

Master of Fine Arts

Motion Pictures and Television, Production Design

Final Review Handbook


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

It is your responsibility to use the latest version of the Final Review Handbook. If you are uncertain if this is the latest version, please refer to the Motion Pictures and Television: Production Design 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 FINAL REVIEW

A. Eligibility

All Final Reviews must be held at the end of the semester in which you complete your regular program units. You must declare your graduation term before a tentative date can be set. The process has three steps:

1. **DECLARATION:** In the semester prior to your Final Review, you can either contact your advisor to declare your graduation term or go through your self-service page. Additional graduation declaration and commencement information is found online here: <http://www.academyart.edu/content/aau/en/students/my-academy/academic-resources/graduation-commencement.html>
2. **REGISTRATION:** Register for your final semester of coursework with your advisor or online through your [Online Student Registration Profile](#).
3. **REVIEW SIGN-UP:** Once you have declared your graduation term and registered for courses, at the start of the semester you are presenting, you will need to review the Final Review online orientation and complete the online sign-up form available here: <http://gradshowcase.academyart.edu/>. Refer to the Graduate School Calendar for the available online sign-up dates here: <http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources>. See further details for scheduling a final review below.

NOTE: If Final Thesis Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

Plan ahead and prepare as much of your project as possible by the beginning of the semester. Strive to have only your final touches remaining to be completed during your last semester of coursework.

2. SCHEDULING YOUR FINAL REVIEW

A. Review Date

Final Reviews are conducted in the spring, summer and fall semesters. Presentations typically start in the eleventh or twelfth week of the fall or spring semester and in the sixth week of the summer semester. You can find the sign-up dates in the Graduate School Calendar:

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

No Final Reviews are permitted during the intersession. A finalized date will be set during the semester the Final Review is to be conducted, based on director availability. This date can be changed only in case of personal emergency, and must be approved by both the Graduate School and the department director to be official.

NOTE: Please communicate with your Graduate Advisor about when would be the most appropriate term to schedule your Final Review. It is important to know the final cut-off date for scheduling your review. You should receive an email from the Final Review Coordinator approximately one week prior to the start of the semester you will be presenting your Final Review 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 Final Review Orientation prior to completing the Final 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 Final Review online please review the [online presentation specifications](#). You will be sent confirmation of your review date shortly after the close of the review sign-up period. Please [contact](#) the Final Review Coordinator if you have any questions on scheduling your review.

C. Attendance & Cancellations

Final Review attendance is mandatory. All Final Reviews must be held at the end of the semester in which you complete your regular program units. If you do not attend the Final Review will be considered a “No Show” and will be noted as “Not Approved”.

Cancellations or postponements may be approved as a rare exception, all requests must be organized through the Final Review Coordinator at least 5 working days prior to the scheduled review date. Late cancellations or postponements will be considered “No Show” and will be noted as “Not Approved” for the Final Review.

Students are asked not to invite non-committee members, friends or family to their Final Review. Please do not provide food at the Final Review.

3. DELIVERABLE DETAILS & DUE DATES

Your Final Review focuses on the following elements:

- Discussion with the Committee of three (3) approved thesis films and any other projects you wish to present
NOTE: Upload the thesis films and any other projects you are presenting to the LMS in advance and also bring a thumbdrive to the review, as well as supplying a link to these films in your Final Review Book.
- Final Review Book
- Link to your Website (if you took MPT 810 or MPT 495)

[Link to tutorial on uploading work to LMS](#)

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

Portfolio: You must upload a link to your approved thesis films and also deliver them on a thumb drive. Please use .mov format.

Portfolio Upload to the LMS and submit a thumbdrive with:

- Three (3) approved thesis films
- Any other projects you wish to share with the Committee

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS and send in your thumb drive two weeks prior to the review date.
Due Date:	Two (2) weeks prior to review date
Format:	PDF for Final Review Book. Thumb drive and digital upload. Please use .mov file type.

Final Review A digital pdf is required.

Book:

For onsite reviews only: a hard copy is also suggested to facilitate presentation of your work.

All Final Review Books should include:

- An Autobiography
 - A link to view the three (3) approved thesis films and any other projects you wish to present
 - For each thesis film, please submit:
 - Thumbnail and concept sketches
 - Floorplans and elevations
 - Location photos
 - Research for the elements used in settings
 - At least three (3) production stills of your sets
- NOTE:** The submissions must have images and texts (captions and descriptions) that show the design process you used in creating the visual style for each of the thesis projects. The materials presented must be thoughtfully organized, properly labelled and understandable to the reviewers.
- A business card
 - Link to your website (if you have taken MPT 810 or MPT 495)

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS and send in your thumb drive two weeks prior to the review date.
Due Date:	Two (2) weeks prior to review date
Format:	PDF for Final Review Book. Thumb drive and digital upload.

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

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

Final Review Panel/Student Introduction	5 minutes
Student in Discussion with the Final Committee after viewing project	30 minutes
Committee Discussion – closed door/offline	10 minutes
Committee Decision & Feedback to Student	15 minutes

Review Committee: The Final Review Committee is comprised of faculty and industry professionals approved by the Graduate School and the Department Directors.

