



# Master of Fine Arts

## Motion Pictures and Television, Production Design

### Midpoint Review Handbook

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This handbook contains the Motion Pictures and Television: Production Design 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: 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 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, Production Design students \*

- MPT 645: Overview of Production Design
- MPT 615: Lighting 1
- MPT 630: Film Cinematography 1 **OR** MPT 634: Digital Cinematography
- MPT 641: Visual Storytelling
- FA 630 Color Theory

\* 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 sign-up 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 projects 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 (the best two short film projects on which you have performed art department duties - made during your time to date in the MFA program). You will also show still images of your best work in the program to date, as discussed with MPT Production Design Lead - Kris Boxell.

**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 (two of your best short film projects to date)

[Link to more detailed portfolio checklist](#)

<b>Upload/Deliver To:</b>	Upload to the Portfolio Icon in LMS
<b>Due Date:</b>	Two (2) weeks prior to review date
<b>Format:</b>	PDF for Midpoint Review Book; High-Definition .MOV files on a thumb-drive

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

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

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

## C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of 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](http://www.academyart.edu/academics/motion_pictures_television/graduate)

## 5. CHECKLISTS

### PORTFOLIO CHECKLIST

<b>Portfolio Contents:</b>	<p>You should have following in your portfolio :</p> <ol style="list-style-type: none"><li>1. Your best two short film projects <u>on which you have performed art department duties</u> (made during your time to date in the MFA program). List the films you will be screening for the committee. Include one image capture showing the main character and the following information:</li></ol> <ul style="list-style-type: none"><li><input type="checkbox"/> Title:</li><li><input type="checkbox"/> Genre:</li><li><input type="checkbox"/> Project Type:</li><li><input type="checkbox"/> TRT:</li><li><input type="checkbox"/> Medium:</li><li><input type="checkbox"/> Date:</li></ul> <p>Your portfolio should also include <b>still images of your camera-ready sets</b> from your best projects during your time to date in the MFA Production Design program. Also present <b>images of your design process for each project</b> in an organized, well-labeled, understandable manner. Include <b>thumbnail and concept sketches, floor plans and elevations, location photos with modifications and research for elements used on the sets.</b></p> <p><b>Crediting:</b> Collaborative projects must clearly indicate which area the student is responsible and accountable for (e.g., art department crew—props, set decorating etc.)</p> <p><b>Original work:</b> all work must be original and the student's creation</p>
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### MIDPOINT REVIEW BOOK CHECKLIST

<b>Midpoint Review Book Contents:</b>	<p>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:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Cover Page</li><li><input type="checkbox"/> Table of Contents</li></ul>
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- Very brief autobiography
- Proposal

**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: Production Design
- 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**

**Review of Your Best Projects:**

You will show the committee the best production design and art department work you have developed and created for short film projects thus far in the program—select your best 2 projects. Include one representative image of a completed set for each film along with the following information for each project:

- Semester (Date) You Worked on the Project
- Project Title
- Project Type
- Visual Style: Brief description to the approach to the design of each film
- Job Description: Your title/position on the crew
- Set Design: Sketches, illustrations, floor plans, elevations, storyboards
- Locations: Photos and modifications
- Research: Images and descriptions for the various elements including set dressing, props, graphics and signage, etc.
- Production stills: images of your camera-ready sets and locations

## 6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Motion Pictures and Television, Production Design-specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check <a href="#">graduate website</a> 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 <a href="#">ARC</a> to make sure your Midpoint Review book is grammatically correct and typo-free. This is imperative!</p>
1 month before your review	<ul style="list-style-type: none"> <li>● Prepare your written proposal.</li> </ul>
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"> <li><input type="checkbox"/> Your .MOV files on the thumb-drive</li> <li><input type="checkbox"/> A PDF of your entire proposal</li> </ul> <ul style="list-style-type: none"> <li>● Review the online-specific requirements and test all of your equipment</li> <li>● Email your PDF presentation to Online Graduate School</li> </ul>
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"> <li>● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use</li> </ul>
1 week before your review	<ul style="list-style-type: none"> <li>● Plan your attire, dress professionally</li> </ul>
Tips for the day of your review	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> <li>● If you will be using a cellphone, make sure the battery is charged</li> </ul> <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>

