

Master of Fine Arts, Web Design & New Media

Final Review Guidelines

This handbook contains the Web Design & New Media Final Thesis Review requirements, planning guides, and resources. It is your responsibility to use the latest version of the Final Review Guidelines. If you are uncertain if this is the latest version, please refer to the Web Design & New Media page on the Graduate Showcase:

<http://gradshowcase.academyart.edu/>

SCHEDULING YOUR FINAL THESIS REVIEW

Review Date

Final Thesis Reviews are conducted in the spring, summer and fall semesters. Reviews will begin module 10. All students are expected to be prepared to present by module 10.

NOTE: You should receive an email from the Final Review Coordinator around module 4 with details to sign up to receive your Final Review date. If you do not receive this email, please contact the Final Review Coordinator.

Attendance & Cancellations

Final Review attendance is *mandatory*. All Final Reviews must be held at the end of the semester in which you complete your regular program units. If you do not attend the Final Review will be considered a “No Show” and will be noted as “Not Approved”.

Results

Approved: You have passed the review portion of your degree requirements and may be granted your degree upon completing all degree requirements.

Not Approved: You have not passed. Following specific Final Review Committee requirements you must present at a new Final Review next semester.

Resubmit: Following specific Final Review Committee requirements your project requires small changes or additional materials that must be submitted within a specified time period. An “Approved” or “Not Approved” result will be provided upon evaluation of the new materials.

CONTACT INFORMATION

Final Review Coordinator: FinalReview@academyart.edu
(415) 618-6297

WNM Department Contact: newmedia@academyart.edu
(415) 618-3822

FINAL REVIEW PROCESS

Review Expectations and Structure

The Final Review meeting will follow this structure:

Final Review Panel/Student Introduction:	5 minutes
Final Review Presentation:	20 minutes
Committee Q&A Session:	10 minutes
Committee Discussion (private):	15 minutes
Committee Decision & Feedback:	10 minutes

DELIVERABLE DETAILS & DUE DATES

Your Final Review will consist of the following components:

- I. Thesis Book PDF that details your design process and is a comprehensive record of your project.
 - A. Part 1 - Presentation (includes portfolio slides)
 - B. Part 2 - Supplemental Content

- II. Deliverables .zip

How to Upload Your Deliverables:

You will upload your thesis book PDF and deliverables .zip to your review dashboard 1 week prior to your review.

Thesis Book:	Upload/Deliver To:	Upload to the <i>Thesis Book Icon</i> in the LMS
	Naming:	Lastname_Firstinitial_thesis_semester.pdf (i.e.: Smith_J_thesis_Fall2018.pdf)

Deliverables .zip:	Upload/Deliver To:	Upload to the <i>Portfolio Icon</i> in the LMS
	Naming:	Lastname_Firstinitial_thesis_semester.pdf (i.e.: Smith_J_thesis_Fall2018.pdf) Max file size, 500MB

Your content copy for all deliverables must be professionally executed, grammatically correct and free of spelling and typographical errors.

FINAL DELIVERABLES CHECKLIST

Thesis Requirements and Specifications:

I. Thesis Book PDF Content:

A. Part 1 – Presentation

1. Cover Page
 - a) including your project name, your name, your student ID number
2. Table of Contents
3. Your Autobiography (1 slide)
4. Résumé (1 slide)
5. Portfolio (2 slides)
 - a) Slide 1: Show three portfolio projects on this one slide. Each project should be represented by a single image with full labeling and live link to the project hosted on your personal web space.
 - b) Slide 2: Present one of the three projects from the previous slide in more detail. Describe the skills acquired from this project and how you applied this to the execution of your thesis project.
 - c) Include link to your personal website (if available)
6. Elevator Pitch
 - a) Provide the core concept, problem and solution in 3 sentences
7. Thesis Overview (300-500 words)
8. Statement of Interest
 - a) Should cover subject matter and approach to meet your goals
9. Concept Video (optional, not required)
10. Project Demo & Walkthrough
 - a) Step-by-step high-fidelity “Proof of Concept” for a minimum of 3 user flows.
 - b) Coded “prototype” Demo (shows the core functionality of the project)
11. Strategy & Research Process *
12. Visual Process *
13. UX & Testing Process *
14. Technical Process *
15. Analysis & Conclusions
16. Project Links
 - a) Relevant links to project documentation (proof of concept, testing documentation, demos, prototypes, additional research and process)
17. Bibliography & Credits
 - a) Cite all resources and attribute research accordingly.
 - b) If your project contains any outside references such as images and written text that are not your property but relevant to the final project, you must obtain the necessary guidelines, permissions for usage and copyrights. This is the sole responsibility of the student. References will be expected in the Bibliography.

B. Part 2 – Supplemental Content (Not Presented - extra slides up to 20)

1. Additional documentation, process, design mockups, visual design process, research, concept video, etc.

* Process sections should include up to 3 slides per category, with links to supplemental documentation or references

II. Deliverables .zip Folder

This .zip folder is an accumulation of all of your thesis work including a copy of your Thesis Book PDF. Students must upload this deliverable by their review date.

A. The .zip folder should include the following sub-folders:

1. Coding & Scripting Folder (name: “coding”)
 - a) Supply all coding and scripting utilized to develop the final project
2. Digital Thesis Book Folder (name: “thesis book”)
 - a) Provide the Digital Thesis Book in PDF format
3. Video Folder (name: “video”)
 - a) Concept video in .MP4 format
 - b) Supplemental videos, other concept demo videos
 - c) Screen capture videos of the project being used. (No sound required. 3-5 minutes long, File size: less than 100 MB – use compression to decrease file size.)
 - (1) **Name as follows:** lastname_firstinitial_screencapture.mp4
4. Directed Studies Journal Folder (name: “journal”)
 - a) Between 25-100 pages of relevant, journaling from GDS classes
 - b) A representative sampling of any additional journals, wiki's, google docs, Evernote, and/or photographed/scanned physical journal entries saved as PDFs