Master of Fine Arts, Music Production & Sound Design
Midpoint Review Handbook

This handbook contains the Music Production & Sound 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 page 19 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 Music Production & Sound Design page on the Graduate Showcase:
http://gradshowcase.academyart.edu/

Table of Contents

🔵 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 or Completed all core requirements (listed below)
- Completed 6 units of Liberal Arts
  - ☐ GLA 618: Film Music History: The Art of the Film Score
  - ☐ GLA 605: Motion Picture Theory and Style

These core courses must be taken by all Music Production & Sound Design students *

Core Studio

- ☐ MUS 600 MS: Fundamentals of Harmony
- ☐ MUS 601 MS: Digital Audio Workstations I
- ☐ MUS 609 MS: Modern Techniques in Music Production I
- ☐ MUS 616 MS: Audio Production I
- ☐ MUS 639 MS: Modern Techniques in Music Production II

Studio By Advisement

Any four (4) of the following depending on concentration:

Music Scoring & Composition:

- ☐ MUS 605 MS: Music Notation & Score Preparation
- ☐ MUS 610 MS: Advanced Harmony
- ☐ MUS 615 MS: Arranging
- ☐ MUS 619 MS: Ear Training/Music Listening Skills
- ☐ MUS 620 MS: The Art of Counterpoint
- ☐ MUS 625 MS: Orchestration
- ☐ MUS 635 MS: MIDI Orchestration
- ☐ MUS 629 MS: Music Editing For Visual Media

Sound Design & Audio Production:

- ☐ MUS 617 MS: Music For Games
- ☐ MUS 629 MS: Music Editing For Visual Media
- ☐ MUS 632 MS: Sound For Film
- ☐ MPT 643 MS: Creative Sound Design For Visual Media

* 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.

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 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 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 consists of your completed work thus far in music or sound design with accompanying visual media. This must be work that you have completed during your time as a student at AAU. A minimum of five (5) separate video clips are required. These can be any of the following:

☐ Projects completed as part of class assignments (midterm or final projects from classes, etc.)
☐ Collaborations outside of class on visual media that you have done with other AAU students in other academic departments. (MPT, ANM, GAM, MMC, ADV, etc.)
☐ Independent projects you have created yourself. (*must include visual media content)

For each media clip in your Portfolio, you should include the following information in both oral presentation/slides and your midpoint review (thesis) book:

☐ Source of the media (class project, collaboration with MPT, ANM, GAM, etc.) Where did this media come from? If it comes from a class assignment, please indicate which class.
☐ Your specific role in the creation of the soundtrack: Did you write the music? Do the Sound Effects? Record the dialog? All music and sound? Did you do the final mix? The more we know about your specific role, the more feedback we can give you on your work.

Remember – the goal of the portfolio is to showcase your current skill level in music and sound for visual media. Since presentation time is 30 minutes total, you should be prepared to play only part of longer media files as needed.

Link to more detailed portfolio checklist

Upload/Deliver To:	Upload to the Portfolio Icon in LMS
Due Date:	Two (2) weeks prior to review date
Format:	QuickTime .mp4

Thesis Book: Your Thesis Book is the written component of your Midpoint Review. It should contain all information from the thesis book checklist (see link, below), including (1) Autobiography, (2) Descriptions and details of media clips in your Portfolio, (3) Descriptions and details of your proposed projects for Thesis Work (this is what you will work on in Directed Study during your final year at AAU, (4) Statement of Professional Goals, and (5) Timeline/List of courses completed thus far.   See the thesis book checklist for important details on content for the Thesis Project Proposal.

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:	Two (2) weeks prior to review date
Format:	PDF (Note: printed copies are NOT required)

Oral Presentation: Your oral presentation is your spoken presentation to the review committee, where you will go through your PowerPoint slides and present your portfolio work and your thesis proposal. It is an opportunity for the review committee to get to know you better.

Link to more detailed oral presentation checklist

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review
Format:	Oral Presentation, accompanied by slideshow and portfolio media playback.
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, 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

4. MIDPOINT REVIEW PROCESS

A. Review Expectations and Structure

Midpoint Reviews are 75 minutes in duration. Your presentation should be 30 minutes long.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	5 minutes
Midpoint Review Presentation	**30 minutes**
Committee Question & Answer Session	10 minutes
Committee Discussion – closed door/offline	15 minutes
Committee Decision & Feedback	15 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 proposal.

