- Identify your professional goals, including where you envision yourself as you approach graduation from this program and what you would like to be doing five years from now.
- Identify the ways in which the development of your Final Thesis project, and the knowledge and skills learned in the process, may assist you in the realization of these goals.

**Abstract/Project Summary:**

The Abstract/Project Summary is a description of your project that provides background from your research and identifies the questions your design solution hopes to answer.

This Abstract/Project Summary has three basic functions. First it provides a brief introduction to your site (location, local, regional, global context). Secondly, it describes the key issues present on the site. Thirdly, it is a summary of your proposal for your Final Thesis Project. By reading this abstract, the committee should get a clear sense of the site as well as the issues you will be addressing and why without having to read the more detailed Project Proposal (see below).

The Abstract/Project Summary should be approximately 150-250 words. There are a number of important elements to consider for inclusion in your abstract:

- Reason for choosing the project
- Definition of the specific issues you will be addressing
- Location of the project
  - Description of project site edges, boundaries of the site
  - Description of the scope of work you are proposing
- Description of your initial strategies for addressing the issues on the site
- Other relevant information

**Site Analysis:**

The Site Analysis evaluates both large scale issues as well as specific details about the existing site. This is an opportunity for you to understand the opportunities and constraints of the site you have selected and to communicate that in-depth knowledge to the Review Committee.

As you have done in your previous studios, your site analysis will explore and describe all of the environmental, ecological, social, cultural, economic aspects of the site.

Understanding and communicating the site context at various scales is also key here.

Using internet tools can be very useful in gathering base information but do not rely only on this resource. Expand your research to include books and recent design publications.

Your site analysis needs to include information about the current users and activities taking place on the site if applicable. Age, gender, socioeconomic status, and other relevant information must be clearly communicated.

Indication of scale and the north arrow on all pertinent maps and plans is essential.

Make sure to cite all resources and label all maps and diagrams.

**Case Studies:**

Illustrate and describe three (3) case studies that are directly relevant to the goals of your proposal. The most relevant criteria directing the search for and the selection of case studies can be found in questions such as, “What is the purpose of my project?”, “What issues am I trying to solve?”, “What types of spaces and experiences am I trying to create?”, “What is the scale of my site?” Expand your research to include books and recent design publications. Do not rely exclusively on the internet.

- Find several original critiques of the projects as contradicting reviews and opinions of a project might provide valuable insight.
- Consider case studies that are instructive in terms of their design, program and location.

**Design Concept:** Identify and describe the initial conceptual thinking for your project. As you have learned in your graduate studies thus far, the basis for your concept(s) might be the site itself, the physical characteristics of the larger geographic region, a relationship between elements. It might be based on an artistic, philosophical, religious, or even political idea.

This section should clearly and thoroughly illustrate through sketches, diagrams and other images the development of at least three (3) relevant concepts that you are exploring.

**Project Proposal:** The Thesis Project proposal is the focal point of the written proposal. In this section of the document, you will relay the details of your proposed project to the Review Committee. 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 the scope and intent of your Thesis Project in detail
- Describe in detail the proposed program elements and activities for the site
- 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

**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 or 87 depending on your track

**Portfolio:** You must include *a minimum* three (3) projects completed while a student at the Academy. Work should demonstrate a diverse skill set and understanding of the design process.

- Titles should include course name, number and semester completed.
- Include a brief description of the project and deliverables/ requirements.
- Be prepared to answer questions regarding your previous work as the committee may ask about process, skillset and design decisions regarding your previous work submissions

**Bibliography:** List the references that you used to create your Final Thesis Project proposal.



## ORAL PRESENTATION CHECKLIST

<b>General Oral Presentation Guidelines:</b>	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.
<b>Duration:</b>	Midpoint Reviews are approximately <b>1 hour</b> in duration. Your oral presentation should be succinct and completed in approximately <b>30 minutes or less</b> .
<b>Purpose:</b>	The purpose of the portfolio presentation is to assess your development to date and plan for your post Midpoint Review studies. The work must exemplify your highest level of technical proficiency thus far. It also shows how you were challenged and what skills and methodologies you have learned.
<b>Content:</b>	The portfolio requires <b>a minimum</b> three projects from studio classes that encompass and highlight a wide range of design acumen, spatial problem solving skills, and a strong knowledge of the design process. Drawings should represent a broad range of design skills, both drawn by hand as well as the computer, and must include (but is not limited to) examples of concept sketches, design process sketches, thumbnail perspectives, physical models, digital drawings, site analyses, site plans, sections, section/elevations, site renderings, illustratives, planting plans, grading plans, and context maps. All content must be from your studies at the Academy of Art University. The work shown here must exemplify your highest level of technical and design proficiency to date. All work must exhibit substantial creative explorations that involve a high level of critical thinking and problem solving, showing preparedness to begin the proposed final project. Remedial work and samples of skill development should not be shown. Do not dwell on a factual description of each project.

## MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

### PDF 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:

- Font:** Use the standard fonts
- Size:** Use a font size that is large enough to read
- Color:** Use a font color that is easy to read

#### Content:

- 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. You can use Keynote but you will need to save as a PowerPoint Presentation.

### 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*

**NOTE:** For all other file types, talk to your online learning coordinator about sharing your desktop. You can use Keynote but you will need to save as a PowerPoint Presentation.

