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

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

It is your responsibility to use the latest version of the Midpoint Review Handbook. If you are uncertain if this is the latest version, please refer to the Motion Pictures and Television, Directing 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 Motion Pictures and Television, Directing students *

- MPT 616: Directing Actors for Motion Pictures
- MPT 641: Directing 1
- MPT 651: A Director Prepares (students prior to FA14 MPT642 Directing 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.

Plan ahead and be prepared to present your proposal by the beginning of the semester.

B. Approved Scripts

At your Midpoint Review, you will present the script to be used for your thesis, but you must either:

1) Use a fully-approved script from the MPT Approved Script site (See below for details.) -OR-
2) Have your script approved by the head of the Directing Track.

C. Script Approval Process

The script for your thesis film must be approved by the Head of the Directing Track before your Midpoint Review.
Here’s the basic process:
1. You submit a script to the head of the Directing Track.
2. You meet with the head of the Directing Track, who will give you feedback on the script.
3. You may be asked to use this feedback to improve the script and resubmit it before approval is granted.
   • (NOTE: You would normally work with the writer to implement these changes.)
4. The head of the Directing Track approves the script or asks you to find another script.
5. You attend your Midpoint Review with an approved script.
   • (NOTE: At Midpoint, you may be given further notes on the script.)

How do you get a script approved for your thesis project?
1. At least four weeks before your Midpoint Review, send an email to:
   mptscripts@academyart.edu with the following:
   a) Attach the script, as a PDF file, to the email.
   b) Attach the completed Short Film Script Submission Form to the email.
      i. You are required to meet with the head of the Directing Track to discuss your script.
      ii. This meeting must take place prior to your Midpoint Review.
      iii. The earlier this meeting occurs, the more opportunity you’ll have to implement the
           recommended changes to assure your script gets approved.
      iv. You will not be able to enter your Midpoint Review until this meeting occurs and the
           script is approved.
2. After you send the email detailed above, the Directing Track Head will review the script, and may
   contact you with some follow-up questions. You will also be contacted about the date and time of your
   meeting.
3. The meeting with the head of the Directing Track will occur. It is common to receive script notes, which
   you will need to address for the script to be approved.
4. You submit a revised version of the script.
5. You will receive notification of whether the script is approved or not. This generally takes about 1-2
   weeks.

But where do you get a script in the first place?

There are three ways to obtain a script:

• Write it yourself.
  o This is generally not recommended unless you wrote it in a short film screenwriting class. Questions about this? Email James Egan: JEgan@academyart.edu
• Get one from a fellow AAU student, or from a writer outside the Academy.
TIP: You can contact students or instructors from the following courses, where short film scripts are written: WRI 233, WRI 266, MPT 619, MPT 629.

TIP: You can set up a project using the Academy's new Student Project Collaboration tool, and indicate you’re seeking a writer or script for your thesis project.

- If you aren’t familiar with this tool, we have created a brief demo for you here: https://live4.academyart.edu/p19qak7cbth/
- NOTE: This method could be very time-consuming, so if you decide to use it, we recommend you begin at least a full semester prior to your Midpoint Review.

- Find one at the MPT Approved Scripts website and secure the writer’s permission to direct it.
  - Scripts at this site have already been through an extensive development process and are already approved.

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 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:

Two to three examples of your best work from any films you made while attending the Academy of Art University. List the films you will be screening for the committee. Include one image capture showing the main character and the following information: Title, Genre, Project Type, TRT, Medium, Logline, Theme, Job Description, and Date.

Link to more detailed portfolio checklist

<table>
<thead>
<tr>
<th>Upload/Deliver To:</th>
<th>Upload to the Portfolio Icon in LMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date:</td>
<td>Two (2) weeks prior to review date</td>
</tr>
<tr>
<td>Format:</td>
<td>QuickTime</td>
</tr>
</tbody>
</table>
**Thesis Book:** In your professionally-bound book and Adobe PDF of your written proposal, you must include the following sections, in this order and with a separate heading and index tab for Cover Page, Table of Contents, Cover Letter, Resume, Publicity Photo, Autobiography, Portfolio, Directing Vision for the Project, and Thesis Screenplay and Thesis Screenplay Details.