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

C. EVALUATION QUESTIONS

The work you submit will be assessed using the Graduate School of Music Production & Sound Design 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/music_production/graduate

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	Your *portfolio* consists of your completed work thus far in music or sound design with accompanying visual media. This *must* be work that you have completed during your time as a student at AAU. A minimum of five (5) separate video clips are required. These can be any of the following: ☐ Projects completed as part of class assignments (midterm or final projects from classes, etc.) ☐ Collaborations outside of class on visual media that you have done with other AAU students in other academic departments. (MPT, ANM, GAM, MMC, ADV, etc.) ☐ Independent projects you have created yourself. For each media clip in your Portfolio, you should include the following information in both oral presentation/slides and your midpoint review (thesis) book: ☐ Source of the media (class project, collaboration with MPT, ANM, GAM, etc.) Where did this media come from? If it comes from a class assignment, please indicate which class. ☐ Your specific role in the creation of the soundtrack: Did you write the music? Do the Sound Effects? Record the dialog? All music and sound? Did you do the final mix? The more we know about your specific role, the more feedback we can give you on your work. Remember – the goal of the portfolio is to showcase your current skill level in music and sound for visual media. Since presentation time is 30 minutes total, you should be prepared to play only part of longer media files as needed. ☐ Five (5) media clips (less than 30 minutes total) ☐ Credit information for each clip (what was your role in production) ☐ If your clip is a video game, you must RECORD a video of gameplay to be played (no live game play)

THESIS BOOK CHECKLIST

Thesis Book Contents:	In your professionally-bound book and Adobe PDF of your written proposal, you must include the following sections, in this order and with a separate heading and index tab for each:

☐ Cover Page   ☐ Midpoint Thesis Project Proposal
☐ Table of Contents   ☐ Influences
☐ Autobiography   ☐ Statement of Professional Goals
☐ Resume   ☐ Timeline
☐ Midpoint Thesis Abstract

Cover Page:	The cover page must include the following: ☐ Project title ☐ Your Name ☐ Student ID Number ☐ Academy of Art University, Graduate School of Music Productions & Sound Design ☐ Concentration: Music Scoring & Composition or Sound Design & Audio Production ☐ Identify this is your "Midpoint Proposal" ☐ Date of Presentation ☐ Time of Presentation
Table of Contents:	All Midpoint proposals must have a table of contents (TOC) ☐ Number each page of the proposal ☐ List each topic section and its corresponding page number in the TOC
Autobiography:	In a concise and engaging manner briefly address the following in no more than one page in length: ☐ Introduce yourself ☐ Explain how you became interested in the arts and with music in particular ☐ Discuss what let you to enroll at the Academy of Art University ☐ You may also include other information that seems appropriate or relevant to your work as an artist.
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. Your resume should include the following information: ☐ Name ☐ Address ☐ Phone number ☐ E-mail and website ☐ Additional contact information ☐ Recent projects ☐ Recent or pertinent employment history ☐ Other recent information relevant to your career as an artist including teaching experience, ☐ Professional memberships, volunteer experiences, relevant skills, etc. ☐ Dates should be listed chronologically, most recent at the top of the list
Midpoint Thesis Abstract:	The Project Abstract is a short but detailed summary of your proposed Thesis Project. By reading this abstract, the committee should get a solid sense of what you will be doing without having to read the full proposal. The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your abstract: ☐ Proposed types of music score or sound design for various visual media, and how the Thesis Project relates to your professional goals ☐ Working methods for music scoring or sound design and audio production.

Midpoint Thesis Project Proposal:

The Thesis Project proposal is the focal point of the thesis book. In this section of the document, you will relay the details of your proposed project to the Panel. Avoid direct repetition of your sentences from your abstract. You will want to address the following in an articulate and well thought-out manner (approximately 2 pages in length):

☐ Define your Thesis Project in detail (what, why, how). Your Thesis Project for MUS will consist of visual media projects (Film, Animation, Game, Commercial, etc.) for which you will provide music and/or sound, with the goal of using those media projects to assemble your Final Demo Reel – this will be your professional demo reel showcasing your skills in Music Scoring or Sound Design for Visual Media.