**MIDPOINT REVIEW PDF CHECKLIST**

**PowerPoint/  
PDF Checklist:** Your PowerPoint/PDF should include the following slides:

- Title Slide
- Autobiography Slide
  - Abstract/Project Summary Slides
  - Site Analysis Slides
- Case Studies Slides
- Concept Slides
- Project Proposal Slides
  - Timeline Slide
- Portfolio Slides
- Closing Slide

**Title Slide:** The introduction/title slide must include the following items:

- Your name
- Your student ID
- Department Name
- Project title
- Date of the presentation

**Autobiography  
Slides:** Give a quick 1 minute personal introduction.

- Images of personal inspiration – maximum of three (3) slides

**Site Analysis  
Slides:** Detailed information about the site as it exists.

- Clearly labeled context maps: historical/cultural/environmental, etc.
- Site plans and maps of existing site at a variety of scales.
- Proposed project area needs to be clearly noted on all site plans and maps
- Relevant diagrams indicating existing programming, circulation, ecological considerations, etc.

**Case Studies  
Slides:** Briefly describe three (3) case studies that are directly relevant to the goals of your proposal. For each be sure to include:

- Name, location, date of construction, name of designer/firm responsible – one (1) slide each

**Thesis Project  
Slides:** The portfolio slides must include the following items:

- Bullet points describing the important aspects of the project relevant to the proposal
- Proposed project area needs to be clearly noted on all site plans and maps
- Relevant diagrams indicating proposed programming, circulation, ecological considerations, etc.

**Portfolio Slides:** The portfolio slides must include the following items:

- Project title, course name, number, semester completed
- Images in .JPG format



**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 Landscape Architecture specific Midpoint Review Handbook Watch the Midpoint Review Orientation Discuss alternative project sites with LAN 688 instructor.
2 to 3 months before your review	Check <a href="#">graduate website</a> for Midpoint Review sign-up schedule Select project site and begin to solidify your Thesis Project Concept. Begin project site research and writing first draft of Thesis Proposal.
6 weeks before your review	Continue project site research Prepare your thesis book Work with an editor or contact <a href="#">ARC</a> to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Refine your written Thesis Proposal ● 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 of your portfolio 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	● 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	<ul style="list-style-type: none"> <li>Get plenty of rest the night before</li> <li>● If you will be using a cellphone, make sure the battery is charged</li> <li>Have a glass of water available during your presentation</li> <li>Arrive at your Midpoint Review on time and ready to go</li> <li>Greet your committee members prior to beginning your presentation</li> <li>Listen to the committee’s advice and take notes</li> <li>Maintain professionalism during the entire review</li> </ul>
Following your review	View your Midpoint Review results <a href="#">here</a>
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: <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>
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: <a href="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</a>

## 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 <a href="#">Graduate School’s Midpoint Review Page</a> for the sign up link.
How many pages should the thesis book be?	There is no specific requirement regarding the project site size. What is important is the issue on which you will be focusing. Your goal with this proposal is to identify the issues of the site and then address and describe your objectives and the manner in which you intend to pursue them.
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.
How large should my project site be?	One hundred (100) acres can be considered as a guideline in order to ensure a rigorous investigation and an in-depth final solution. The recommended minimum size is larger than most of your studio projects. This will be discussed further in LAN 688.
Does it have to be an urban site?	No. A selected site can be located anywhere in the urban/ suburban/ agricultural/ wilderness continuum.
Can my project site include buildings?	Yes. However, the design of new buildings on the site is not recommended. In addition, the redesign of an existing building is not the focus of this thesis project. This will be discussed further in LAN 688.
Can I select a residential scale project?	No.

## 8. IMPORTANT LINKS

Graduate Student Homepage	<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>
Academy Resource Center (ARC)	<a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a> Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	<a href="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</a>
Online Chat Schedules & Recordings	Chat Schedule: <a href="http://online.academyart.edu/innovative-learning/chats.html">http://online.academyart.edu/innovative-learning/chats.html</a>  Graduate Chats: <a href="http://gradshowcase.academyart.edu/graduate-chats.html">http://gradshowcase.academyart.edu/graduate-chats.html</a>  Twitter: @aauchats
Department Specific Websites	<a href="https://www.academyart.edu/academics/landscape_architecture">https://www.academyart.edu/academics/landscape_architecture</a> <a href="http://online.academyart.edu/schools/landscape-architecture">http://online.academyart.edu/schools/landscape-architecture</a>
Graduate School Calendar	<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>
Graduate Review Showcase	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Landscape Architecture Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/landscape-architecture.html">http://gradshowcase.academyart.edu/schools/landscape-architecture.html</a>
Online Connection Through Mobile Devices	<a href="http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html">http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</a>  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>  Look under Additional Presentation Tools
Online Technical Requirements	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> 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: <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> 



Uploading Review Content	<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>
Photographing & Submitting Artwork	<a href="http://media.academyart.edu/howto/index.html">http://media.academyart.edu/howto/index.html</a> <a href="http://howto.academyart.edu/submitting-artwork">http://howto.academyart.edu/submitting-artwork</a>

## 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](mailto:onlinegradreview@academyart.edu)

Phone: (415) 618-3614



## 10. CONTACT INFORMATION

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

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

Department Contact(s): Heather Clendenin  
Director of School of Landscape Architecture  
Tel: (415) 618-3600  
Email: [HClendenin@academyart.edu](mailto:HClendenin@academyart.edu)

Send Materials To: Academy of Art University

School of Landscape Architecture  
Midpoint Review

79 New Montgomery  
San Francisco, CA 94105

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