



Presenting your Thesis and Thesis Proposal Orally

The Academy of Art University's Online Review provides a means for online students to present their Thesis Work in an online web conference environment. The live web conference allows students to establish personal contact with the Review Committee via web cameras. Students also show prepared slideshow presentations, interact with images, and show online work all in this web conference environment.

Students can easily access their web conference from their home or work computer and use a telephone to speak with the review committee. The committee views the student's presentation on a large screen and speaks with the student over a speakerphone. Technical requirements can be found in the "Online Final Review Guidelines" which can be downloaded.

Preparing for the live web conference:

- Check your hardware and software before the day of your review. Refer to the System requirements to see what you need. Update any software you need and test your connection and webcam.
- A facilitator will help you set up your equipment and orient you to the software on the day of your review.
- You are encouraged to enter the room early to practice and make sure all of your equipment is working properly.
- Take a course to prepare you for the review. Some departments offer "gateway classes" that help students prepare their midpoint proposals.

Professionalism

Your professional appearance and demeanor reflect on the credibility of your proposal. It shows respect for the panel members and that you take your project and your education seriously. Aiming for professional standards during your education will help you be confident and prepared when you start your career as a professional. In addition, the members of the panel may one be your clients or potential employers.

- Plan your attire in advance. Dress neatly and comfortably, but remember, this is a formal presentation in front of your director and industry professionals.
- Log on promptly and be ready to go.

Presenting: Speaking vs. Reading

- Do not read or memorize your written presentation. Know your presentation so well that you are able to speak it naturally without reading.
- A spoken presentation should be a simplified version of your more elaborate written proposal. It should present the “big picture” and introduce themes rather than going into detailed examination of them. A spoken presentation should be more natural and conversational than reading from a script. Giving a confident spoken presentation will empower you to do more presentations in your professional career.
- How do you learn to give a confident spoken presentation? Prepare note cards to use as cues. Color code them by section, for example: introduction, description, conclusion. Practice as much as you can. Practice in front of the mirror, in front of your friends and family, practice on a webcam, or in the meeting room.
- If you feel that you can’t make your presentation without reading from a script, postpone your review until you can.

Additional advice for a successful oral presentation

- Get plenty of rest the night before.
- Greet your committee members.
- Speak loudly, clearly and at a good rate.
- Tell the committee what you are going to do 1st, 2nd, 3rd and last.
- Remember, this is your review. Don’t ask the committee what you should do.
- Listen to the committee’s advice, take notes, and thank them for their suggestions.
- If you don’t know the answer to a question, communicate that you will need to look up that information and get back to the panel. Make a note of it and remember to really follow up.
- Finally, relax and enjoy your Midpoint!