Student in Discussion with the Final Committee: You will discuss your thesis film and career goals with the committee. Questions will be asked by the Committee.

Committee Discussion, Decision, & Feedback: After a discussion with the student, the committee will recess in private to discuss whether the work presented merits the MFA degree. The committee will then share their feedback and decision with the MFA candidate.

B. Results

Upon reconvening, the committee will present you with one of the following outcomes:

Please follow directions outlined in the link below to view your results and written feedback after your Final Review.

[http://gradshowcase.academyart.edu/content/dam/Grad Showcase/home_page/pdf/ReviewResults.pdf](http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf)

A. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Motion Pictures and Television program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

http://www.academyart.edu/academics/motion_pictures_television/graduate

B. AWARDING THE MASTER'S DEGREE

Your degree will be awarded and diploma issued after you have completed ALL of the following:

All curriculum requirements are fulfilled: all units and minimum grade requirements completed.

Presentation and approval of your Final Review before Committee

Submission of all Final Project materials.

No outstanding financial obligations.

Completed the Online Graduate Survey at <http://apply.academyart.edu/careersvsgradtrack/>

NOTE: If Final Project conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Motion Pictures and Television program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

http://www.academyart.edu/academics/motion_pictures_television/graduate



5. CHECKLISTS

FINAL REVIEW BOOK CHECKLIST

- Final Review Book Contents:** In your Adobe PDF of your Final Review Book, you must include the following sections, in this order and with a separate heading for each:
- Cover Page
 - Table of Contents
 - Autobiography
 - A link to view the three (3) approved thesis films and any other projects you wish to present
 - For each thesis film, please submit:
 - Thumbnail and concept sketches
 - Floorplans and elevations
 - Location photos
 - Research for the elements used in settings
 - At least three (3) production stills of your sets
 - Business card
 - Link to your website (if you have taken MPT 810 or MPT 495)

- Cover Page:** The cover page must include the following:
- | | |
|---|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Focus: Production Design |
| <input type="checkbox"/> Student ID | <input type="checkbox"/> Final Review Book |
| <input type="checkbox"/> Academy of Art University, MFA
Candidate in the School of Motion
Pictures & Television | <input type="checkbox"/> Final Review Date & Time |
| | <input type="checkbox"/> Contact information: Email & Phone |

- Table of Contents:** All Final proposals must have a table of contents (TOC).
- Number each page of the proposal
 - List each topic section and its corresponding page number in the TOC.
 - Include hyperlinks from the TOC to the sections. The sections are detailed below in the DETAILS section.



FINAL REVIEW BOOK DETAILS

Autobiography

Submit an autobiography of at least one page written in a concise and engaging way
Introduce yourself
Explain how you developed an interest in Production Design
You may include other information that seems appropriate or relevant

For Each Thesis Film

- Thumbnail and concept sketches
- Floorplans and elevations
- Location photos
- Research for the elements used in settings
- At least three (3) production stills of your sets

NOTE: The submissions must have images and texts (captions and descriptions) that show the design process you used in creating the visual style for each of the thesis projects. The materials presented must be thoughtfully organized, properly labelled and understandable to the reviewers.

Business Card

Your name, title and contact information should be clear.

Web Site

A link to the website you designed in MPT 810 or MPT 495. (NOTE: Only submit this element if you took MPT 810 or MPT 495)



6. PREPARATION TIMELINE

3 to 4 months before your review	Read Motion Pictures and Television, Production Design-specific Final Review Handbook
2 to 3 months before your review	Check graduate website for Final Review sign-up schedule
6 weeks before your review	Prepare your Final Review Book Work with an editor or contact ARC to make sure your Final Review book is grammatically correct and typo-free.
3 weeks before your review	<ul style="list-style-type: none"> ● Review the online-specific requirements and test all of your equipment ● Email your PDF of the Thesis Book to Online Graduate School
2 weeks before your review	Upload your PDF of your Final Review book to your home page <ul style="list-style-type: none"> ● FOR ONLINE REVIEWS: Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
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>Arrive at your Final 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 Final Review results here





7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Final Review?	Once you have completed your eligibility requirements and have petitioned to graduate, contact the Final Review Coordinator via email at FinalReview@academyart.edu to be added to the presentation list. You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.
How many pages should the Final Review Book be?	Be concise but thorough in meeting all requirements. Avoid redundancy (do not repeat yourself). You will have a chance to discuss your projects with the committee.
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.

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, Final 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 Final Review Orientation, and links to the Final Review Guidelines and Handbooks.
Motion Pictures and Television-Production Design Review	http://gradshowcase.academyart.edu/schools/motion-pictures-television.html



Showcase Page	
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 PDF of your Final Review Book. You will discuss your book and final projects with the committee via AdobeConnect.

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

Final Review Coordinator: finalreview@academyart.edu
(415) 618-6297

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

Department Contact(s): Justin Hyland, MPT Administrative Assistant
School of Motion Pictures and Television
Tel: (415) 618-3651
Email: jhyland@academyart.edu

Send Materials To: Academy of Art University

School of Motion Pictures and Television, Production Design
Final Review

79 New Montgomery
San Francisco, CA 94105

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