



ACADEMY *of* ART
UNIVERSITY

FOUNDED IN SAN FRANCISCO 1929
BY ARTISTS FOR ARTISTS

GRADUATE SCHOOL
Student Handbook
2009 / 2010



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G R A D U A T E S C H O O L
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ACADEMY OF ART UNIVERSITY GRADUATE SCHOOL

Introduction

The Academy of Art University is a coeducational, professional school of art and design dedicated to the instruction of both the fine and applied arts and architecture. It was established in 1929 by Richard S. Stephens. The campus includes buildings located in the heart of San Francisco and an online CyberCampus community. A faculty of over 600 serves an undergraduate and graduate student body of approximately 10,000. The University is committed to providing its students with the tools, both conceptual and technical, needed to succeed in the world of art, design and architecture.

The Academy of Art University was granted institutional approval in 1966 by the Council for Private Postsecondary and Vocational Education pursuant to California Code Section 94310 granting the degree of Bachelor of Fine Arts, and in 1983 the Master of Fine Arts degree. The Council's approval guarantees that the institution and its operation comply with the standards established under the law for occupational instruction by private postsecondary educational institutions.

The Academy of Art University has been approved by the Bureau for Private Postsecondary and Vocational Education of the State of California to grant the degrees of Bachelor of Fine Arts (BFA), Associate of Arts (AA), Master of Fine Arts (MFA), and Certificates. Moreover, the Academy of Art University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue #100, Alameda, CA 94501, (510) 748-9001. The Academy is also an accredited member of the Accrediting Council for Independent Colleges and Schools (ACICS) located at 750 First Street, NE, Suite 980, Washington, DC 20002-4241, (202) 336-6780, and the National Association of Schools of Art and Design (NASAD) located at 11250 Roger Bacon Drive, Suite 21, Reston, Virginia 20190, (703) 437-0700, to offer degrees of Associate of Art, Bachelor of Fine Arts, Master of Fine Arts and Certificates. The University is also accredited by the Council for Interior Design Accreditation for its Interior Architecture and Design BFA program. The Academy is also an institutional member of the Career College Association (CCA) and the College Art Association (CAA).

NAAB ACCREDITATION

In the United States, most state registration boards require a degree from an accredited professional degree program as a prerequisite for licensure. The National Architectural Accrediting Board (NAAB), which is the sole agency authorized to accredit US professional degree programs in architecture, recognizes three types of degrees: the Bachelor of Architecture, the Master of Architecture, and the Doctor of Architecture. A program may be granted a 6-year, 3-year, or 2-year term of accreditation, depending on the extent of its conformance with established educational standards. Master's degree programs may consist of a preprofessional undergraduate degree and a professional graduate degree that, when earned sequentially, constitute an accredited professional education. However, the preprofessional degree is not, by itself, recognized as an accredited degree.

ACCREDITATION FOR ONLINE PROGRAMS

Online degree programs at the Academy of Art University are accredited. All online Associate of Arts, Bachelor of Fine Arts, and Master of Fine Arts (excluding Architecture) programs are accredited by the Western Association of Schools and Colleges (WASC), Accrediting Council for Independent Colleges and Schools (ACICS), and the National Association of Schools of Art and Design (NASAD).

STATEMENT OF ACCREDITATION

The Academy of Art University is accredited by the Accrediting Commission for Senior Colleges and Universities of the Western Association of Schools and Colleges, 985 Atlantic Avenue #100, Alameda, CA 94501, (510) 748-9001.

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GRADUATE SCHOOL

GRADUATE SCHOOL CONTACT INFORMATION:

79 New Montgomery Street, San Francisco, CA 94105, U.S.A.

Tel: 415-274-8617 (1-800-544-ARTS, x8617) Fax: 415-618-6275

Email: graduateschool@academyart.edu Website: <http://gradstudents.academyart.edu/>

GRADUATE POLICIES AND PROCEDURES

AAU CATALOG AND COURSE SCHEDULE

The Graduate Student Handbook is a supplement to the AAU Catalog and Course Schedule. Each graduate student is responsible for adhering to all AAU Policies and Procedures in this Handbook and in the current AAU Catalog and Course Schedule.

