

Master of Fine Arts, Visual Development Midpoint Review Handbook

This handbook contains the Visual Development 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 20 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 Visual Development 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 MIDPOINT REVIEW

A. Eligibility

Prior to scheduling your Midpoint Review, you must have done the following:

- Completed 24-36 Units
- Completed 6 units of Liberal Arts
- Completed VIS 670: Pre-production for Visual Development

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: You should have the following in your portfolio: Project Samples, Outside classwork: (If applicable), Original work.

[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:	PDF

Thesis Book: In your Adobe PDF thesis book, you must include the following sections, in this order and with a separate heading for each: Cover Page, Table of Contents, Autobiography, Resume, Portfolio, Samples, Midpoint Thesis Abstract, Midpoint Thesis Project Proposal, Production Schedule, Areas of Concern.

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

Oral Presentation: Your PowerPoint should include the following slides: Introduction Slide, Portfolio Slides, Thesis Project Slides, Influences (or Style/Technique) Sample Slides, Closing Slide.

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

Upload/Deliver To:	At the Midpoint Review
Due Date:	At the scheduled day/time of your review if presenting on-campus; online students must submit a PowerPoint presentation two weeks prior to scheduled review.
Format:	PowerPoint, .JPG format for Artwork
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 30 minutes in duration. Your presentation should be 10 minutes long. Please practice and time your presentation out loud and in front of your friends or relatives if possible. Keep in mind to be brief, concise and to the point. Know your project to be able to pitch it in 5 minutes. Keeping your slides in an average of 3-5 seconds is highly recommended to have an efficient presentation.

The Midpoint Review meeting will follow this structure:

Midpoint Review Panel/Student Introduction	3 minutes
Midpoint Review Presentation	10 minutes
Committee Question & Answer Session	5 minutes
Committee Discussion – closed door/offline	5 minutes
Committee Decision & Feedback	7 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 Visual Development 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/visual_development/graduate

5. CHECKLISTS

PORTFOLIO CHECKLIST

Portfolio Contents:	<p>You should have the following in your portfolio:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Project Samples: Up to 20 examples of your best work from studio classes that demonstrate your skill set. <input type="checkbox"/> Outside classwork: (If applicable). <input type="checkbox"/> Original work: All work must be original and wholly the student’s creation. <input type="checkbox"/> Crediting: Collaborative projects must clearly indicate which area the student is responsible and accountable for (e.g. coding, designing, research etc.) <input type="checkbox"/> Upload: Upload a portfolio including at least one piece of work from all studio courses taken while at Academy of Art (for example: layout design/perspective, painting—traditional/digital, life drawing— figure, clothed figure, head drawing, character design, creature design, storyboarding, character animation—as applicable). Uploading a portfolio is REQUIRED for the Midpoint Review. The portfolio must be uploaded 2 weeks prior to the review date.
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THESIS BOOK CHECKLIST

Thesis Book Contents:	<p>In your Adobe PDF thesis book, you must include the following sections, in this order and with a separate heading for each:</p> <table border="0"> <tr> <td><input type="checkbox"/> Cover Page</td> <td><input type="checkbox"/> Midpoint Thesis Abstract</td> </tr> <tr> <td><input type="checkbox"/> Table of Contents</td> <td><input type="checkbox"/> Midpoint Thesis Project Proposal</td> </tr> <tr> <td><input type="checkbox"/> Autobiography</td> <td><input type="checkbox"/> Production Schedule</td> </tr> <tr> <td><input type="checkbox"/> Resume</td> <td><input type="checkbox"/> Areas of Concern</td> </tr> <tr> <td><input type="checkbox"/> Portfolio Samples</td> <td></td> </tr> </table>	<input type="checkbox"/> Cover Page	<input type="checkbox"/> Midpoint Thesis Abstract	<input type="checkbox"/> Table of Contents	<input type="checkbox"/> Midpoint Thesis Project Proposal	<input type="checkbox"/> Autobiography	<input type="checkbox"/> Production Schedule	<input type="checkbox"/> Resume	<input type="checkbox"/> Areas of Concern	<input type="checkbox"/> Portfolio Samples	
<input type="checkbox"/> Cover Page	<input type="checkbox"/> Midpoint Thesis Abstract										
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<input type="checkbox"/> Autobiography	<input type="checkbox"/> Production Schedule										
<input type="checkbox"/> Resume	<input type="checkbox"/> Areas of Concern										
<input type="checkbox"/> Portfolio Samples											

