




Master of Fine Arts Motion Pictures and Television, Cinematography Midpoint Review Handbook

This handbook contains the Motion Pictures and Television, Cinematography, 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 the last page 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 Motion Pictures and Television, Cinematography 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)

These core courses must be taken by all Motion Pictures and Television, Cinematography students *

- MPT 615: Lighting 1
- MPT 630: Film Cinematography 1 –OR–
- MPT 634: Digital Cinematography
- ANM 604: VFX: Cinematography
- MPT 636: Film Cinematography 2 –OR–
- MPT 639: Digital Cinematography 2

* 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.

2. SCHEDULING A 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 components: portfolio, Midpoint Review book, and discussion of your work and proposed project with the Committee. [Link to tutorial on uploading work to LMS](#)

Note on the Portfolio: Be prepared to bring and run your reel for the Midpoint Review Committee and to show any visual materials that are appropriate (e.g. look books; floor plans for projects you have already shot), as discussed with the Cinematography Track Head, MPT Director Kenn Ferro.

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

Portfolio: One Midpoint Review Book and Two Portfolio High-Definition .MOV files of your best work to date, which should include at least one collaborative project and 3-5 minutes of non-repeating sample reel.

[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:	PDF for Thesis Book; High-Definition .MOV files on a thumb-drive

Midpoint Review Book: [Link to more detailed Midpoint Review book checklist](#)

Upload/Deliver To:	Upload to the Thesis Proposal Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	PDF

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

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are one hour in duration. The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Student in Discussion with the Midpoint Committee	30 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback to Student	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.

Student in Discussion with the Midpoint Committee: The Committee will discuss key work to date, proposed work, and related topics such as career goals during this discussion. Questions will be asked by the Committee for clarification.

Committee Discussion, Decision, & Feedback: After a discussion with the student, the committee will recess in private to discuss the merits of the project/s proposed.



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 Motion Pictures and Television 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/motion_pictures_television/graduate

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	ALL STUDENTS: Must provide the following materials:	
	Midpoint Proposal Written Book:	Midpoint Portfolio Thumb Drive
	<input type="checkbox"/> One PDF version uploaded to your student Home Page <input type="checkbox"/> A PDF or physical copy of look books and floor plans for the best projects you have already shot, as discussed with the Cinematography Track Head, MPT Director Kenn Ferro.	<input type="checkbox"/> Two (2) copies of your portfolio in High-Definition .MOV files which includes at least one collaborative project and 3-5 minutes of non-repeating sample reel.

MIDPOINT REVIEW BOOK CHECKLIST

Midpoint Review Book Contents:	In your Adobe PDF of your written proposal, you must include the following sections, in this order and with a separate heading for each: <ul style="list-style-type: none"> <input type="checkbox"/> Cover page <input type="checkbox"/> Table of Contents <input type="checkbox"/> Business card <input type="checkbox"/> Resume <input type="checkbox"/> Action shot of you as a cinematographer <input type="checkbox"/> Very brief autobiography <input type="checkbox"/> Midpoint Proposal
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Cover Page:	The cover page must include the following: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Publicity Photo: Action shot of you as a Cinematographer</td> <td><input type="checkbox"/> Focus: Cinematography</td> </tr> <tr> <td><input type="checkbox"/> Your Name</td> <td><input type="checkbox"/> Midpoint Proposal Book</td> </tr> <tr> <td><input type="checkbox"/> Student ID Number</td> <td><input type="checkbox"/> Midpoint Date & Time</td> </tr> <tr> <td><input type="checkbox"/> Academy of Art University, MFA Candidate in the School of Motion Pictures & Television</td> <td><input type="checkbox"/> Contact information: Email & Phone</td> </tr> </table>	<input type="checkbox"/> Publicity Photo: Action shot of you as a Cinematographer	<input type="checkbox"/> Focus: Cinematography	<input type="checkbox"/> Your Name	<input type="checkbox"/> Midpoint Proposal Book	<input type="checkbox"/> Student ID Number	<input type="checkbox"/> Midpoint Date & Time	<input type="checkbox"/> Academy of Art University, MFA Candidate in the School of Motion Pictures & Television	<input type="checkbox"/> Contact information: Email & Phone
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<input type="checkbox"/> Academy of Art University, MFA Candidate in the School of Motion Pictures & Television	<input type="checkbox"/> Contact information: Email & Phone								

Table of Contents:	All Midpoint proposals must have a table of contents (TOC). List each topic section and its corresponding page number in the TOC. <ul style="list-style-type: none"> <input type="checkbox"/> Number each page of the proposal <input type="checkbox"/> List each topic section and it's corresponding page number in the TOC
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Business Card: Your name, title, and contact information should be clearly visible (actual size). A sample of your stationary and letterhead can be included.