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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due Date</td>
<td>Two (2) weeks prior to review date</td>
</tr>
<tr>
<td>Format</td>
<td>PDF</td>
</tr>
</tbody>
</table>

**Oral Presentation:** During a one hour meeting you will present your Final Thesis proposal in front of a committee lead by your department director. Generally, on-campus students will present on-campus and online students will present via the Academy’s online meeting environment. Both options are available to all students.

[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>A PowerPoint or PDF presentation, accompanying your oral proposal, is required.</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 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 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

<table>
<thead>
<tr>
<th>Portfolio Contents:</th>
<th>Two to three examples of your best work from any films you made while attending the Academy of Art University. List the films you will be screening for the committee. Include one image capture showing the main character and the following information:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Title:</td>
<td>□ Logline: A description of the project or a one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist.</td>
</tr>
<tr>
<td>□ Genre:</td>
<td>□ Theme: The unifying or dominant idea in one sentence.</td>
</tr>
<tr>
<td>□ Project Type:</td>
<td>□ Job Description: What was your job title on each project?</td>
</tr>
<tr>
<td>□ TRT:</td>
<td>□ Date:</td>
</tr>
<tr>
<td>□ Medium:</td>
<td></td>
</tr>
</tbody>
</table>

### THESIS BOOK CHECKLIST

<table>
<thead>
<tr>
<th>Thesis Book Contents:</th>
<th>In your professionally-bound book and Adobe PDF of your written proposal, you must include the following sections, in this order and with a separate heading and index tab for each:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Cover Page</td>
<td>□ Publicity Photo</td>
</tr>
<tr>
<td>□ Table of Contents</td>
<td>□ Autobiography</td>
</tr>
<tr>
<td>□ Cover Letter</td>
<td>□ Directing Vision for the Project</td>
</tr>
<tr>
<td>□ Resume</td>
<td>□ Thesis Screenplay</td>
</tr>
<tr>
<td>□ Publicity Photo in action as a Director</td>
<td>□ Thesis Screenplay Details</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cover Page:</th>
<th>The cover page must include the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Publicity Photo in action as a Director</td>
<td>□ Focus: Directing</td>
</tr>
<tr>
<td>□ Name</td>
<td>□ Midpoint Review Book</td>
</tr>
<tr>
<td>□ Student ID</td>
<td>□ Midpoint Review date and time</td>
</tr>
<tr>
<td>□ Academy of Art University, MFA Candidate in the School of Motion Pictures and Television</td>
<td>□ Contact information: Email &amp; Phone</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Table of Contents:</th>
<th>All Midpoint proposals must have a table of contents (TOC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Number each page of the proposal</td>
<td>□ Include hyperlinks from the TOC to the sections</td>
</tr>
<tr>
<td>□ List each topic section and its corresponding page number in the TOC</td>
<td></td>
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<tr>
<td>Section</td>
<td>Description</td>
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<tr>
<td>Cover Letter:</td>
<td>Include a 1-page introduction of you as a filmmaker to the review committee (3 paragraphs – one page, single-spaced)</td>
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<tr>
<td></td>
<td>- <strong>Autobiography</strong>: Include very brief highlights from your autobiography.</td>
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<td></td>
<td>- <strong>MPT Education</strong>: Explain why you want an MFA in Motion Pictures and Television in your focus. Tell us what you want to achieve in the MFA program to add to your present skills and talent.</td>
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<tr>
<td></td>
<td>- <strong>Industry goals</strong>: Provide an overview of what you want to accomplish in your film and television career.</td>
</tr>
<tr>
<td>Resume:</td>
<td>Provide a 1-page resume that clearly lists your name, title, and contact information, employment experience, skills, education to date, and other relevant information.</td>
</tr>
<tr>
<td>Publicity Photo:</td>
<td>One professional looking portrait that introduces you to the job market in film and television.</td>
</tr>
<tr>
<td>Autobiography:</td>
<td>Write your autobiography in a concise and engaging manner. Briefly address the following in no more than one page in length autobiography.</td>
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<tr>
<td></td>
<td>- Introduce yourself</td>
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<td></td>
<td>- Explain how you became interested in Directing</td>
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<td></td>
<td>- Discuss what led you to enroll at the Academy of Art University</td>
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<tr>
<td></td>
<td>- Express what you want to accomplish in your career</td>
</tr>
<tr>
<td>Directing Vision:</td>
<td>Two pages addressing your directing vision for this screenplay and how you propose to make your thesis film.</td>
</tr>
<tr>
<td>Thesis Screenplay</td>
<td>Your thesis project is the focal point of the written proposal. Please use this format to introduce the approved script. Outline requirements are as follows:</td>
</tr>
<tr>
<td>Details:</td>
<td>- <strong>Screenplay Title</strong>:</td>
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<td></td>
<td>- <strong>Genre</strong>:</td>
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<td>- <strong>Project Type</strong>:</td>
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<td>- <strong>TRT</strong>:</td>
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<td></td>
<td>- <strong>Medium</strong>:</td>
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<tr>
<td></td>
<td>- <strong>Theme</strong>: The unifying or dominant idea in one sentence.</td>
</tr>
<tr>
<td></td>
<td>- <strong>Logline</strong>: A one-sentence description of the story of your main character (protagonist) and the conflict provided by the antagonist. Think protagonist vs. antagonist.</td>
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<tr>
<td></td>
<td>- <strong>Synopsis</strong>: A 3-sentence description that answers the following questions:</td>
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<td></td>
<td>- What does your main character (protagonist) want? (Premise)</td>
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<tr>
<td></td>
<td>- Who (antagonist) is in the way? (Conflict)</td>
</tr>
<tr>
<td></td>
<td>- Does the main character get what they want and how does she/he change? (Resolution)</td>
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<tr>
<td></td>
<td>The following is optional. If available, include:</td>
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<td></td>
<td>- <strong>Actors</strong>: Resumes &amp; headshots</td>
</tr>
<tr>
<td></td>
<td>- <strong>Cast</strong>: Brief biographies or personality image (character type “Meg Ryan-ish”)</td>
</tr>
<tr>
<td></td>
<td>- <strong>Crew</strong>: Brief biographies</td>
</tr>
</tbody>
</table>
## ORAL PRESENTATION CHECKLIST

