



Master of Arts, Multimedia Communications Final Review Handbook

This handbook contains the Multimedia Communications 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 who to contact on page 15 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 Multimedia Communications 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 Review 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 in the class COM 690. Presentations typically start in the thirteenth or fourteenth 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. Students enrolled in COM 690 on campus should present their final review on campus and students enrolled in COM 690 online should present online. 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 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 Final Review will be cancelled, and you will need to present the following semester.

Portfolio: Your portfolio will consist of 3 QuickTime videos, not to exceed a total of 500MB.

[Link to more detailed portfolio checklist](#)

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	One (1) week prior to review date
Format:	QuickTime

Thesis Book: Your thesis book will consist of a title page, two writing samples, one of which must be a two-column script, your resume, your business card and the url to your website.

Professional Editing: The proposal must be professionally executed, grammatically correct and free of spelling errors and typos.

[Link to more detailed thesis book checklist](#)

Upload/Deliver To:	Upload to the Thesis Book Icon in LMS
Due Date:	One (1) week prior to review date
Format:	PDF



Oral Presentation: At a date and time of your scheduled Final Review, you will appear before a panel of reviewers. Making up the panel are the COM 690 instructor and a panel of two or more media industry professionals convened by the instructor or faculty members.

[Link to more detailed oral presentation checklist](#)

Upload/Deliver To:	At the Final Review
Due Date:	At the scheduled day/time of your review
Format:	You will show your QuickTime Video
Practice and Prepare:	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.
Notes:	You may use notes and flashcards as cues to help you remember the information during your oral presentation. Do not read your entire presentation. Your oral presentation should include your goals as they pertain to the multimedia industry and as it is represented in the presented material.

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

4. FINAL REVIEW PROCESS

A. Review Expectations and Structure

Final Reviews are 30 minutes in duration. Your presentation should be 15 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
Final Review Presentation	10 minutes
Committee Question & Answer Session	10 minutes
Committee Decision & Feedback	5 minutes

Review Committee: The Final 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 presented material.

Committee Discussion, Decision, & Feedback: After the question and answer session, the committee will recess in private to discuss the merits of your presentation.

B. Results

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

Approved: You have passed the review portion of your degree requirements and may be granted your degree upon completing all degree requirements. [See awarding the Master's Degree below.](#)

Not Approved: You have NOT passed, and will NOT be granted your degree until one of the following has been completed and the Final Review materials are approved by the Final Review Committee:

Resubmit: Following specific Final 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 Final Review materials are approved and you may be granted your degree.

OR

Represent: Following specific Final Review Committee requirements you must complete additional videos and writing samples to present at a new Final Review next semester. You must sign-up for a new review date at the start of the next semester.



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%20Showcase/home_page/pdf/ReviewResults.pdf

C. Evaluation Questions

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

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

D. 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.

5. CHECKLISTS

FINAL PORTFOLIO CHECKLIST

Portfolio Contents:	You will need to submit the following for your presentation: <input type="checkbox"/> Three (3) videos in QuickTime format (maximum 500MB) which will make up your resume reel. IMPORTANT: The videos should show your best work related to your professional goals.
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THESIS BOOK CHECKLIST

The Final Review takes place as part of **COM 690**, during the final week of the semester. It is conducted by the COM 690 instructor and a panel of media professionals convened by the instructor or faculty members. The Final Review considers the complete scope of the student's work.

Thesis Book Contents:	In your thesis book, you must include the following sections with a separate heading for each: <input type="checkbox"/> Cover Page <input type="checkbox"/> Writing Sample 1 <input type="checkbox"/> Writing Sample 2 <input type="checkbox"/> Resume <input type="checkbox"/> Business Card <input type="checkbox"/> Website
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Cover Page: Include your name, student ID, phone and email.

Writing Sample 1: A two-column video script from a video submitted in your portfolio. Script should demonstrate the highest quality of graduate level work. This includes proper grammar and spelling throughout, ensured by your use of a spellchecker and (human) proofreader for all copy.

Writing Sample 2: Writing sample from COM 620, 625 or 650 writing assignment. Can be another two-column script, COM 610 proposal, COM 620 writing assignment, COM 690 research paper or COM 690 essay. Sample should demonstrate the highest quality of graduate level work. This includes proper grammar and spelling throughout, ensured by your use of a spellchecker and (human) proofreader for all copy.

