

# Master of Fine Arts

## Music Production & Sound Design for Visual Media

### Final Review Handbook

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This handbook contains the Music Production & Sound Design for Visual Media 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 18 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 Music Production & Sound Design for Visual Media 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 will consist of the following four components: portfolio, thesis book, oral presentation, and Directed Study Journals. [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/ Demo Reel:** **Five, 1-2 minute pieces of your best work.** It is recommended that you edit your portfolio/demo reel down to the very best sections of each work, with 1 – 2 minute clips for each piece. If you have 5 different media clips for which you have completed music score and/or sound design, this means your complete reel can be shown in 5 – 10 minutes.

This reflects the industry, where you need to demonstrate quickly and effectively that you are capable of creating music & sound for a variety of visual media. The complete versions of each media piece (film, animation, game, etc.) should be available if requested for follow up, but your presentation demo reel/portfolio will benefit from being a “best of” your completed thesis work.

**Archive Reel:** Include all full-length works that the demo reel is extracted from.

[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>	QuickTime .MOV (Your audio settings should be as follows: Sample Rate: 48Khz and Bit depth, 16 bit. Preferably, the best quality video settings should apply but this will depend on your specific project.) Upload both <b>DEMO</b> and <b>ARCHIVE REEL</b> .

**Thesis Book:** Your Final Thesis Book must provide a synopsis of the research and the creative processes involved in the completion of the work. **Flawless spelling and grammar** are required of all written submissions.

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

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

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



**Oral Presentation:** The oral presentation is a summation of the research process and conceptual solution of the Final Thesis Project. Original work must be shown but may be accompanied by slides or other visual materials. The oral presentation including the PowerPoint of the Final Thesis Project should be approximately 15 - 20 minutes in length.

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

<b>Upload/Deliver To:</b>	At the Final Review
<b>Due Date:</b>	At the scheduled day/time of your review; Two (2) weeks prior to review date if presenting online
<b>Format:</b>	PowerPoint or PDF
<b>Practice and Prepare:</b>	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.
<b>Notes:</b>	You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.

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

**Directed Study Journals:** Your Directed Study Journal must be made available to the review team. The standard formatting requirements for Directed Study Journals are outlined in the Direct Study Guidelines:

[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)

## 4. FINAL REVIEW PROCESS

### A. Review Expectations and Structure

Final Reviews are one hour in duration. Your presentation should be 20 minutes long.

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction	5 minutes
<b>Final Review Presentation</b>	<b>20 minutes</b>
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	10 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 project.

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

### 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 studio work, and/or rethink your Final Project, 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](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 Music Production & Sound Design for Visual Media program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.

[http://www.academyart.edu/academics/music\\_production/graduate](http://www.academyart.edu/academics/music_production/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/DEMO REEL CHECKLIST

**Demo & Archive Reel Content:** **DEMO REEL:** Five, 1-2 minute pieces of your best work. It is recommended that you edit your portfolio/demo reel down to the very best sections of each work, with 1 – 2 minute clips for each piece. If you have 5 different media clips for which you have completed music score and/or sound design, this means your complete reel can be shown in 5 – 10 minutes. This reflects the industry, where you need to demonstrate quickly and effectively that you are capable of creating music & sound for a variety of visual media. The complete versions of each media piece (film, animation, game, etc.) should be available if requested for follow up, but your presentation demo reel/portfolio will benefit from being a “best of” your completed thesis work.

**ARCHIVE REEL:** Include all full-length works that the demo reel is extracted from.

**Reel Format:** **AUDIO:** Your audio settings should be as follows: Sample Rate: 48Khz and Bit depth, 16 bit. Preferably, the best quality video settings should apply but this will depend on your specific project.

**VIDEO:** QuickTime (.MOV) format

### THESIS BOOK CHECKLIST

Your Final Thesis Book must provide a synopsis of the research and creative processes involved in the completion of the work.

- **GRAMMAR/SPELLING:** Be sure the proposal is grammatically correct and free of spelling errors and typos. The Academy Resource Center (ARC) offers support for both your thesis book and oral presentation.
- **EVOLUTION:** Your written Presentation must significantly reflect the evolution of your project since your Midpoint Review. DO NOT simply recap what you wrote in your Thesis Project Proposal at your Midpoint Review.

**Thesis Book Contents:** In your Final Thesis Book, you must include the following sections with a separate heading for each:

- |  |  |
|--|--|
| <input type="checkbox"/> Cover Page        | <input type="checkbox"/> Thesis Project Summary    |
| <input type="checkbox"/> Table of Contents | <input type="checkbox"/> Influences                |
| <input type="checkbox"/> Autobiography     | <input type="checkbox"/> Statement of Future Plans |
| <input type="checkbox"/> Resume            | <input type="checkbox"/> Timeline                  |
| <input type="checkbox"/> Abstract          | <input type="checkbox"/> Demo Reel                 |



- Cover Page:** The cover page of your thesis book must include the following:
- Project title
  - Your Name
  - Student ID Number
  - Academy of Art University, Graduate School of Music Production & Sound Design for Visual Media
  - Area of Concentration: Either Music Scoring for Visual Media or sound Design for Visual Media or both.
  - Final Thesis Project
  - Date of Presentation
  - Time of Presentation

- Table of Contents:** All Final Reviews must have a table of contents (TOC)
- Number each page of the book
  - List each topic section and its corresponding page number in the TOC
  - Select an appropriate font
  - Font size should be no smaller than 10 pt. and easily readable

**Autobiography:** For your autobiography, write in a concise and engaging manner. In one page, briefly introduce yourself, how you developed an interest in the Graduate School of Music Production & Sound Design and what lead you to enroll at the Academy of Art University.