Cover Page:	<p>The cover page must include the following:</p> <table border="0"> <tr> <td><input type="checkbox"/> Title & Topic</td> <td><input type="checkbox"/> Specialization: Family films, Live action or Games</td> </tr> <tr> <td><input type="checkbox"/> Your Name</td> <td><input type="checkbox"/> Identify this as your “Midpoint Proposal”</td> </tr> <tr> <td><input type="checkbox"/> Student ID Number</td> <td><input type="checkbox"/> Date of Presentation</td> </tr> <tr> <td><input type="checkbox"/> Academy of Art University, Graduate School of Visual Development</td> <td><input type="checkbox"/> Time of Presentation</td> </tr> </table>	<input type="checkbox"/> Title & Topic	<input type="checkbox"/> Specialization: Family films, Live action or Games	<input type="checkbox"/> Your Name	<input type="checkbox"/> Identify this as your “Midpoint Proposal”	<input type="checkbox"/> Student ID Number	<input type="checkbox"/> Date of Presentation	<input type="checkbox"/> Academy of Art University, Graduate School of Visual Development	<input type="checkbox"/> Time of Presentation
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<input type="checkbox"/> Academy of Art University, Graduate School of Visual Development	<input type="checkbox"/> Time of Presentation								

Table of Contents:	<p>All Midpoint proposals must have a table of contents (TOC)</p> <ul style="list-style-type: none"> <input type="checkbox"/> Number each page of the proposal <input type="checkbox"/> List each topic section and its corresponding page number in the TOC
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- Autobiography:** For your autobiography, you will briefly address the following in no more than one page in length:
- Introduce yourself
 - Where are you from? What is your background?
 - What personal/professional/educational experiences have influenced your pursuit of Visual Development? What are your career/artistic goals?
 - You want to be sure to write your autobiography in a concise and engaging manner.

- Resume :** You will need to include a formal resume in your proposal. This is a single-page professional document that lists your work experiences, skills and education. In addition, your resume provides the reader with your contact information and a list of past experience, including:
- | | |
|---|---|
| <input type="checkbox"/> Name | <input type="checkbox"/> Education experience |
| <input type="checkbox"/> Address | <input type="checkbox"/> Professional Experience |
| <input type="checkbox"/> Phone number | <input type="checkbox"/> Skills (software, artistic, and otherwise) |
| <input type="checkbox"/> E-mail and website | <input type="checkbox"/> Honors (academic and professional) |
| <input type="checkbox"/> Additional contact information | <input type="checkbox"/> Dates should be listed chronologically, most recent at the top of the list |
| <input type="checkbox"/> Objective | |

- Portfolio Samples:** All artwork created for this proposal should be of portfolio quality. Midpoint Review Thesis Book items to present include (but are not limited to):
- Concept Sketches: Initial brainstorming pages that illustrate the evolution of the proposal.
 - Reference Materials: Photographs, photocopies, technical articles, and fabric swatches or the like. Items/images that illustrate the content, emotional tone, color, or style of your project.
 - Character development: From silhouettes to thumbnails/ initial sketches to turnarounds, character lineup, and expression sheets, several thumbnail action/attitude poses, situational poses to final color (number will vary depending on the number of characters in the story – 4 minimum). (3d painting of 2 characters, this is for the final review).
 - Props and vehicle designs: As they relate to your story idea. (2 pages minimum).
 - Environmental set design: Including floor plans/ground plans, architectural exploration, and natural environmental exploration (plants, trees, etc.) as they apply to your story.
 - Thumbnail layouts to final Layouts: In value showing Key.
 - Locations/environments: In the story (3-5 completed layouts).
 - Cinematic Moments Breakdowns: (15-20) Break down of each step to complete one particular cinematic moment: Thumbnails, value and color studies, Final. Required in order to provide project asset budget, timeline, feasibility and overall production organization. Should communicate an EMOTION. Need to convey that something is happening in the story. Moments of conflict or resolution. Can help define the type of relationship characters have with each other.

