Master of Fine Arts, Photography
Midpoint Review Handbook

This handbook contains the Photography 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 8 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 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_MPR_Guidelines.pdf

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MIDPOINT REVIEW INTRODUCTION

The Midpoint Review is a formal visual, written, and oral presentation of your Thesis Project Proposal to the Midpoint Review Committee. The Midpoint Review committee is comprised of Department Directors and Faculty. Approval of the project will be determined based on the evaluation guidelines for Thesis work. Once your Thesis Project Proposal is officially approved, you may enroll in Directed Study classes and commence work on your Final Thesis Project.

ELIGIBILITY FOR MIDPOINT REVIEW

Prior to scheduling your Midpoint Review, you must have:

- Completed 24-36 Units
- Completed all Photography Core requirements

Photography Core Requirements *
- GLA 625: History of Photography
- PH 601: Photography Concept
- PH 603: The Language of Photography
- PH 612: The Nature of Photography
- PH 616: The Photographer and Photoshop
- PH 635: Digital Printing
- PH 673: Portfolio: Concept & Development
- PH 675: Portfolio: Print & Presentation

* Core courses may be waived with Academic Department 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.

SCHEDULING YOUR MIDPOINT REVIEW

Midpoint Reviews are conducted during the spring, summer and fall semesters. To schedule your Midpoint 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 Midpoint at 625 Sutter Street, San Francisco.   Online students will present online through Adobe Connect, unless otherwise approved.

Note: Midpoint Review attendance is mandatory. Failure to attend the Midpoint Review will be noted as "Not Approved."

DELIVERABLE DETAILS & DUE DATES

Your Midpoint Review will consist of the following components:

- Written Proposal/PDF (uploaded in the LMS)
- 8-12 Project images
  - Digital portfolio of images (JPG images uploaded in the LMS, 10" on the longest side, 300ppi)
  - Physical prints (reviewed on-campus)
- Oral Presentation with PowerPoint (presented live to the Review Committee)

Due Dates

DIGITAL PORTFOLIO AND PDF:
The digital portfolio and Thesis Proposal 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 to 10" on the longest side at 300ppi. Link to tutorial 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 PRINTS:
When you receive the date for your Midpoint 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 Midpoint 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.

MIDPOINT REVIEW PROCESS

Midpoint Reviews are one hour in duration. The Midpoint Review meeting will follow this structure:

5 minutes	Introductions *(and setup for on-campus students)*
15-20 minutes	**Midpoint Review Presentation**
15-20 minutes	Question & Answer Session
10-15 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 Midpoint Review, and you may now begin Directed Studies coursework.

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.

Re-present: Following specific Midpoint Review Committee requirements, you must complete additional studio work and, rethink your proposed Thesis Project, and/or sign up for a new Midpoint Review next semester.

You can view your Midpoint 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 Midpoint Review the review committee is evaluating your success in meeting the stated outcomes. http://www.academyart.edu/academics/photography/graduate

DETAILS OF MFA MIDPOINT REVIEW MATERIALS & REQUIREMENTS:
Written Proposal/PDF
Your written proposal 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 Your Email & Phone Number
o Student ID
o School and Department (Academy of Art University, School of Photography)
o Identify "Midpoint Review" with the Date and Time of Presentation

Table of Contents
Include title headings and page numbers for the following:
o Autobiography
o Photography Project Proposal
  • Abstract
  • Project Description
  • Photographic Involvement
  • Print, Process, Capture Methods
  • Influences/Inspirations
  • Projected Evolution
  • Project Images
o Research Topic Proposal
o Statement of Professional Goals
o Academic Timeline

Autobiography
Briefly address the following in no more than one page:
o Tell us who you are
o Explain how you became involved in the arts, and with photography in particular
o Discuss what led you to enroll at the Academy of Art University

o   You may also include other information that seems appropriate to your work as an artist/photographer, such as relevant personal work or educational experiences

Photography Project Proposal
o   **Abstract**
Approximately 150 words, this is a short but detailed summary of your proposed Thesis Project. The following items must be included in your Abstract:
  - Area of Emphasis (Fine Art, Commercial, or Documentary)
  - Genre
  - Subject Matter
  - Reason for creating the project
  - Project aesthetic (style, form, etc.)
  - Intended outcome (message to the viewer)
  - Mode of capture, processing and printing
  - Proposed number of images and presentation method for the final project

o   **Project Description**
Address the following in an articulate and intellectually engaged manner:
  - Define your proposed Thesis Project concept in detail (what & why)
  - Define your area of emphasis and your specific genre of work
  - Identify your personal involvement with the project
  - Include background information on your topic and how you came about choosing this project
  - Identify the intended audience
  - Define the intended outcome, message or experience relayed through the work

o   **Photographic Involvement**
Using academic terms, provide a detailed description of your photographic involvement with the project.
  - Define your signature style, as applied to this project
  - Discuss your work in terms of medium-based or linguistic based concepts
  - Discuss the aesthetic, narrative and/or formal elements of the work
  - Discuss your compositional strategies, and how these elements relate to the project concept
  - Discuss your use of focus, color, light, tone, etc.
  - Discuss how the technical decisions affect the conceptual component of the work

