# Master of Fine Arts, Photography
# Final Review Handbook

This handbook contains the Photography 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 7 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 link to the most recent version found on the AAU graduate showcase page:
http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/Schools/Photography/pdf/PH_FR_Guidelines.pdf

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## FINAL REVIEW INTRODUCTION

The Final Review is a formal visual, written, and oral presentation of your completed Thesis Project to the Final Review Committee, comprised of Department Directors and Faculty.  Approval of the project will be determined based on the evaluation guidelines for Thesis work.  Once the Final Thesis Project is approved, you will then be eligible to receive your Master of Fine Arts degree.

## ELIGIBILITY FOR FINAL REVIEW

All Final Reviews must be held at the end of the semester in which you complete your regular program units. *Prior to your final semester, you must contact your Graduate Student Services Advisor to review graduation eligibility requirements, and register for your final semester at AAU.*

## SCHEDULING YOUR FINAL REVIEW

Final Reviews are conducted during the spring, summer and fall semesters.  To schedule your Final Review or to ask any questions about scheduling your review, contact:

> **ONLINE Students:** Tamara Hubbard, THubbard@academyart.edu
> **ON-CAMPUS Students:** Adrienne Pao, APao@academyart.edu

On-campus students will present their Final Review at 625 Sutter Street, San Francisco. Online students will present online through Adobe Connect, unless otherwise approved.
*Note: Final Review attendance is mandatory.  Failure to attend the Final Review will be noted as "Not Approved."*

## DELIVERABLE DETAILS & DUE DATES

The following is required at the Final Thesis Review:
o   Final Photography Project (16-20 images unless otherwise approved)
o   Gallery-Ready work (fine art students only)
o   Professional Website
o   Print Marketing Materials
o   Thesis Summary PDF (uploaded in the LMS)
  - Artist Information
  - Photography Project Summary
o   Oral Presentation with PowerPoint
o   Digital Portfolio (JPG images uploaded in the LMS, 10" on the longest side, 300ppi)

### Due Dates

**DIGITAL PORTFOLIO AND PDF:**
The digital portfolio and Thesis Summary PDF must be uploaded into the LMS 2 weeks prior to your review in the spring and fall semesters, 1 week prior in the summer. Please size your JPG images at 10" on the longest side, 300ppi.  Link to PDF instructions on uploading work to LMS.

**POWERPOINT:**
Online students will be asked to upload their PowerPoint during the week prior to their online review. On-campus students can bring their PowerPoint with them to the review.

**PHYSICAL WORK:**
Your print portfolio and marketing materials will be reviewed on-campus. When you receive the date for your Final Review, your department will inform you about the due date for all physical materials.

**IMPORTANT:** *If your materials are not received by the due date required, your Final Review will be cancelled and you will need to postpone until the following semester.*

## Shipping Information For Online Students**

**All physical materials must be sent to:**
Tamara Hubbard, Associate Director of Photography
℅ Online Education, Academy of Art University
79 New Montgomery Street
San Francisco, CA 94105

**NOTE:** *Be sure to obtain a tracking number or return receipt of delivery for your shipments. All shipments sent to AAU must include a pre-paid return packing slip, otherwise students must provide credit card payment within 30 days for any work to be returned.*
*\*\*On-campus students will bring their physical prints to their Review.*

## FINAL REVIEW PROCESS
Final Reviews are one hour in duration. The Final Review meeting will follow this structure:

| | |
|---|---|
| 5 minutes | Introductions *(and setup for on-campus students)* |
| **20 minutes** | **Final Review Presentation** |
| 15-20 minutes | Question & Answer Session |
| 5-10 minutes | Private Committee Discussion |
| 5 minutes | Committee Decision & Feedback |

## Results
During the feedback session, the committee will present you with one of the following outcomes:

**Approved**: You have passed the Final Review, and are now eligible for your MFA degree.

**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.

**Re-present:** 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.

You can view your Final Review results by going to PORTAL>REVIEWS.