<table>
<thead>
<tr>
<th>General Oral Presentation Guidelines:</th>
<th>During a one hour meeting you will present your Final Thesis proposal in front of a committee lead by your department director. Generally, on-campus students will present on-campus and online students will present via the Academy’s online meeting environment. Both options are available to all students.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purpose:</td>
<td>To assess your development to date and design a plan for directed studies.</td>
</tr>
<tr>
<td>Sample Reel:</td>
<td>Present 2-5 examples of your best work you have developed while at the Academy of Art University for a maximum of 7 minutes TRT. If the examples do not completely showcase your skills, you are urged to include additional examples of your work to show the committee the full extent of your skill set. Additional examples may be up to 5 minutes TRT. Movies must be made available in QuickTime format. Provide your Sample Reel on a thumb drive and upload it to your student home page under the “Portfolio” section.</td>
</tr>
<tr>
<td>Presentation of Approved Script for Thesis Film:</td>
<td>Present your idea and directing vision of how you propose to make your thesis film to the Midpoint Review Committee.</td>
</tr>
<tr>
<td>Timing:</td>
<td>Do not read your book or PowerPoint verbatim. Timing should generally follow this:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Introduction/Autobiography</strong>: Introduce yourself to the panel. Give a brief autobiography. Include professional goals: What is your passion? What do you really want to do? 3 Minutes</td>
</tr>
<tr>
<td></td>
<td>- <strong>Sample Reel/Portfolio Discussion</strong>: 7 Minutes</td>
</tr>
<tr>
<td></td>
<td>- <strong>Proposed Thesis Presentation &amp; Discussion</strong>: 10 Minutes</td>
</tr>
<tr>
<td></td>
<td>- <strong>Wrap Up/Final Thoughts</strong>: 1 Minute</td>
</tr>
<tr>
<td>Original Work:</td>
<td>All Directing work must be original.</td>
</tr>
<tr>
<td>Crediting:</td>
<td>Collaborative projects must clearly indicate which area the student is responsible and accountable for (e.g. producing, directing, cinematography etc.).</td>
</tr>
<tr>
<td>Duration:</td>
<td>Midpoint Reviews are approximately 1 hour in duration. Your oral presentation should be presented in approximately twenty (20) minutes or less.</td>
</tr>
<tr>
<td>Professional Appearance:</td>
<td>Dress for your review in a manner appropriate for presentation to potential investors – professionally.</td>
</tr>
<tr>
<td>Rehearsal:</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>
</tbody>
</table>
PDF/Presentation: If presenting online, a PowerPoint or PDF presentation, accompanying your oral proposal, is required. After you have scheduled your review, the Online Graduate Department will contact you to walk you through the review process. Online students must upload their presentation to the Midpoint Review presentation room 2 weeks in advance of their presentation (one week in Summer).

