



ACADEMY OF ART UNIVERSITY GRADUATE SCHOOL MIDPOINT REVIEW GUIDELINES Fall 2009

MIDPOINT REVIEW

The **Midpoint Review** is a formal presentation before a Review Committee, where the Graduate School evaluates each student's eligibility for Master's candidacy based on the following:

- Challenge and quality of proposed Final Project
- Level of critical thinking and problem solving
- Development of a body of work

ELIGIBILITY

Eligibility for Midpoint Review

- Approx. 24-36 units (depending on length of your program) completed by the end of previous semester (**students are encouraged to complete the majority of their studio courses before Midpoint**)
- 6 units of Academic Study (GS)
- ANM 670 MS: Preproduction (for Animation & VFX students only)
- ARH 619 MS: Intermediate Design (Architecture students only)
- GAM 631 MS: Portfolio and Thesis Preparation (Game Design students only)
- GR 618 MS: Visual Literacy (Graphic Design students only)
- IDS 605 MS: Thesis Preparation (Industrial Design students only)
- PH 680 MS: Thesis Project Seminar (Photography students only)
- WNM 643 MS: Interactive Design and Concepts (CA-New Media students only)

International students who are tested into or choose to take **MSEAP 6** should do so immediately after taking MSEAP 4 and before they plan to do their Midpoint Review.

DURATION

Length of Midpoint Review. Midpoint Reviews are generally 1 hour in duration. The student's oral presentation should be succinct and be completed in **less than 20 minutes**. A question and answer session directed by the Midpoint Review Committee will follow. The student will be asked to leave the room to allow the Committee to discuss their final decision.

WORK PRESENTED

Work shown during Midpoint Review. Students are to show approximately 8 -10 projects (originals or slides). If you show multiple parts or views of the same project, this will count as one project. These projects must be executed while a graduate student at the Academy of Art University. These projects must be substantial artistic explorations that involve a high level of critical thinking and problem solving, showing your preparedness to begin proposed final project. Remedial work, foundation exercises, and samples of skill development work should not be shown. Work presented which was not executed at the Academy should only be included if it is significant/relevant to the current pursuit and should not constitute more than 10% of the student's portfolio presentation.

ATTENDANCE

Attendance at Midpoint Review. The Midpoint Review is conducted before an established committee. Students are asked **not** to invite non-committee members, friends or family to the Midpoint Review. Please **do not provide food** at the Midpoint Review.

SCHEDULING

Scheduling a Midpoint Review.

All sign-ups take place during the Midpoint Review Meeting on **Friday, September 11, 2009**. If you cannot attend, you must notify the Graduate School, by phone at **415-618-6390** or email: midpointreview@academyart.edu before this meeting.

The **last day to sign up** for Fall 2009 Midpoint Reviews is **Monday, September 14 by 5:00PM**.

Scheduled dates for Fall 2009 Midpoint Reviews:
Monday, September 28 – Friday, October 23, 2008

Midpoint Review Coordinator



**ACADEMY OF ART UNIVERSITY GRADUATE SCHOOL
MIDPOINT REVIEW GUIDELINES
Fall 2009**

**MIDPOINT REVIEW
COORDINATOR**

79 New Montgomery, Room 202
(415) 618-6390
midpointreview@academyart.edu

**MIDPOINT REVIEW
COMMITTEE**

Midpoint Review Committee. The Midpoint Review Committee is comprised of faculty and/or industry professionals approved by the Graduate School and the Department Directors. The Midpoint Review Committee lists are posted each semester.

Midpoint Review Committee Decision. For a student to advance to Master’s candidacy, a majority vote in acceptance of both the student’s technical and creative skills and the Final Thesis Project Proposal must be reached.

Specific recommendations will be made for students whose final thesis project proposal is not approved at Midpoint Review. Students may need additional course work to make up deficiencies in skills. These courses may not be applied to the completion of the Master’s degree requirements. Students who do not meet these requirements may not be allowed to return to the Academy of Art University for the completion of the Master’s degree.

**MIDPOINT REVIEW
EVALUATION**

MIDPOINT REVIEW EVALUATION

Midpoint Review

1	2	3	4	5	Concept
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Presentation and Organization

1	2	3	4	5	Oral
1	2	3	4	5	Written

Work Presented

1	2	3	4	5	Design Skills
1	2	3	4	5	Technical Skills

Legend

1. Needs Improvement
2. Below Average (Needs Further Improvement)
3. Average
4. Above Average
5. Excellent

Results

1. **Approved:** The Committee approves the Final Thesis Project Proposal and the student may commence Directed Study and Final Thesis Project.
2. **Conditional:**
 - a) Resubmission- The committee requires a corrected/revised Final Project Proposal by a specific date. If a student is required to resubmit the Final Thesis Project Proposal, **two BOUND copies of the revised proposal and one updated CD (PDF) are required.**
3. **Not Approved:**
 - a) Student must conduct another Midpoint Review the following semester, or
 - b) Student needs to rethink Final Thesis Project Proposal.
 - c) Student needs additional studio work.

