

Master of Arts, Multimedia Communications Midpoint Review Handbook


This handbook contains the Multimedia Communications 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 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 MIDPOINT REVIEW

A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- Completed 18-units or be in the progress of completing 18-units

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.

2. SCHEDULING YOUR 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 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. 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: 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 week prior to review date
Format:	QuickTime

Thesis Book: Your Thesis Book will consist of a title page and two writing samples, one of which must be a two-column video script.

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 Proposal Icon in LMS
Due Date:	One week prior to review date
Format:	PDF

Oral Presentation: You will present your work to a panel, which typically includes the department director and two full-time faculty members. Expect to spend approximately 30 minutes in this oral presentation.

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

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
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 it pertains to the multimedia industry and as it is represented by the presented material.

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

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are 30 minutes in duration. Your presentation should be 10 minutes long.

The Midpoint Review meeting will follow this structure:

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



B. Results

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

Approved: You have passed, and may receive recommendations for electives for the following semester.

Not Approved: You have NOT passed and will need to do either one of the following (to be determined by Midpoint Review Committee):

Resubmit: Following specific Midpoint Review Committee requirements, your material 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.

OR

Represent: Following specific Midpoint Review Committee requirements, you must complete additional videos or writing samples, 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 Multimedia Communications 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/multimedia_communications/graduate



5. CHECKLISTS

PORTFOLIO CHECKLIST

- Portfolio Contents:** You will need to submit the following for your presentation:
- Three (3) videos in QuickTime format (maximum 500MB)
- VIDEOS: The videos should show your best work related to your professional goals.
- Note:** Students only have 500MB so compress the files accordingly

THESIS BOOK CHECKLIST

- Thesis Book Contents:**
- Cover Page
 - Writing Sample 1
 - Writing Sample 2
- Cover Page:**
- Name
 - Student ID #
 - Contact Information

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

Writing Sample 2: Writing sample from a previous class. This can be from the COM 610 proposal, COM 620 writing assignment or another two-column script. The sample should demonstrate the highest quality of graduate level work. This includes proper grammar and spelling throughout, ensured by the use of a spellchecker and (human) proofreader for all copies.



ORAL PRESENTATION CHECKLIST

**General Oral
Presentation
Guidelines:**

Midway through the graduate program in the School of Multimedia Communications, you will undergo a formal review of your progress. This document is a guide to the requirements, planning and resources for the Midpoint Review. Please read though all of this information thoroughly and carefully before preparing materials for your Midpoint Review.

**Oral
Presentation:**

You will present your work to a panel, which typically includes the department director and two full-time faculty members. The oral presentation will be approximately 30 minutes in this oral presentation. The session proceeds in this order:

Introduction

A brief, professional introduction, a verbal summary of personal and educational background followed by an overview of work. Your oral presentation should include your goals as they pertain to the multimedia industry and as it is represented in the presented material.

Portfolio Review

A viewing of your video work, including comment and discussion about that work presented.

Question and Answer

A Q&A session in which the student responds to comments and concerns of the Reviewers/panel.

6. PREPARATION TIMELINE





2 to 3 months before your review	Read Multimedia Communications specific Midpoint Review Handbook Watch the Midpoint Review Orientation Check graduate website for Midpoint 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 thesis book 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	Review the online-specific requirements and test all of your equipment Edit and compress your videos so the total size does not exceed 500MB.
1 week before your review	Upload your portfolio and thesis book to LMS 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

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 for the sign up link.
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.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your electives and/or your remaining classes after you pass your Midpoint Review.

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, Midpoint 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	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 Midpoint Review Orientation, and links to the Midpoint 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

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

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

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