- Resume:** You will need to include a formal resume in your proposal. This is a one-page professional document that lists your current contact information, work experiences, skills and education. Dates should be listed chronologically, most recent at the top of the list.
- Name
  - Address
  - Phone number
  - E-mail
  - Website (optional)
  - Additional contact information
  - Educational background
  - Recent or pertinent employment history
  - Other recent information relevant to your career as an music composer and/or sound designer, including teaching experience, professional memberships, volunteer experiences, student collaboration, relevant skills, etc.

**Abstract:** The Project Abstract is a short but detailed summary of your Thesis Project. It should articulate clearly to the academically minded audience the details of your Thesis Project. By reading this abstract, the committee should have a solid sense of what you have created without having to read the full proposal. The Project Abstract should include what the project was about, why the project was created, and what methods you used to fulfill the intent of the project.

The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your abstract:

- Area of emphasis (Music composition for visual media, Sound Design for visual media)
- Genre
- Type of Visual Media
- Reason for choosing this type of visual media
- Reason for creating the project
- What is included in the project (aesthetics, style, influences, etc.)
- How you created the project (idea, influence, motivation, etc.)
- How you have presented the project (choice of software, musical elements)

**Thesis Project  
Final Report  
Summary:**

The Thesis Project Final Report is the focal point of the thesis book. In this section of the document, you will relay the details of your completed project to the Panel. You will want to address the following in an articulate and well thought-out manner:

- Define your Thesis Project in detail (what, why, how)
- Describe your personal interest and involvement with the project
- Describe background information on your topic and how you came about choosing this project
- Describe any challenges you encountered with the project and how these challenges were overcome
- Describe how the project evolved from the Mid-point Review
- Describe what you feel you have learned from the project & your methods of working
- Include your area of concentration and your specific genre of work
- Include the form of the final project (medium, musical elements)

The Thesis Project Final Report is the most involved portion of your thesis book, and must describe all of the information that you feel the Review Panel should know about the development and completion of your Thesis Project. There is no specified length for the Thesis Project Final Report. Though it is always a good idea to be concise in your wording, this section should be as long as it needs to be to clearly and thoroughly articulate your ideas. Avoid being redundant and do not cut and paste sentences from your abstract.

**Influences:**

The Influences section in your proposal needs to identify and describe your artistic influences in making the project. You should identify at least three artists as influences. You will want to identify:

- Who your artistic influences are
- What part of their work inspired you
- How their work has influenced your work
- Include examples of work created by your influences

Though this section does not need to be long, you will want to be specific in describing how and why these artists have influenced/inspired you and/or your work. Your influences do not all need to be music composers or sound designers. Your work is often inspired by other mediums. Examples of artists work must be included.

**Statement of  
Future Plans:**

The Statement of Future Plans should identify the following:

- Identify the next steps you will be taking with your Thesis Project. Will you be continuing with the project?
- Identify your professional goals, including what steps you have taken toward meeting these goals.

**Timeline:**

The timeline must include the following:

- List by semester all of the courses that you have taken to date that apply to your degree completion, including the course number, title, and instructor of each course
- Identify your anticipated graduation date (semester/year)
- Be sure your total units add up to 63: 27 studio courses, 12 GS/AS, 18 DS and 6 electives

**Demo Reel:**

On the data DVD, you will need to have a complete demo reel that you will be presenting at your Review. List the following details in a PDF and include the files that are on the DVD. Include:



- Project title
- Your specific role in the creation of the sound/music (composer, sound designer, mixer or combination thereof)
- TRT
- PDF file will list the details of what is on the reel.

## FINAL REVIEW ORAL PRESENTATION

### Oral Presentation:

The oral presentation is a summation of the research process and conceptual solution of the Final Thesis Project. Original work must be shown but may be accompanied by slides or other visual materials.

- **POWER POINT/PDF:** A PowerPoint or PDF presentation accompanying your oral proposal is required.
- **Q&A:** Plan to answer questions and defend your work at the end of your presentation.
- **PRACTICE:** Practice your oral presentation in advance of your review to insure your comfort level during the presentation. Such practice is essential to your preparedness for your Review.

**IMPORTANT:** DO NOT READ your presentation off the slideshow. Use bullet points and fill in the information. Also, do not read directly from your notes. How you present your work will affect the overall decision. The committee is looking for how well you speak about your work; address your ideas and overall approach.

This is a formal presentation to the committee of a student's body of work - the Final Thesis Project as proposed by the student at Midpoint Review. Recap your thesis book as your presentation. Do not include heavy details from your thesis book. Summarize and show that you have a thorough understanding of your financial strategy and plan.