**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.

**IMPORTANT!** PowerPoint slides should NOT include large blocks of text. Use bullet points and images to convey your point. Use your verbal presentation to elaborate. 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.

**Notes:** You may use notes or flashcards as cues to help you remember the information during your oral presentation. Do not put speaker’s notes in your PowerPoint presentation. The speaker’s notes will be viewable by everyone. Do not read your entire presentation.

**Content:** Make sure your images are large enough to be clearly seen. References, copyright information, and technical notes may be included at the end of the presentation.

**Font:** Use the standard fonts: Arial, Times New Roman or Garamond (some fonts do not load correctly). 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. Choose a font size that is large enough to read - recommended sizes are: 18 pt. for text and 24 pt. or larger for titles. Use a font color that is easy to read.

**Format:** You can use Microsoft PowerPoint or any program (Keynote, etc.) that will allow you to save it as a PPT or PDF.

**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.
# 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
- Motion Pictures & Television: Directing
- Project title
- Date & Time of the presentation

## Portfolio Slides:

2-3 examples of your best work from your classes (MPT 605, 616, 641 etc.) for a maximum of 7 minutes. Include the following items:

- Title
- Genre
- Project Type
- TRT
- Media
- Logline
- Theme
- Job Description
- Date

## Proposed Thesis Project Slides:

Include the following:

- Title of approved screenplay
- Logline
- Synopsis
- Treatment or Outline
- Optional:
  - Actors
  - Cast
  - Crew

## Wrap Up Slide:

This slide should clearly indicate that you are finished with your presentation. Include the following:

- Your Name
- Your Project Title
- Thank you
6. PREPARATION TIMELINE

| 3 to 4 months before your review | Read Motion Pictures and Television, Directing specific Midpoint Review Handbook  
Watching the Midpoint Review Orientation |
|----------------------------------|--------------------------------------------------------------------------|
| 2 to 3 months before your review | Check [graduate website](#) for Midpoint Review sign-up schedule  
Select an approved film (or obtain Studio approval for a finished script) and secure signed approval from the screenwriter for you to direct their screenplay as your Thesis Project film. |
| 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       | Send to your department two (2) identical bound copies of your Midpoint Proposal  
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**

- 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](http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf)

**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

**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](http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf) 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.
<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can we include work we’ve done outside of the Academy?</td>
<td>Work not executed at the Academy of Art University should not constitute more than 10% of your portfolio presentation.</td>
</tr>
<tr>
<td>Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?</td>
<td>No. That will be developed through your group directed studies after you pass your Midpoint Review.</td>
</tr>
<tr>
<td>Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?</td>
<td>We would recommend against it. Simple, easy to read and easy to see content is best.</td>
</tr>
</tbody>
</table>

### 8. IMPORTANT LINKS

<table>
<thead>
<tr>
<th>Link</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate student homepage</td>
<td><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></td>
</tr>
</tbody>
</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: @aauchants |
| Department Specific Websites                                        | [https://www.academyart.edu/content/aau/en/academics/motion_pictures_television.html](https://www.academyart.edu/content/aau/en/academics/motion_pictures_television.html)  
[http://online.academyart.edu/schools/motion-picture-television](http://online.academyart.edu/schools/motion-picture-television) |
| 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. |
| Motion Pictures and Television, Directing Review Showcase Page      | [http://gradshowcase.academyart.edu/schools/motion-pictures-television.html](http://gradshowcase.academyart.edu/schools/motion-pictures-television.html) |
| **Online Presentation Do’s & Don’ts** | **http://gradshowcase.academyart.edu/**<br>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](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**<br>**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>Contact Type</th>
<th>Contact Information</th>
</tr>
</thead>
</table>
| Midpoint Review Coordinator | midpointreview@academyart.edu  
(415) 618-6390 |
| Contact for Online Students | onlinereview@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, Directing  
Midpoint Review  
79 New Montgomery  
San Francisco, CA 94105 |

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