UNIVERSITY CODE OF CONDUCT

The Academy of Art University is committed to upholding its policies regarding student conduct. By enrolling at the University, students agree to abide by the policies as outlined in the University Code of Conduct, which can be found in the catalog, in the Enrollment Agreement and on the Academy of Art University website. This includes, but is not limited to, the expectations of professional behavior, proper classroom etiquette, attending and participating in all classes. All works, written and visual, must be the student's own creations. Plagiarism and cheating will not be tolerated.

GRADES

Graduate students must receive a grade 'C' or higher in all graduate coursework to be counted towards a Master's Degree at the Academy of Art University.

FULL-TIME STATUS

9 units per semester (excluding summer semester) for International Students

6 units per semester to be eligible for Financial Aid (not available for intersession)

ONLINE COURSES

Most graduate courses are now also offered online. Please see your Graduate Academic Advisor for details. Please note that International (F-1 visa) students residing in the U.S. may take no more than one online course per semester.

WITHDRAWING FROM A MASTER'S PROGRAM

Students who withdraw from the Academy of Art University during the semester must do so in writing. Written notice of withdrawal should be mailed or delivered to the Executive Vice President of Enrollment Management, 79 New Montgomery Street, San Francisco, CA 94105. Responsibility for filing a notice of withdrawal rests entirely with the student. Any money owed the Academy of Art University is due on the official date of the withdrawal. Applicable refund, if any, will be issued within 30 days of the effective date of withdrawal. All refunds are based upon the amount of tuition for the courses being dropped, minus non-refundable fees and are calculated from the last date of attendance. Refunds will be issued on the basis of the refund policy set forth on the Enrollment Agreement signed by the student at the time of registration.

REINSTATEMENT

Any graduate student who has withdrawn from a Master's program or who has not taken graduate classes for two years or more is required to reapply, and send a letter petitioning for reinstatement to the Executive Director of Graduate Services & Administration, 79 New Montgomery Street, San Francisco, CA 94105. Returning graduate students are subject to all current curricular requirements and standards.

ACADEMY OF ART UNIVERSITY GRADUATE SCHOOL

INSTITUTIONAL REVIEW BOARD

AAU INSTITUTIONAL REVIEW BOARD

The purpose of the Institutional Review Board (IRB) and the Institutional Review Guidelines at the Academy of Art University (AAU) is to safeguard the physical, social, and emotional well being of human research subjects. Human research subjects are individuals from whom information is obtained by AAU researchers. The information is used as primary research in the preparation of masters' theses, or independent projects. Methods used to obtain information from human subjects may include surveys and qualitative studies such as interviews, paper inventories or questionnaires, or internet surveys.

The Institutional Review Board consists of the Executive Vice President for Compliance and Review, the Vice President of Academic Administration, the Executive Director of Graduate Services & Administration, the Director of Institutional Research, and the Director of the Academic Department that is supervising the research.

Graduate Students who are planning to obtain information from human subjects as part of their Final Thesis Project research should obtain the IRB guidelines and sample letters and forms on the graduate school page on the Academy of Art University website at www.academyart.edu

All applications to the IRB for review should be emailed to IRB@academyart.edu

TRANSFER OF CREDIT

A maximum of six credits from graduate studies at other institutions may be transferred for credit toward a Master's degree. The determination whether to give credit for previous studies is made by the Academy of Art University. Credit is only transferred if the Academy of Art University determines that courses taken at the previous institution are relevant to the student's studies and independent Final Thesis Project. The Academy of Art University takes the following factors into consideration in making this determination:

- The course description published in the other institution's materials.
- Number of credit hours awarded for the work done.
- The grade received in the course.
- The work generated by the student from the course.