Resume : Provide a 1-page resume that clearly lists your name, title, contact information, employment experience, education to date, and other relevant information.

Publicity Photo: Submit other publicity photos of you that reflect industry standards that introduce you to the job market in film and television.

Equipment List: Provide equipment list and rentals for each proposed project. If information is not available give your best guess based on information available. Include:

- Camera bodies (one body or more)
- Lenses
 - Camera mounts, heads, tripods, crane etc.
 - Filtration (specialty filters, behind or in front of lens)
 - Camera accessories (speed aperture computer etc.)
 - Filtration (specialty filters, behind or in front of lens)
 - Camera accessories (speed aperture computer etc.)
- Lights (juniors, babies, inkys, HMI's Kino-Flo's Panel lights, etc.)
- Gels (CTO, CTB, STRAW, etc.)
- Electrical support (cables, break out boxes, distros, safety gear etc.)
- Format details (Digital, HD, 16mm or 35mm)
 - Scrimms Flags
 - Light meters Harnesses
 - Filters Camera mounting platforms
 - Contrast viewer Drapery
 - Grip equipment Speed rail
 - Stands Dolly
 - Sand bags Dance floor
 - Nets Additional hardware and tools (screw guns, c-47's, pony clips etc.)

Storyboards: Provide storyboards to be used in the production if you have them (these may not be ready at this stage of the project/s).

Floor Plans with Lighting Setups: Provide examples of floor plans with lighting set-ups (1-3) pages). If applicable (these may not be ready at this stage of the project/s).

Experience to date: For each thesis film you have shot (if any):

Please list each of the positions you have filled: operator, first assistant, gaffer, key grip

- o Describe what type of technical research you conducted
- o Production schedules
- o Storyboards (if available)

- Lighting floorplans

Thumb-Drive: To be sent separately: the thumb-drive containing:
*Sent separately to your department. High-Definition (HD) .MOV files of your films



MIDPOINT REVIEW PDF CHECKLIST

Midpoint

Proposal:

- Identify what combination of projects you intend to use as your 5 portfolio pieces:
The five total projects must include proposals for:
- Two short narratives and in addition:
 - Three of the following (can be all from one category or a combination): music videos, commercials, and/ or documentaries

6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Motion Pictures and Television, Cinematography specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check graduate website for Midpoint Review sign-up schedule</p> <p>Solidify the Five (5) Projects You Will Propose</p>
6 weeks before your review	<p>Prepare your Midpoint Review book</p> <p>Work with an editor or contact ARC to make sure your Midpoint Review book is grammatically correct and typo-free. This is imperative!</p>
1 month before your review	<p> Prepare your written proposal.</p>
3 weeks before your review	<p>Send to your department one (must be received two weeks before your presentation):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Your .MOV files on the thumb-drive <input type="checkbox"/> A PDF of your entire proposal <p> Review the online-specific requirements and test all of your equipment</p>

	<ul style="list-style-type: none"> Email your PDF presentation to Online Graduate School
2 weeks before your review	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF of your portfolio and Midpoint Review book to your home page</p> <ul style="list-style-type: none"> Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	<ul style="list-style-type: none"> Plan your attire, dress professionally
Tips for the day of your review	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> If you will be using a cellphone, make sure the battery is charged <p>Have a glass of water available</p> <p>Arrive at your Midpoint Review on time and ready to go</p> <p>Greet your committee members</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>
Following your review	View your Midpoint Review results here
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf





7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	Once you 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
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	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 proposed projects, 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.

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/content/aa/en/academics/motion_pictures_television.html http://online.academyart.edu/schools/motion-picture-television
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.
Motion Pictures and Television, Cinematography Review Showcase Page	http://gradshowcase.academyart.edu/schools/motion-pictures-television.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): Sarah Novak, MPT Administrative Assistant
School of Motion Pictures and Television
Tel: (415) 618-6448
Email: SNovak@academyart.edu

Send Materials To: Academy of Art University

School of Motion Pictures and Television, Cinematography
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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