Resume: Resume for a career in media.

Business Card: A copy of your business card.

Website: The URL to your website.



FINAL REVIEW ORAL PRESENTATION CHECKLIST

Oral Presentation:

At a date and time of your scheduled final review, you will appear before a panel of reviewers. Making up the panel are the COM 690 instructor and a panel of two or more media industry professionals convened by the instructor or faculty members. Expect to spend 15 minutes in this oral presentation. The session proceeds in this order:

- **INTRODUCTION:** You will make a brief, professional introduction, summarize your personal and educational background and goals, and finish with an overview of your work.
- **PORTFOLIO REVIEW:** The panel will review your videos and other media work, discuss it with you, and offer comments.
- **QUESTION & ANSWER:** A Q&A session in which you respond to comments and concerns of the reviewers.

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Multimedia Communications specific Final Review Handbook Watch the Final Review Orientation Review your Midpoint presentation, Midpoint Thesis Book and review committee comments. Identify whether you have made changes to the project that may require approval from the Department Director prior to your Final Review
2 to 3 months before your review	Check graduate website for Final Review sign-up schedule
1 month before your review	Prepare your portfolio videos and writing samples Work with an editor or contact ARC to make sure your written material is grammatically correct and typo-free. Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	<ul style="list-style-type: none">  Review the online-specific requirements and test all of your equipment Edit and compress your videos so the total size does not exceed 500MB
2 weeks before your review	On-campus students verify your equipment works prior to your actual presentation date <ul style="list-style-type: none">  Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	Upload your PDF of your portfolio and thesis book to your home page 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 <ul style="list-style-type: none">  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 Final 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 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. Students will present their final review in the thirteenth or fourteenth week of the class, COM 690. <i>You must be in contact with the Coordinator no later than the first few days of the semester you wish to present.</i>
How many pages should the thesis book be?	Students need to submit two writing samples, one being a two-column script. No minimum length but material should represent the student well.
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.

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: @aachats
Department Specific Websites	http://www.academyart.edu/academics/multimedia_communications http://online.academyart.edu/schools/multimedia-communications
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.
Multimedia Communications Review Showcase Page	http://gradshowcase.academyart.edu/schools/multimedia-communications.html
Online Connection Through Mobile Devices	http://www.adobe.com/products/adobeconnect/feature-details/adobe-connectmobile.html  Application required for using the Adobe Connect Meetings from your mobile device.
Online Presentation Do's & Don'ts	http://gradshowcase.academyart.edu/  Look under Additional Presentation Tools
Online Technical Requirements	http://gradshowcase.academyart.edu/ Look under Resources → Technical Resources → Online technical requirements 



Technology Trouble Shooting	To participate in the web conference, you need to make sure that your computer has the latest versions of the Flash and Shockwave plugins and can run the web-casting software. To check this, please click on this link: http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm
Uploading Review Content	http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf
Photographing & Submitting Artwork	http://media.academyart.edu/howto/index.html http://howto.academyart.edu/submitting-artwork

9. ONLINE PRESENTATION DETAILS

A. Scheduling a Meeting with an Online Graduate Review Coordinator

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

B. Online Presentation Guidelines

You are required to provide a PowerPoint or PDF presentation with visual and written information that will go along with your oral presentation. Be sure to follow your department guidelines, as some departments have different requirements. You can also find a checklist below with details on what to include in your presentation.

Font: Use an easily readable font (some fonts do not load correctly in Adobe Connect for PPT files). Use a font size and color that is clear to read.

Images: Images need to be in JPEG format and optimized for web viewing. Review your department requirements for labeling and titling your images.

Credit: When including art made by other artists, credit the artist.

Content: It is best to keep the text in bullet point format or very short clear sentences instead of written paragraphs. References, copyright information, and technical notes may be included at the end of the presentation.

Please refer to the links below for technical requirements:

[Online Technical Requirements](#)
[Adobe Connect Diagnostic Test](#)

Online Graduate Review Contact Information

Email: onlinegradreview@academyart.edu

Phone: (415) 618-3614



10. CONTACT INFORMATION

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

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

Department Contact: Jackie Rutan
School of Multimedia Communications – Administrative Assistant
Tel: (415) 618-6490
Email: JRutan@academyart.edu