- You must present the fully developed content as proposed at your Midpoint Review.
- All work presented for the Final Review should be created after successfully passing the Midpoint Review.
- The project presentation must exemplify your highest level of technical proficiency.



## FINAL REVIEW POWERPOINT/PDF CHECKLIST

**PowerPoint Checklist:** Your PowerPoint should include the following slides:

- Introduction Slide
- Background Slide(s)
- Thesis Project Slides
- Influence Slides
- Closing Slide

**Introduction Slide:** The introduction/title slide must include the following items:

- Your name
- Department Name
- Project Title
- Date of the presentation
- Area of emphasis (music and score composition, sound design, music production, etc.)

**Background Slide(s):** The choice of what to include in your background slides is individual and personal, that said here are some general rules:

- Only include background that are relevant to describing how you have arrived at your current work
- Make sure the background information is a minor section of your presentation

**Thesis Project Slides:** Your Thesis slides should be original, not a copy from your book. Include the following in your PowerPoint Presentation in bullet point:

- Minimum of 4 of your Project examples
- Bullet points describing the important aspects of the project

**NOTE:** It is best to keep your written text in bullet-point format or very short sentences in the PowerPoint presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.






**Influences Slides:** In your Influences slides, be sure to include:

- Names of your influences
- Examples of work created by your influences

**Closing Slide:** This slide should clearly indicate that you are finished with your presentation. You may choose to include the following:

- Your Name
- Your Project Title
- A Thank you

## 6. PREPARATION TIMELINE



3 to 4 months before your review	Read Music Production & Sound Design specific Final Review Handbook Watch the Final Review Orientation Review your 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 <a href="#">graduate website</a> for Final Review sign-up schedule
6 weeks before your review	Prepare your thesis book Work with an editor or contact <a href="#">ARC</a> to make sure your thesis book is grammatically correct and typo-free.
1 month before your review	Create your PowerPoint/PDF slide show Organize and create notes for your oral presentation Work with a friend, colleague or ARC on your oral presentation
3 weeks before your review	Onsite Students: Prepare one (1) DVD containing your final demo reel and full-length works to be shown during the review. <ul style="list-style-type: none"> <li> Online Students: Review the online-specific requirements and test all of your equipment</li> <li>Practice your oral presentation out loud and with a timer</li> <li> Review the online-specific requirements and test all of your equipment</li> <li> Email your PowerPoint or PDF presentation to Online Graduate School</li> </ul>
2 weeks before your review	On-campus students verify your equipment works prior to your actual presentation date Upload your portfolio and PDF of your thesis book to your home page <ul style="list-style-type: none"> <li> Send your PowerPoint presentation to Online Graduate School via email</li> <li> Online Students: Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use</li> </ul>
1 week before your review	Plan your attire, dress professionally Practice your presentation in front of a live audience

Tips for the day of your review	<ul style="list-style-type: none"> <li>Get plenty of rest the night before</li> <li>● If you will be using a cellphone, make sure the battery is charged</li> <li>Have a glass of water available during your presentation</li> <li>Arrive at your Final Review on time and ready to go</li> <li>Greet your committee members prior to beginning your presentation</li> <li>Listen to the committee's advice and take notes</li> <li>Maintain professionalism during the entire review</li> </ul>
Following your review	View your Final Review results <a href="#">here</a>

## 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 <a href="mailto:FinalReview@academyart.edu">FinalReview@academyart.edu</a> to be added to the presentation list. <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?	There is no specified length for the completed written proposal. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. The written proposal should be thorough in describing all aspects of your project, but you also want to think about how you can be concise and avoid redundancy of information in the content.
If I'm an online student, do I need to send in physical samples of my class work?	Online students are not required to send in physical samples of the portfolio/demo reel. Please upload all final review materials to the LMS.
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.
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	Please endeavor to make your presentation unique and engaging. However, it should be easy to read with clear fonts and without long redundant text.
Should I print out a copy of the thesis book to bring in-person to the onsite final review?	Uploading the thesis book through the LMS two weeks prior to the review date is preferred.

## 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, Final 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: @aachats
Department Specific Websites	<a href="http://www.academyart.edu/academics/music_production/graduate">http://www.academyart.edu/academics/music_production/graduate</a>  <a href="http://online.academyart.edu/schools/music-for-visual-media">http://online.academyart.edu/schools/music-for-visual-media</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 Final Review Orientation, and links to the Final Review Guidelines and Handbooks.
Music Production & Sound Design Review Showcase Page	<a href="http://gradshowcase.academyart.edu/schools/music-for-visual-media.html">http://gradshowcase.academyart.edu/schools/music-for-visual-media.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	<p>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.htm">http://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm</a></p>
Uploading Review Content	<p><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></p>
Photographing & Submitting Artwork	<p><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></p>
Student Project Collaboration Site	<p>Access through the <b>LMS/Dashboard</b> on your student homepage. Look under <b>Students/Student Project Collaboration</b>. Create a profile, upload some of your work, and NETWORK with other students in visual media departments to find visual media projects to collaborate and work on.</p>



## 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.

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