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:

- | | |
|--|--|
| <input type="checkbox"/> Subject matter | <input type="checkbox"/> What the project looks like |
| <input type="checkbox"/> Reason for choosing the project | <input type="checkbox"/> How and why you are creating the project |
| <input type="checkbox"/> Summarized idea or story | <input type="checkbox"/> How you plan to present the final project |

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 – It is highly recommended that you create your own story, but if you would like to use an existing one, it should be free of copyrights or you must have the approval of the author (copyrights may be found here: <http://cocatalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>). The idea can be focused toward live action film, animated films 2D/3D, games, or TV.
- Define the project in practical terms – what will you do? How will you do it?
- Describe what led you to the project – your personal connection?
- Elaborate on the idea/story.
- Describe any challenges you expect to face with the project.
- Describe background on your idea/story (attach reference/research materials, bibliography, filmography, etc.).
- Describe what you will deliver at your Final Review.
- Do you have plans to submit your finished piece to competitions, websites, etc.? If so which ones?
- Include how you expect to spend your Directed Studytime.

Production Schedule:

The Production Breakdown:

- List all deliverables for your final review
- List 15-20 cinematic moments. Initial items, tasks and details sketched out.
- List general tasks for your proposed project:
 - How long will it take for the workflow from design to delivery in a timeline format?
 - Realistic Timeline/Schedule
- Calendar the items listed in your Production Breakdown to match the length of your project (in most cases 3 full semesters). This should be figured out to the day! Be sure to not schedule on major holidays and don't forget to schedule in breaks!
- Edit the subject matter of your project to fit within your timeline.
- Project details in a Gantt style chart with overlapping data:
 - List of all things Characters that need to be created, including:
 - Expression sheets
 - Turn around
 - Poses
 - Final painted character s
 - List of all Props and Cinematic moments that need to be created,



including:

- The thought process behind it
- Sketches
- Thumbnails
- Value studies
- Color studies

**Areas of
Concern:**

What are the areas you are worried about with you project - Either difficult in nature, or difficult with your particular skill level or skill set. The purpose of this is to help us give you the assistance you need during your directed study. Explain what strategies could be used to solve these issues should they become a problem. Areas of concern including:

- Technical
- Artistic
- Conceptual or
- Production elements

Please make sure to PROOFREAD your thesis book before uploading to your review.

ORAL PRESENTATION CHECKLIST

General Oral Presentation Guidelines:	During a one hour meeting you will present your Final Thesis proposal in front of a committee lead by your department director. Generally, on-campus students will present on-campus and online students will present via the Academy’s online meeting environment. Both options are available to all students.	
Duration:	Midpoint Reviews are approximately 1 hour in duration. Your oral presentation should be presented in approximately twenty (20) minutes or less.	
Timing:	<input type="checkbox"/> Introduction/Autobiography <input type="checkbox"/> Portfolio Review <input type="checkbox"/> Thesis Project Proposal <input type="checkbox"/> Influences <input type="checkbox"/> Conclusion	1-2 Minutes 1-2 Minutes 10 Minutes 3-4 Minutes 1 Minute
Professional Appearance:	Dress for your review in a manner appropriate for presentation to potential investors - professionally.	
Rehearsal:	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.	
Purpose:	To assess your development to date and help us formulate a plan for your post Midpoint Review studies.	
Timeframe:	The content shown needs to be from your time as a student at the Academy of Art University.	
Expertise:	The work must exemplify your highest level of technical proficiency thus far.	
Content:	The content shown needs to be from your time as a student at the Academy of Art University. <input type="checkbox"/> Project Samples: Up to 20 examples of your best work from studio classes that demonstrate your skill set. <input type="checkbox"/> Outside classwork: (If applicable). Upload a portfolio including at least one piece of work from all studio courses taken while at Academy of Art (for example: layout design/perspective, painting—traditional/digital, life drawing— figure, clothed figure, head drawing, character design, creature design, storyboarding, character animation—as applicable). Uploading a portfolio is REQUIRED for the Midpoint Review. The portfolio must be uploaded 2 weeks prior to the review date.	
Original Work:	All work must be original and wholly the student’s creation.	
Crediting:	Collaborative projects must clearly indicate which area the student is responsible and accountable for (e.g. coding, designing, research etc.)	