	Maintain professionalism during the entire review
Following your review	View your Midpoint Review results <a href="#">here</a>
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: <a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here: <a href="http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf">http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf</a>

## 7. FREQUENTLY ASKED QUESTIONS

When can I schedule my Midpoint Review?	Once you have completed your eligibility requirements, you can sign up online when the sign up is available. Check the Graduate School calendar for dates and the <a href="#">Graduate School's Midpoint Review Page</a> for the sign up link.
How many pages should the Midpoint Review Book be?	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.
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. 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.

## 8. IMPORTANT LINKS

Graduate Student Homepage	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Academy Resource Center (ARC)	<a href="http://www.academyart.edu/students/my-academy/academy-resource-center">http://www.academyart.edu/students/my-academy/academy-resource-center</a> Your resource for proofreading, ESL assistance, Midpoint Review, Writing Lab.
Accessing Your Review Results	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/ReviewResults.pdf</a>
Online Chat Schedules & Recordings	Chat Schedule: <a href="http://online.academyart.edu/innovative-learning/chats.html">http://online.academyart.edu/innovative-learning/chats.html</a>  Graduate Chats: <a href="http://gradshowcase.academyart.edu/graduate-chats.html">http://gradshowcase.academyart.edu/graduate-chats.html</a>  Twitter: @aauchats
Department Specific Websites	<a href="https://www.academyart.edu/content/aa/en/academics/motion_pictures_television.html">https://www.academyart.edu/content/aa/en/academics/motion_pictures_television.html</a> <a href="http://online.academyart.edu/schools/motion-picture-television">http://online.academyart.edu/schools/motion-picture-television</a>
Graduate School Calendar	<a href="http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources">http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources</a>
Graduate Review Showcase	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Here you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks.
Motion Pictures and Television-Production Design Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/motion-pictures-television.html">http://gradshowcase.academyart.edu/schools/motion-pictures-television.html</a>
Online Connection Through Mobile Devices	<a href="http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html">http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html</a>  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a>  Look under Additional Presentation Tools
Online Technical Requirements	<a href="http://gradshowcase.academyart.edu/">http://gradshowcase.academyart.edu/</a> Look under Resources → Technical Resources → Online technical requirements 
Technology Trouble Shooting	 To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: <a href="http://arcps.adobeconnect.com/common/help/en/support/meeting_test.ht">http://arcps.adobeconnect.com/common/help/en/support/meeting_test.ht</a>



	<a href="#">m</a>
Uploading Review Content	<a href="http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf">http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf</a>
Photographing & Submitting Artwork	<a href="http://media.academyart.edu/howto/index.html">http://media.academyart.edu/howto/index.html</a> <a href="http://howto.academyart.edu/submitting-artwork">http://howto.academyart.edu/submitting-artwork</a>



## 9. ONLINE PRESENTATION DETAILS

### A. Scheduling a Meeting with an Online Graduate Review Coordinator

Academy of Art University's Online Graduate Review process provides a means for Academy students to present their project proposals via the Academy's online meeting environment. An Online Graduate Review Coordinator will contact you after your review has been scheduled to test your computer, internet connection, web-camera, and telephone. The Online Graduate Review Coordinator will also show you how the online review process works and how to upload and use your slideshow during your oral presentation. Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least two weeks prior to the presentation date (1 week for the Summer Semester).

### B. Online Presentation Guidelines

You are required to provide a 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](mailto:onlinegradreview@academyart.edu)

Phone: (415) 618-3614



## 10. CONTACT INFORMATION

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

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

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

Send Materials To: Academy of Art University  
  
School of Motion Pictures and Television, Production Design  
Midpoint Review  
  
79 New Montgomery  
San Francisco, CA 94105

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