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

This handbook contains the Motion Pictures and Television: Screenwriting 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 12 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: Screenwriting page on the Graduate Showcase:  [http://gradshowcase.academyart.edu/](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, Screenwriting students *

- MPT 618 Writer Director Intensive 1 OR MPT 619 Writing the Short Film
- WRI 628 Writing for Film Genres
- MPT 718: Writer-Director Intensive 2 –OR- MPT 629 Rewriting the Short Film
- WRI 622 Adaptation
- WRI 625 Mastering Dialogue

* 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/](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](#)

**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 writing samples (your best short film from MPT 619 Writing the Short Film/OR MPT 718 Writer-Director Intensive 2/OR MPT 629 Revising the Short Film and your best scene from WRI 625 Mastering Dialogue). Must be formatted using Final Draft, Movie Magic Screenwriter or Adobe Story and saved and uploaded as a PDF.

[Link to more detailed portfolio checklist](#)

<table>
<thead>
<tr>
<th>Upload/Deliver To:</th>
<th>Upload to the Portfolio Icon in LMS</th>
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<tbody>
<tr>
<td>Due Date:</td>
<td>Two (2) weeks prior to review date</td>
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</table>
4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Duration</th>
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<tbody>
<tr>
<td>Midpoint Review Panel/Student Introduction</td>
<td>5 minutes</td>
</tr>
<tr>
<td>Student in Discussion with the Midpoint Committee</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Committee Discussion – closed door/offline</td>
<td>15 minutes</td>
</tr>
<tr>
<td>Committee Decision &amp; Feedback to Student</td>
<td>10 minutes</td>
</tr>
</tbody>
</table>

**Review Committee:** The Midpoint Review Committee is comprised of faculty and 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 to ascertain your level of understanding of the fundamental skills you have learned up to this point in your program.

**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.

[Link to results](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.

[Link to guidelines](http://www.academyart.edu/academics/motion_pictures_television/graduate)
5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents: Two writing samples:
1. Your best short film from MPT 619 Writing the Short Film/OR MPT 718 Writer-Director Intensive 2/OR MPT 629 Revising the Short Film
2. Your best scene from MPT 625 Mastering Dialogue.

Scripts and scenes must be formatted correctly using Final Draft, Movie Magic Screenwriter or Adobe Story and saved and uploaded as a PDF.

MIDPOINT REVIEW BOOK CHECKLIST

Midpoint Review Book Contents: In your Adobe PDF of your Midpoint Review Book, you must include the following sections, in this order and with a separate heading for each:

- Cover Page
- Table of Contents
- Very brief autobiography
- Project idea for a short film that can be produced. Include a logline with a paragraph summarizing your film:
  Identify your protagonist and clearly state what your protagonist wants/needs (goal), the antagonist, the ending, and what you are saying with your film (central question/premise).

Cover Page: The cover page must include the following:

- Name
- Student ID
- Academy of Art University, MFA Candidate in the School of Motion Pictures & Television
- Focus: Screenwriting
- Midpoint Review Book
- Midpoint Review Date & Time
- 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.

- Number each page of the proposal
- List each topic section and it’s corresponding page number in the TOC
- Include hyperlinks from the TOC to the sections
### MIDPOINT REVIEW PDF CHECKLIST

**Midpoint Proposal:**
- Include a project idea for a short film that can be produced. Include a logline with a paragraph summarizing your film:
- Identify your protagonist and clearly state what your protagonist wants/needs (goal), the antagonist, the ending, and what you are saying with your film (central question/premise).

### 6. PREPARATION TIMELINE

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
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| 3 to 4 months before your review | Read Motion Pictures and Television, Screenwriting-specific Midpoint Review Handbook  
Watch the Midpoint Review Orientation |
| 2 to 3 months before your review | Check [graduate website](#) for Midpoint Review sign-up schedule  
Solidify the Five (5) Projects You Will Propose |
| 6 weeks before your review | Prepare your Midpoint Review book  
Work with an editor or contact ARC to make sure your Midpoint Review book is grammatically correct and typo-free. This is imperative! |
| 1 month before your review | Prepare your written proposal. |
| 3 weeks before your review | Send to your department one (must be received two weeks before your presentation):  
- Your .MOV files on the thumb-drive  
- A PDF of your entire proposal  
Review the online-specific requirements and test all of your equipment  
Email your 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 Midpoint Review 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 |  |
### Tips for the day of your review

- Plan your attire, dress professionally
- 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
- Arrive at your Midpoint Review on time and ready to go
- Greet your committee members
- 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/students/my-academy/academic-resources/graduate-student-academic-resources)