Students requesting to transfer credits must meet with an admissions representative within the first four weeks of their first semester to confirm the transfer of credits. The Articulation Office must receive all transcripts before the end of the student's first semester of enrollment. Upon enrollment of the first semester, concurrent enrollment at any other institution is not allowed. The Academy will not transfer additional credits from another institution upon completion of the transfer evaluation.

INTERNSHIP FOR CREDIT

Graduate students who have passed their Midpoint Review may gain professional experience as an Intern for credit (as an Elective or a Directed Study only). The student will work with a designated Supervisor at a host company. For a 3-unit internship, there is a minimum of nine (9) hours of work per week and a maximum of 20 hours per week, for 15 weeks.

A maximum of 6 units are allowed for Internships with only 3 units allowed per semester. Once eligibility has been determined by the Graduate School, the Department Director then reviews the Internship for final approval. Internship Guidelines/Applications are available from the Graduate School – students should contact their Graduate Academic Advisor for details.

ACADEMY OF ART UNIVERSITY GRADUATE SCHOOL

Master of Arts Program

The Master of Arts (M.A.) at the Academy of Art University is designed for individuals who are interested in a professional career in the communications or media industries. Students may pursue an M.A. in Multimedia Communications, and develop a media specialty in a topic of their choice. Professionals with academic and industry experience conduct an intensive and advanced program in media, journalism, broadcasting, and technology. The exposure to professional examples builds each student's existing knowledge and technical skills toward an understanding of industry needs. These industry leaders continue to advise and guide each student on an independent Final Reel that culminates in a Final Review before a select committee that combines academic and professional expertise.

Admission to the M.A. Program does not guarantee graduation. All Master's candidates must present the completed Final Reel at a formal Final Review before a committee. Once approved at Final Review, the M.A. degree will be granted.

MA Program Requirements

P r o g r a m R e q u i r e m e n t s

Students enrolled in the Master of Arts program will earn a total of 39 semester units of graduate course work with an overall cumulative grade-point average of at least 2.0 in order to receive their degree. Students are also required to have a Final Review. A Petition to Graduate form will be filed by students prior to their last semester if they are to be eligible for graduation at the end of that semester. Students should contact their Student Advisor for detailed information regarding the petition period and deadlines.

The Master of Arts is comprised of the following components:

Studio Courses	30 units
Electives	9 units
Total	39 units

Studio:

Studio courses offer hands-on art and design practice that expose students to a wide range of problem solving projects. These courses provide students with a strong background for their Final Thesis Projects.

Senior Studio/Internship:

All M.A. Candidates are required to complete a for-credit senior studio or Internship. Department Director approval is required.

Electives:

Graduate students may choose to take elective graduate courses within or outside their chosen field with the permission of the Department Director.

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MASTER OF ARTS FOUR SEMESTER MODEL *39 units	<u>First Semester</u>	12 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	Elective	3 units
	<u>Second Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	<u>Third Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Elective	3 units
	<u>Fourth Semester</u>	9 units
	Studio	3 units
	Studio	3 units
Elective	3 units	
TOTAL	39 units	

* The M.A. program in Multimedia Communications is 39 units

Master of Fine Arts Program

The Academy of Art University Master of Fine Arts (MFA) Program is designed for individuals who are interested in furthering their own reputations as practicing artists and designers. Professionals with academic and industry experience have devised an intensive

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and advanced program in the visual arts. Through exposure to professional example, each student's existing knowledge and technical skills build toward an understanding of industry needs on a greater level. These industry leaders continue to advise and guide each student on the achievement of an independently conceived Final Thesis Project.

Admission to the MFA Program does not guarantee graduation. All Master's candidates must present the completed Final Thesis Project at a formal Final Review before a committee. Once approved at Final Review, the MFA degree will be granted.

MFA Program Requirements

P r o g r a m R e q u i r e m e n t s

Students enrolled in the Master of Fine Arts (MFA) program will earn a total of 63 – 78 semester units of graduate course work with an overall cumulative grade-point average of at least 2.0 in order to receive their degree. Students are also required to have a Final Review. A Petition to Graduate form will be filed by students prior to their last semester if they are to be eligible for graduation at the end of that semester. Students should contact their Graduate Academic Advisor for detailed information regarding the petition period and deadlines.