WRITTEN
8/27/09

The **FINAL THESIS PROJECT PROPOSAL** is a brief written document that includes



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PRESENTATION

an **AUTOBIOGRAPHY, RESUME**, and the **FINAL THESIS PROJECT PROPOSAL**.

*** Animation (3D, 2D, VFX, Modeling, Games, etc) and Interior Architecture and Design Students Only:** Please refer to your Department Guidelines (http://gradstudents.academyart.edu/midpoint_review.html), as the written proposal requirements differ slightly from those in the General Guidelines.

This document is to be typed, double-spaced and professionally bound. You can have your written proposal **professionally bound** (spiral, perfect, etc.) at any Kinko's. Your proposal should not exceed standard letter size (8.5" x 11") for archive purposes, but may be smaller in dimension. Three-ring binders and slip folders will not be accepted.

If you receive a Conditional, your resubmitted books must also be professionally bound.

Writing style and grammar must be professionally executed.

Two copies of this document and **one CD (PDF)*** must be submitted to the Graduate School Office, 79 New Montgomery, 2nd Floor, **two weeks before** the student's scheduled Midpoint Review date.

***Interior Architecture and Design students need to submit six (6) identical bound copies directly to the IAD department and one (1) CD (PDF) to the Graduate School.**

The Final Thesis Project Proposal must include the following in this order:

Cover Page

- Name
- ID#
- Discipline
- Date of Midpoint Review
- Time of Midpoint Review
- Title/Topic of Final Thesis Project

Autobiography

Narrative (150 words maximum)

- Personal experience
- Work experience
- Educational experience
- Career goals

Resume

Abstract

One Page: summary of Final Thesis Project (included in proposal)

Final Project Proposal

- Define Final Thesis Project
- A clear statement of personal interest in this topic
- Background information on topic
- Form of Final Thesis Project
- Proposed medium/quantity/size (if relevant)
- Time Line (by semester) - Students should plan their project over a minimum of 3 **full** semesters (not to include intersessions). Students should complete their Final Project on time, as they must present it at Final Review **at the end of their last semester**.



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- Outline of Directed Study (18 units) with phases of project identified.

***Additional Midpoint Review guidelines by your department Director are available from the Midpoint Review Coordinator. Additional Midpoint information is available on the Graduate School website: <http://gradstudents.academyart.edu>**

*** The ONLINE MIDPOINT ORIENTATION is now available at <http://gradstudents.academyart.edu/midpoint-review-orientation.html>.**

CHECK LIST

SIGN-UP FOR YOUR MIDPOINT REVIEW

- ___ Read General Guidelines
- ___ Read Guideline Specific for your major
- ___ Remember your date for your Midpoint Review

Date:

Time:

Location:

PREPARING YOUR WRITTEN PRESENTATION

The written presentation consists of:

- ___ Cover
- ___ Autobiography
- ___ Resume
- ___ Proposal
- ___ Timeline
- ___ Abstract

PREPARING YOUR PORTFOLIO

- ___ Choose your portfolio work
- ___ Prepare pieces for a formal presentation
- ___ Organize your pieces in a logical way

ORGANIZING YOUR ORAL PRESENTATION

- ___ Prepare your introduction (1-2 minutes). Summarize your autobiography
- ___ Decide how you will present your portfolio (7-9 minutes). What class? Concept?
- ___ How will you present your Final Project Proposal (7-9 minutes).
- ___ Will you need visual aids to support your Final Thesis Proposal idea?
- ___ Prepare your conclusion (less than 1 minute)

THINGS TO DO BEFORE YOUR MIDPOINT REVIEW

- ___ Take two (2) identical bound copies and one (1) CD (PDF)* of your Final Thesis Proposal to the Midpoint Review Coordinator on the 2nd Flr. @ 79 New Montgomery
- ___ If you will be using equipment, make an appointment with the Midpoint Review Coordinator to test equipment BEFORE your review.
- ___ Plan how you will display your work.
- ___ Make back ups. If you are using videos, slides, or a computer, make sure you have backups available in case of equipment failure.
- ___ Plan your attire. Dress neat and comfortably, but remember, this is a formal presentation in front of your Director and industry professionals.
- ___ Practice your presentation in front of a live audience. Practice, practice, practice.

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TIPS FOR THE DAY OF YOUR MIDPOINT REVIEW

- Get plenty of rest the night before.



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- Arrive at your Midpoint Review on time and ready to go.
- Greet your committee members
- Once everyone is there you may begin. Stand up and speak loudly, clear 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.
- Finally, relax and enjoy your Midpoint!