### 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

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
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<tbody>
<tr>
<td>When can I schedule my Midpoint Review?</td>
<td>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="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">Graduate School’s Midpoint Review Page</a> for the sign up link.</td>
</tr>
<tr>
<td>How many pages should the Midpoint Review Book be?</td>
<td>There is no specified length for the Midpoint Review Book. Be concise but thorough in describing all aspects of your proposed projects. Avoid redundancy. You will have a chance to discuss your projects with the committee.</td>
</tr>
<tr>
<td>Question</td>
<td>Answer</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>If I’m an online student, do I need to send in physical samples of my class work?</td>
<td>No.</td>
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<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>
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<td>Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?</td>
<td>No. You should have a clear idea for your thesis film. This should include: who the protagonist is, who the antagonist is, what the protagonist needs/wants, what the premise/central questions of the film is, and the ending.</td>
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8. IMPORTANT LINKS

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<tr>
<th>Link</th>
<th>Description</th>
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<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>
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<tr>
<td>Academy Resource Center (ARC)</td>
<td><a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a></td>
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<td></td>
<td>Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.</td>
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<tr>
<td>Accessing Your Review Results</td>
<td><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></td>
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<tr>
<td>Online Chat Schedules &amp; Recordings</td>
<td>Chat Schedule: <a href="http://online.academyart.edu/innovative-learning/chats.html">http://online.academyart.edu/innovative-learning/chats.html</a></td>
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<td>Graduate Chats: <a href="http://gradshowcase.academyart.edu/graduate-chats.html">http://gradshowcase.academyart.edu/graduate-chats.html</a></td>
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<td></td>
<td>Twitter: @aauchats</td>
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<td>Department Specific Websites</td>
<td><a href="https://www.academyart.edu/content/aau/en/academics/motion_pictures_television.html">https://www.academyart.edu/content/aau/en/academics/motion_pictures_television.html</a></td>
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<td><a href="http://online.academyart.edu/schools/motion-picture-television">http://online.academyart.edu/schools/motion-picture-television</a></td>
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<tr>
<td>Graduate School Calendar</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>
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<tr>
<td>Graduate Review Showcase</td>
<td><a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a></td>
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<tr>
<td></td>
<td>Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.</td>
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<tr>
<td>Motion Pictures and Television-Screenwriting Review Showcase Page</td>
<td><a href="http://gradshowcase.academyart.edu/schools/motion-pictures-television.html">http://gradshowcase.academyart.edu/schools/motion-pictures-television.html</a></td>
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## Online Connection Through Mobile Devices

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<th>Topic</th>
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Application required for using the Adobe Connect Meetings from your mobile device. |

## Online Presentation Do’s & Don’ts

<table>
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<th>Topic</th>
<th>Information</th>
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| Online Presentation Do’s & Don’ts | [http://gradshowcase.academyart.edu/](http://gradshowcase.academyart.edu/)  
Look under Additional Presentation Tools |

## Online Technical Requirements

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<th>Topic</th>
<th>Information</th>
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| Online Technical Requirements | [http://gradshowcase.academyart.edu/](http://gradshowcase.academyart.edu/)  
Look under Resources ➔ Technical Resources ➔ Online technical requirements |

## Technology Trouble Shooting

<table>
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<th>Topic</th>
<th>Information</th>
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| 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:  

## Uploading Review Content

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## Photographing & Submitting Artwork

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<tr>
<th>Topic</th>
<th>Information</th>
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</thead>
</table>
| Photographing & Submitting Artwork | [http://media.academyart.edu/howto/index.html](http://media.academyart.edu/howto/index.html)  
[http://howto.academyart.edu/submitting-artwork](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 Midpoint Review Book. You will discuss your portfolio and your proposed 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

<table>
<thead>
<tr>
<th>Contact Information</th>
<th>Email/Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Midpoint Review Coordinator:</strong></td>
<td><a href="mailto:midpointreview@academyart.edu">midpointreview@academyart.edu</a> (415) 618-6390</td>
</tr>
<tr>
<td><strong>Contact for Online Students:</strong></td>
<td><a href="mailto:onlinegradreview@academyart.edu">onlinegradreview@academyart.edu</a> (415) 618-3614</td>
</tr>
<tr>
<td><strong>Department Contact(s):</strong></td>
<td>Justin Hyland, MPT Administrative Assistant</td>
</tr>
<tr>
<td></td>
<td>School of Motion Pictures and Television</td>
</tr>
<tr>
<td></td>
<td>Tel: (415) 618-3651</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:jhyland@academyart.edu">jhyland@academyart.edu</a></td>
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</tbody>
</table>

**Send Materials To:**

Academy of Art University

School of Motion Pictures and Television, Screenwriting
Midpoint Review

79 New Montgomery
San Francisco, CA 94105

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