## Evaluation
The work you submit will be assessed using the Graduate School of Photography program learning outcomes. At the Final Review the review committee is evaluating your success in meeting the stated outcomes.
http://www.academyart.edu/academics/photography/graduate

## Awarding the Master's Degree
Your degree will be awarded and diploma issued after you have completed ALL of the following:
- All units and minimum grade requirements are fulfilled

- Submission of all Final Thesis materials and requirements
- Presentation and approval of your Final Review before Committee
- No outstanding financial obligations

*NOTE: If Final Thesis conditions have not been met within two semesters, you will need to reapply to the Graduate School to graduate.*

## DETAILS OF MFA FINAL REVIEW MATERIALS & REQUIREMENTS:

### Physical Work

Students must present their final body of work as previously approved by the Review Committee.  This may include one or more of the following:

o Professional Print Portfolio of 16-20 images (following AAU Portfolio Requirements)
o Exhibition-Ready Images
o Professional Photo Book
o AAU Gallery Exhibition
o Other presentation method based on committee approval

### Gallery-Ready Work

Fine Art students must present 1 piece that is gallery-ready.

o On-Campus students will bring their gallery-ready work with them to the review
o Online students will upload photographs of the framed piece including front, back, and detail shots

### Professional Website

The website should evidence an overall style that supports the work presented and the types of jobs sought after, and at a minimum contain:

o Final Thesis images
o An artist, project or about statement
o Artist bio
o Contact information

### Print Marketing Materials

Marketing materials can include:

o Business card
o Leave behind
o Postcard
o Any other materials that may be appropriate for individual marketing needs

### Thesis Summary PDF

Your written thesis must contain the following components:

### Cover Page

Include the following information:

o Project Title
o Area of Emphasis (Fine Art, Commercial, Documentary)
o Your Name
o Student ID
o School and Department (Academy of Art University, School of Photography)
o Identify "Final Review" with the the Date and Time of Presentation

**Table of Contents**
Include title headings and page numbers for the following:
- Artist Bio
- Resume/CV
- Photography Thesis Project
  - Project Summary
  - Professional Artist, Project, or About Statement
  - Project Description
  - Print, Process, Capture Specifications
  - Project Evolution Summary
  - Professional Plan
  - Midpoint Images
  - Final Project Images
- Research Project

**Artist Bio**
The artist bio must:
- Be written in a concise manner that indicates professional experience in addition to current emphasis as a photographer in the industry
- No more than 1 page in length

**Resume/CV**
The resume or CV must be professional in both design and presentation of content, and contain:
- Contact information, including name, phone, e-mail address
- Website Link
- Educational background (post-high school), in chronological order starting with most recent
- Professional experience, in chronological order starting with most recent
- Exhibition experience and/or publications, in chronological order starting with most recent
- Must be no more than 2 pages in length

**Thesis Project**
- **Thesis Summary**
  - Approximately 100-200 words.
  - A brief summary of your Thesis Project including:
    - Area of Emphasis (Fine Art, Commercial, or Documentary)
    - Genre
    - Subject Matter
    - Reason for creating the project
    - Project aesthetic (style, form, etc.)

- **Professional Artist, Project, or About Statement**
  - Fine Art students must provide an Artist Statement that supports the body of work presented
  - Documentary students must include a Project Statement describing the subject and intent of their work
  - Commercial students may write a Project Statement for a singular project, or an About Statement that describes their stylistic approach to photography, rather than discussing a specific project
  - The Artist, Project, or About Statement must:

- Be written for a professional audience
- Be written in a manner that supports the work contained in the print and web-based portfolios

o **Project Description**

In the Thesis Project Description, discuss:
- What the project is about
- Your area of concentration and your specific genre of work
- Your personal interest and involvement with the project
- Your knowledge of your subject
- Background information on your topic and how you came about choosing this project
- Photographic involvement with the work
- Who the intended audience is
- The intended message or experience relayed through the work

o **Print, Process, Capture Specifications**

In this section, identify:
- The camera and lenses used, or alternative capture method if relevant
- Type of prints, including paper used
- Name of the lab you used or type of printer if you printed the images yourself
- Intended presentation method for the work