MFA Program Components

The Master of Fine Arts is comprised of the following components:

Studio Courses	27 – 42 units
Directed Study	18 units
Graduate Academic/General Study (GS)	12 units
Electives	6 units
Total	63 – 78 units

Studio:

Studio courses offer hands-on art and design practice that expose students to a wide range of problem solving projects. These courses provide students with a strong background for their Final Thesis Project.

Senior Studio/Internship:

All MFA Candidates are required to complete a for-credit senior studio or Internship. Department Director approval is required.

Directed Study:

In Directed Study, each graduate student develops the Final Thesis Project and a comprehensive body of work/portfolio.

Studio/Art Electives:

Graduate students may choose to take elective graduate courses within or outside their chosen field with the permission of the Department Director. Additional Directed Study units cannot be taken as an elective.

Graduate Academic/General Study (GS):

The content of Graduate Academic Study or General Study (GS) aims to augment the knowledge and skills achieved in the student's professional studio courses. Graduate Academic or General Study (GS) is comprised of 12 units (four courses) of general

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education coursework that focuses on professional practices, critical analysis, aesthetics, art history and related humanities. Students must take one pre-selected course in GS Professional Practices and may choose one course from GS Cross Cultural offerings, one course from GS Aesthetics and Art Historical Awareness offerings, and one course from GS Elective offerings.

Professional Practices:

GS 604: Professional Practices & Communication

GS 626: Business Practices & Principles for Photographers (**PH students only**)

GS 670: Professional Practices & Communication for ANM, VFX, & Games (**ANM Students Only**)

GS 671: Professional Practices & Communication for Fashion (**FSH Students Only**)

GS 672: Professional Practices & Communication for IDS (**IDS Students Only**)

GS 673: Entertainment Professional Practices (**MPT Students Only**)

GS 674: Professional Practices & Communication for Fine Artists (**FA Students Only**)

Cross Cultural Understanding:

GS 603: Symbolism and Cultural Anthropology

GS 606: Crossing Borders

GS 611: Cultural Narratives

Art Historical Awareness and Aesthetic Sensitivity:

GS 601: Renaissance Art World and its Classical Origins

GS 602: Art and Ideology of the 20th Century

GS 607: Creating the Enlightenment – Imagination and Reflection

GS 609: Renovating Tradition: Art & Ideas of the 19th Century

GS 903: Seminar Abroad

GS Electives:

* Any of the above listed GS courses in addition to:

GS 608: Professional Presentation and Communication

GS 609: Renovating Tradition: Art & Ideas of the 19th Century

GS 610: Balancing Creativity and Profitability (**CANM Students only**)

GS 612: Writing and Research for the Master's Student

GS 613: History of 20th Century Fashion

GS 615: History of Graphic Design

GS 616: Sacred Geometry

GS 621: History & Techniques of Character Animation

GS 622: History & Techniques of Visual Effects and Computer ANM (**ANM Students only**)

GS 625: History of Photography

GS 627: Industrial Design in a Globalized World

GS 631: Industrial Design Processes (**IDS Students Only**)

GS 635: Fundamentals of Law for Artists

GS 650: Preparing for the Filmmakers Thesis Project (**Required for all MPT students**)

GS 699: Special Topics

GS 712: Genres in Science Fiction and Fantasy

GS 713: Creative Writing

GS 714: Acting for Stage and Camera (**Non-Acting Student Only**)