o   **Print, Process, Capture Methods**
Briefly identify:
  - The camera and lens(es) used, or your alternative capture method if relevant
  - Information about your post-processing method(s), as appropriate
  - How you have printed your images; if using a professional lab, identify the lab used
  - Photographic substrate used for prints
  - How you plan to print and present your work for your Final Review
  - Why you have chosen the print size and presentation method for the project

o   **Influences/Inspirations**
Identify and describe artistic influences that directly relate to your Proposed Thesis Project. Include a minimum of three artists as influences (at least two must be photographic) and address the following:

- Who your artistic influences are for this project
- Identify how their work has influenced yours
- Include visual examples of relevant work created by your influences
- Include sources for where these images came from

o **Projected Evolution**
Identify what you want to learn from the project and how you anticipate the project evolving through Directed Studies. Include:
- What you anticipate learning from the project
- Any challenges you expect to encounter
- How you anticipate the project evolving
- What you would like to learn in Directed Studies

o **Project images**
Your Midpoint images must be included in your thesis proposal/PDF:
- Include all 8-12 images that are presented at Midpoint Review
- Image titles
- Dates of capture (day, month, year)
- If creating collage or montage, dates of capture of all major elements, and completion date of the montage should be included
- No more than two images per page
- Images should be resized to PDF dimensions prior to insertion into the PDF to reduce the overall file size

Research Project Proposal
At your *Final Thesis Review*, you will present a substantive Research Project as part of your Thesis. Your *Midpoint* PDF needs to include a 1-2 page Research Project Proposal with the following:
- Proposed topic
- Purpose and intent of the research
- What you anticipate learning from the research, and how this applies to your goals as a photographer
- List of proposed references and research sites (books, web links, interviews, etc.)
- Final form of the research project
  - Written Paper
  - Artist Talk
  - Multimedia Presentation

o *Research categories could include:*
- Project-Specific Research
- Genre-Specific Research
- Historical Research
- Research on a Cultural Aspect of Photography
- Research on a Contemporary Topic in Photography
- Research on Teaching Methodologies in Photography
- Innovation in Technical Photographic Practices
- Research and Development of an Alternative Capture or Presentation Method

Statement of Professional Goals

In 1 page or less, identify the following:

o Where you would like to be with your work upon graduation

o What you would like to be doing 5 and 10 years from now

o The ways in which the development of your Proposed Thesis Project will assist you in the realization of your professional goals

Academic Timeline

Using the Photography Department Timeline template, provide the following:

o The courses that you have taken to date, broken down by semester, including the course number, title, course type (PH major, GLA, elective, or directed study) and instructor

o The courses you anticipate taking after passing your Midpoint Review, broken down by semester, including course title and course number for the remainder of your study at AAU. If you include PH 802 DS Mentorship or PH 900 Internship, you must list the anticipated Mentor or Internship host company you would like to work with

o Your anticipated Final Review and graduation date (semester/year)

o *Note: Be sure your total units add up to 63 (27 major units, 6 elective units, 12 GLA units, and 18 directed study units)*

Oral Presentation

You will meet with the Midpoint Review Committee for 1 hour, during which you will give a 15-20 minute presentation of your Thesis Proposal. For your oral presentation, you must use a PowerPoint as a visual aid. In your presentation, include:

o Brief Personal/Professional Background

o Briefly discuss your evolution as a photographer, including examples from prior classes, if relevant

o Detailed description of your project, including all Midpoint images

o Description and image samples of your Influences/Inspirations

o Anticipated evolution of the project

o Summary of your Research Topic proposal

o *Note: In your presentation, use bullet points in the slides as needed*

o *Note: Avoid text-only slides; use images to support text*

o *Note: Do not read your presentation from a script, or read your written proposal verbatim. Keep the presentation conversational.*

Prints

At your Midpoint, you will submit your 8-12 images as physical prints for review. The prints may be submitted loose in a portfolio box or folio. The prints must be:

o Minimum 11x14, unless Final Thesis prints are to be smaller

o 1 print must be submitted at proposed size for Final Thesis Project

o Alternative presentation methods must be approved case by case

o Prints must be made by you or by an approved professional photo lab

o Prints must be made on professional-quality photographic paper, using archival printing/inks

o *Note: please refer to the AAU Portfolio Standards for more information about print requirements.*

IMPORTANT LINKS

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

Uploading Review Content:
http://embed.academyart.edu/embed?e=564f1de9-1eef-442e-aba6-4c05e39760ce

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 Midpoint 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.

Online Technical Requirements:
http://gradshowcase.academyart.edu/content/dam/Grad Showcase/home_page/pdf/mprfpr_tech.pdf
Adobe Connect Diagnostic Test:
https://arcps.adobeconnect.com/common/help/en/support/meeting_test.htm

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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