o **Project Evolution Summary**

In this section:
- Identify how the project has evolved since Midpoint Review
- Identify how you have grown as an artist through the creation of this Thesis Project

o **Midpoint Images**

Your original Midpoint Images, including:
- All Midpoint images (place no more than 4 per page)
- Images Titles and Captions, if using
- Dates of capture (month, day and year)

o **Final Project Images**
- All 16-20 Final Thesis images (no more than 1 image per page)
- Images Titles and Captions, if using
- Dates of capture (month, day and year)

o **Professional Plan**
- Include 1-, 3-, and 5-year professional plan, with specific examples
- Include what steps you have taken toward meeting these goals

**Research Project**

Your research needs to answer a specific question with an argument that is relevant and substantive, including contemporary or historic references such as books, articles, and websites. Go beyond providing a summary of

the research you did and make a compelling and individualized statement about what you have learned.

- o **The Research Project needs to include:**
    - A clearly defined topic – a question you ask and answer.
    - Relevant discussion of cultural, artistic, political, or historic events and persons related to the topic.
    - Contemporary or genre-specific artists that support your research.
    - Written papers must have references with footnotes or endnotes and Works Cited or Bibliography.

- o **The Research Project can be presented as a:**
    - Written Research Paper
        - 5000 – 8000 words (approx. 250 words per page, double spaced)
    - Summary of Artist Talk
        - This talk is separate from your Oral Presentation and must be a minimum of 10 minutes
    - Summary of Multimedia Presentation
        - This presentation is separate from your Oral Presentation and must be between 5-15 minutes

## Oral Presentation

The oral presentation will consist of:

**Professional Artist Presentation: Photography Project**

In this 15-minute portion of the presentation you will present your photography project using a PowerPoint as visual support.  Be sure to:

- Tell us who you are as an artist
- Tell us about your work
- Show us your project images
- Tell us where you are going from here with your work

**Summary of Thesis Research, Artist Talk, or Multimedia Presentation**

In this 5-15-minute portion of your presentation:

- Describe your research topic
- Tell us what you have learned
- Tell us what you want the audience to know about what you have discovered

## Digital Portfolio (LMS)

Upload JPGs of your final portfolio images in the LMS following AAU Guidelines, including:

- Digital files
- Image titles, and captions if using
- Dates of capture (month, day and year)

## IMPORTANT LINKS

**Photography Review Showcase Page:**
http://gradshowcase.academyart.edu/schools/photography.html

**Uploading Review Content:**
http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/home_page/pdf/Uploading_Review_Content_WI15.pdf

**Portfolio Guidelines:**
http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/Schools/Photography/pdf/PH_Graduating_Portfolio_Reqs.pdf

**Shipping Information:**
http://gradshowcase.academyart.edu/content/dam/Grad%20Showcase/Schools/Photography/pdf/PH_Return_Shipping_Request.pdf

**Academy Resource Center (ARC)** *Your resource for proofreading, ESL assistance, Writing Lab:*
http://www.academyart.edu/students/my-academy/academy-resource-center


# ONLINE PRESENTATION DETAILS
AAU's Online Graduate Review process provides a means for students to present their project via web conferencing.  An Online Graduate Review Coordinator will contact you after your Final Review has been scheduled to test your computer, Internet connection, web-camera, and telephone, and to show you how the online review process works, including how to upload and use your PowerPoint.  Students presenting online are required to have their equipment and any required presentation materials ready to upload and test at least one week prior to the presentation date.

Please refer to the links below for technical requirements:
**Online Technical Requirements**
**Adobe Connect Diagnostic Test**

# CONTACT INFORMATION

**PHOTOGRAPHY DEPARTMENT MANAGER**
Candice Rollerson, CRollerson@academyart.edu, 415-618-3699


**ONLINE DEPARTMENT CONTACT:**
Tamara Hubbard, THubbard@academyart.edu


**ON-CAMPUS DEPARTMENT CONTACT:**
Adrienne Pao, APao@academyart.edu


**SHIPPING:**
Tamara Hubbard, Associate Director of Photography
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79 New Montgomery Street
San Francisco, CA 94105