



## ONLINE MIDPOINT & FINAL REVIEW: **INFORMATION & TECHNICAL REQUIREMENTS**

Academy of Art University's Online Midpoint and Final Reviews provide a way for online students to present their proposed or completed Final Project in a live online web conference using Zoom. You do not need to purchase Zoom, simply log in to the web conference via web browser. The live web conference allows you to establish personal contact with your Midpoint or Final Review Committee via video as well as show a prepared slideshow presentation and online work all in this web conference environment. Easily access your web conference from your computer and use your computer microphone to speak with the review committee.

### **ONLINE PRESENTATION REQUIREMENTS**

The requirements of an online review are similar to those of an on-campus review. In addition to the visual, oral, and written presentation, online students must also create a PowerPoint or PDF presentation to show to the committee during the review. The oral presentation portion of the review will consist of the student narrating their presentation slideshow, and for some departments, showing digital or video work to support their proposed or completed Final Project (your work must be submitted well in advance of your review in the student portal – reviews tab). Please see the Midpoint or Final Review requirements for your department for specific submission and time requirements.

### **ONLINE PRESENTATION REQUIREMENTS**

Throughout the preparation and presentation of your Online Midpoint or Final Review, you will be assisted by a facilitator from the Online Graduate Studies Department. After your review is scheduled, a facilitator will contact you with information on how to test Zoom on your computer system and to ensure you are able to navigate your online review meeting room. Please note the actual Online Midpoint or Final Review presentation is the responsibility of the student, and although the facilitator provides technical information to help you prepare for your online review, they will only act as technical support.

**IMPORTANT!** Carefully read and follow your department's Midpoint or Final Review document! Find the general Midpoint and Final Review guidelines and access your departments' guidelines by going to the [Midpoint & Final Review Showcase Website](#).

### **TECHNICAL REQUIREMENTS**

Students who wish to conduct their review online must meet the technical requirements listed below.

#### **HARDWARE**

- **COMPUTER:** A reliable computer with a web browser
- **INTERNET CONNECTION:** Fast and reliable internet connection (DSL or better)
- **WEBCAM:** Any webcam that allows people to view you clearly is acceptable.
- **MICROPHONE AND SPEAKER:** Built-in or plug-in microphone and speaker (you may use a headset as long as the audio is loud and clear). We recommend testing speaker and microphone beforehand.

#### **SYSTEM**

Test microphone audio, video/webcam, and screen share in Zoom on the computer you will be using for your review: [Meeting Test](#).

#### **ONLINE GRADUATE STUDIES - REVIEW CONTACT**

Online Graduate Studies  
[onlinegradstudies@academyart.edu](mailto:onlinegradstudies@academyart.edu)

#### **HELPFUL LINKS**

- [Midpoint & Final Review Showcase](#)
- [Graduate Student Academic Resources](#)