You must plan to complete at least five (5) different media projects as part of your Thesis work, and from these five projects, you will edit together the best moments from each project into a finished reel that is a maximum of 10 minutes in total length. The five projects may all add up to a much longer time, but plan to edit the best parts of the finished projects into your Final Demo Reel. You may choose any type of visual media to focus on in your Thesis Project (Film, Animation, Video Game, Commercial, or a combination of any of those).

Your Midpoint Thesis Proposal should include the following information for each proposed media project:

☐ Description of the media project (working title, approximate length, type of media (film, animation, game, commercial, etc.), brief summary of story.

☐ Your specific role(s) in the media project (music composition, production sound recording, SFX editing, Final mix, etc.).

☐ Visual representation of the project (media clip of the work in progress, if available, animatic, photograph, any art work or visual representation to give a general feel of the type of media project).

☐ Describe how you anticipate the project evolving.

☐ Include a description of how music score or sound design elements will support the visual media in your project.

☐ Utilize the **Student Project Collaboration** portal on your student Dashboard to create a profile, and network with other AAU students. This is the best way to find visual media projects from other departments for your Thesis Project.

☐ Include how you expect to proceed with the project and how you expect to be.

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 art 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. Although most likely, your influences do not all need to be composers or sound designers, as inspiration can come from other disciplines.

Statement of Professional Goals:	The Statement of Professional Goals should identify the following: ☐ Identify your professional goals, including where you would like to be with your work upon graduation and what you would like to be doing 5 years from now ☐ Identify the ways in which the development of your Thesis project, and knowledge learned in the process, may assist you in the realization of your professional goals
Timeline:	The timeline must layout specific classes. This can be adjusted after your first Directed Study course. The timeline must include the following: ☐ List by semester the courses that you have taken to date, including the course number, title, and instructor ☐ List courses that you are considering by semester, including course title ☐ Identify your anticipated graduation date (semester/year) ☐ Be sure your total units add up to 63

MIDPOINT REVIEW POWERPOINT PDF GUIDELINES

PDF Development Guidelines:	In addition to your proposal, you are required to submit a PowerPoint presentation. Whether you decide to follow the provided PowerPoint template or create your own presentation, you will need to start with an introduction/title slide and end with a final slide, which indicates the end of the presentation to the panel.

It is best to keep your presentations written text in bullet-point format or very short sentences so the panel does not have to read a lot of written information while listening to your oral presentation simultaneously.

- ☐ **Font:** Use the standard fonts: Arial, Times New Roman or Garamond (some fonts do not load correctly).
- ☐ **Size:** Use a font size that is large enough to read - recommended sizes are 18 pt. for text and 24 pt. or larger for titles.
- ☐ **Color:** Use a font color that is easy to read
- ☐ **Images:** Make sure your images are large enough to be clearly seen
- ☐ **Content:** Use bullet points instead of written paragraphs.   References, copyright information, and technical notes may be included at the end of the presentation.

NOTE: If you have a specific font to use, save your PowerPoint as a PDF. Keep in mind that the fonts must be easy to read. You can use Keynote but you will need to save as a PowerPoint Presentation.

File Types:	You are able to load the following file types separately into the online meeting room. Let your online learning coordinator know when you do your rehearsal:

- *SWF*
- *HTML*
- *FLV*
- *mp3*
- *mp4*
- *f4v*

NOTE: You can use Keynote but you will need to save as a PowerPoint Presentation.

MIDPOINT REVIEW PDF CHECKLIST

PowerPoint/ PDF Checklist:	Your PowerPoint/PDF should include the following slides: ☐ Introduction Slide ☐ Portfolio Slides ☐ Thesis Project Slides ☐ Influences Slides ☐ Closing Slide
Introduction Slide:	The introduction/title slide must include the following items: ☐ Your name ☐ Your student ID ☐ Department Name ☐ Project title ☐ Date of the presentation
Portfolio Slides:	The portfolio slides must include the following items: ☐ Media Clips in .mp4 or .FLV (MOV files can be converted to FLV through the use of Adobe Media Encoder). ☐ Your role in the production of the music or soundtrack: Composer, Editor, Final Mixer, etc. Describe which aspect of the soundtrack you worked on.
Influence Slides:	Include slides of your influences: ☐ Bullet points describing the influence and links to works (if applicable)
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 ☐ Thank you