**PDF/ PowerPoint
Presentation:**

If presenting online, a PowerPoint or PDF presentation, accompanying your oral proposal, is required. After you have scheduled your review the Online Graduate Department will contact you to walk you through the review process. Online students must upload their presentation to the Midpoint Review presentation room 2 weeks in advance of their presentation (one week in Summer).

IMPORTANT! PowerPoint slides should NOT include large blocks of text. Use bullet points and images to convey your point. Use your verbal presentation to elaborate.

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. Do not put speaker's notes in your PowerPoint presentation. The speaker's notes will be viewable by everyone.

MIDPOINT REVIEW POWER PDF GUIDELINES

PDF Development Guidelines:

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.

Though there is a degree of freedom in how you develop your PowerPoint presentation, there are some important development guidelines you must follow:

- 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*

IMPORTANT: For all other file types, talk to your online learning coordinator about sharing your desktop.



MIDPOINT REVIEW PDF CHECKLIST

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

- Introduction Slide
- Portfolio Slides
- Thesis Project Slides
- Influences (or Style/Technique) Sample Slides
- Closing Slide

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

- Your name
- Your student ID
- Department Name
- Project title
- Date & Time of the presentation

Portfolio Slides: The portfolio slides must include the following items:

- Artwork in .JPG format
- Title of artwork
- Class, semester and teacher information

**Thesis Project
Slides:** Include the following in your PowerPoint Presentation:

- Bullet points describing the important aspects of the project

Influences Slides: In your Influences (or style/technique) slides, be sure to include:

- Names of your Influences
- Art made by your influences

Conclusion Slide: This slide should clearly indicate that you are finished with your presentation.

Include the following:

- Your Name
- Your Project Title
- Thank you

6. PREPARATION TIMELINE

3 to 4 months before your review	<p>Read Visual Development specific Midpoint Review Handbook</p> <p>Watch the Midpoint Review Orientation</p>
2 to 3 months before your review	<p>Check graduate website for Midpoint Review sign-up schedule</p> <p>Solidify your Thesis Project Concept</p>
6 weeks before your review	<p>Prepare your thesis book</p> <p>Work with an editor or contact ARC to make sure your thesis book is grammatically correct and typo-free.</p>
1 month before your review	<p>Print your thesis book and have it professionally bound</p> <ul style="list-style-type: none"> ● Create your PowerPoint/PDF slide show <p>Organize and create notes for your oral presentation</p> <p>Work with a friend, colleague or ARC on your oral presentation</p>
3 weeks before your review	<p>Practice your oral presentation out loud and with a timer</p> <ul style="list-style-type: none"> ● 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	<p>On-campus students verify your equipment works prior to your actual presentation date</p> <p>Upload your PDF of your portfolio and thesis book to your home page</p> <ul style="list-style-type: none"> ● Meet online with your Online Graduate Department Learning Coordinator to review your presentation room setup and use
1 week before your review	<ul style="list-style-type: none"> ● Send your PowerPoint presentation to Online Graduate School via email <p>Plan your attire, dress professionally</p> <p>Practice your presentation in front of a live audience</p>
Tips for the day of your review	<p>Get plenty of rest the night before</p> <ul style="list-style-type: none"> ● If you will be using a cellphone, make sure the battery is charged <p>Have a glass of water available during your presentation</p> <p>Arrive at your Midpoint Review on time and ready to go</p> <p>Greet your committee members prior to beginning your presentation</p> <p>Listen to the committee's advice and take notes</p> <p>Maintain professionalism during the entire review</p>
Following your review	<p>View your Midpoint Review results here</p>



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?	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?	No.
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.
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.
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.
Do I need to show rough or polish work?	We recommend showing both and as much as you can of the Visual Development process of your project that helps to visualize it. We are not expecting to see all the finalized designs but enough to give us a solid idea of the story and the aesthetic of the project.

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/visual_development/ http://online.academyart.edu/schools/visual-development
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.
Visual Development Review Showcase Page	http://gradshowcase.academyart.edu/schools/visual-development.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](#)

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