6. PREPARATION TIMELINE

3 to 4 months before your review	Read Music Production & Sound Design specific Midpoint Review Handbook Watch the Midpoint Review Orientation Check the chat schedule for the time and date of the next Midpoint Review Chat for Music Production & Sound Design
2 to 3 months before your review	Check graduate website for Midpoint Review sign-up schedule Solidify your Thesis Project concept. If you do not have five projects planned to use for your Thesis Proposal, network with other AAU students by using the Student Project Collaboration section of the LMS/Dashboard. Create a profile, and search for projects in visual media departments.
6 weeks before your review	Prepare your thesis book Work with an editor or contact ARC 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	Practice your oral presentation out loud and with a timer Review the online-specific requirements and test all of your equipment Email your PowerPoint or PDF presentation to Online Graduate School
2 weeks before your review	On-campus students verify your equipment works prior to your actual presentation date Upload your PDF and your portfolio and thesis book to the online LMS Midpoint Review Area Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	Send your PowerPoint presentation to Online Graduate School via email Meet online with your Online Coordinator to review your presentation room setup and use 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
Directed Study	Once you have passed your Midpoint Review with an Approved result you will be able to start your Directed Studies. Please review Directed Study information here: http://www.academyart.edu/students/my-academy/academic-resources/graduate-student-academic-resources
Directed Study Documentation	Throughout all units of Directed Study coursework you will be keeping progress notes for each course through a Directed Study Journal, or online Thesis Progress Tracking. This documentation will record the progress you have made with your project between your Midpoint and Final Review. Be sure to keep drawings, diagrams and other documents pertaining to the progress of your Final Project. For details on format requirements for your department please refer to the Directed Study Guidelines found here:
	http://www.academyart.edu/content/dam/assets/pdf/gradstudents/directed_study_guidelines.pdf

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?	Approximately 20 pages total, but there is no required length. See the Midpoint Review checklists for details on what to include in your thesis book.
If I'm an online student, do I need to send in physical samples of my class work?	No. Upload .mp4 files to the LMS. We will be able to play your media files during the presentation if you upload them ahead of time.
	Note: If you are showing a video game, you must RECORD gameplay as a video file for playback during presentation. No live gameplay.

Can we include work we've done outside of the Academy?	For both the Portfolio and Thesis Proposal sections of your Midpoint, we strongly prefer you to use Academy work for your visual media, because we believe there is a lot of high quality work here that make great showcases for music and sound. Use the Student Project Collaboration section of the LMS/Dashboard to network and find projects. For the Thesis Proposal, we will allow a maximum of two (2) of your five (5) projects to be outside work (if they are high quality), but final decision is at the discretion of the review committee.
Am I supposed to have a fully developed thesis or portfolio prepared for the Midpoint?	No. That will be developed through your group directed studies after you pass your Midpoint Review. At Midpoint Review, your goal is to (1) demo your work thus far, and (2) demonstrate to the committee that you have a solid plan for your Thesis work with specific media projects planned.
Can I use fancy text, borders and custom backgrounds for my PowerPoint presentation?	We would recommend against it. Simple, easy to read and easy to see content is best.
How can I find visual media content to work on for my thesis project?	We strongly advise students – onsite and online – to use the new Student Project Collaboration section of the online Dashboard in the LMS. Using this, you are able to create a profile to demo some of your existing work, and also search for visual media projects from other departments that need music and/or sound design. We have a lot of very talented students doing great work in MPT, ANM, GAM, MMC, ADV. Network, reach out, and connect with other MFA students - there should be plenty of options to choose from.

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/music_production/graduate http://online.academyart.edu/schools/music-for-visual-media
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.
Music Production & Sound Design for Visual Media Review Showcase Page	http://gradshowcase.academyart.edu/schools/music-for-visual-media.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:	reviews@academyart.edu (415) 618-6297
Contact for Online Students:	onlinegradreview@academyart.edu (415) 618-3614
Department Contact:	Souly Nachamphone School of Music Production & Sound Design for Visual Media Tel: (415) 618-6415 Email: SNachamphone@academyart.edu
Send Materials To:	Academy of Art University School of Music Production & Sound Design for Visual Media Midpoint Review 79 New Montgomery San Francisco, CA 94105 **NOTE:** Please obtain a tracking number or return receipt of delivery for your shipments.