GS 715: Conceptual Physics

GS 903: Seminar Abroad

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MFA EIGHT SEMESTER MODEL *78 units	<u>First Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	<u>Second Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Academic/General Study (GS)	3 units
	<u>Third Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	<u>Fourth Semester</u>	12 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	Academic/General Study (GS)	3 units
	<u>Fifth Semester</u>	9 units
	Studio	3 units
Studio	3 units	
Studio	3 units	
<i>MIDPOINT REVIEW</i>		
<u>Sixth Semester</u>	12 units	
Elective	3 units	
Directed Study	3 units	
Directed Study	3 units	
Academic/General Study (GS)	3 units	
<u>Seventh Semester</u>	9 units	
Elective	3 units	
Directed Study	3 units	
Directed Study	3 units	
<u>Eight Semester</u>	9 units	
Directed Study	3 units	
Directed Study – Senior Studio or Internship (Director Approval)	3 units	
Academic/General Study (GS)	3 units	
<i>FINAL REVIEW</i>		

* The MFA program in Industrial Design is 78 units

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MFA SIX SEMESTER MODEL *63 units	<u>First Semester</u>	12 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	Academic/General Study (GS)	3 units
	<u>Second Semester</u>	12 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	Academic/General Study (GS)	3 units
	<u>Third Semester</u>	9 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	<i>MIDPOINT REVIEW</i>	
	<u>Fourth Semester</u>	12 units
	Elective	3 units
	Directed Study	3 units
	Directed Study	3 units
	Academic/General Study (GS)	3 units
	<u>Fifth Semester</u>	9 units
	Elective	3 units
	Directed Study	3 units
	Directed Study	3 units
	<u>Sixth Semester</u>	9 units
	Directed Study	3 units
	Directed Study – Senior Studio or Internship (Director Approval)	3 units
	Academic/General Study (GS)	3 units

FINAL REVIEW

* The MFA programs in Advertising, Animation & VFX, Fashion, Fine Art: Painting, Sculpture and Printmaking, Game Design, Graphic Design, Illustration, Interior Architecture and Design, Motion Pictures and Television, Music for Visual Media, Photography, and Web Design & New Media are 63 units

Master of Architecture The Master of Architecture (M-ARCH) program has been designed to prepare and empower

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Program

the graduate, through education, and the process of designing and making, to create visual and physical changes to our built environment that enhance its quality and our experience of it. The program is also designed to prepare students to make a contribution to the practice of architecture and urban design.

Admission to the M-ARCH Program does not guarantee graduation. Each graduate student completes a Final Project during the Directed Study component of the program. All Master's candidates must present the completed Final Thesis Project at a formal Final Review before a committee. The completed Final Project will then be critically appraised by the Committee of faculty and professionals at the graduate student's Final Review. Once approved at Final Review, the M-ARCH degree will be granted.

M-ARCH Program Requirements

Program Requirements

Students enrolled in the Master of Architecture program will earn a total of 63-87 semester units of graduate course work with an overall cumulative grade-point average of at least 2.0 in order to receive their degree. Students are also required to have a Final Review. A Petition to Graduate form will be filed by students prior to their last semester if they are to be eligible for graduation at the end of that semester. Students should contact their Graduate Academic Advisor for detailed information regarding the petition period and deadlines.

M-ARCH Program Components

The Master of Architecture is comprised of the following components:

Studio Courses	69 units
Directed Study	12 units
Electives	6 units
Total	87 units

Studio:

Studio courses offer hands-on art and design practice that expose students to a wide range of problem solving projects. These courses provide students with a strong background for their Final Thesis Projects.

Senior Studio/Internship:

All M-ARCH Candidates are required to complete a for-credit senior studio or Internship. Department Director approval is required.

Electives:

Graduate students may choose to take elective graduate courses within or outside their chosen field with the permission of the Department Director. Additional Directed Study units cannot be taken as an elective.

Directed Study:

In Directed Study, each graduate student develops the Final Thesis Project and a comprehensive body of work/portfolio.

M-ARCH SEVEN SEMESTER MODEL

First Semester

Studio

12 units

6 units

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87 units	Studio	3 units
	Studio	3 units
	<u>Second Semester</u>	15 units
	Studio	6 units
	Studio	6 units
	Studio	3 units
	<u>Third Semester</u>	15 units
	Studio	6 units
	Studio	6 units
	Studio	3 units
	<u>Fourth Semester</u>	12 units
	Studio	6 units
	Studio	3 units
	Studio	3 units
	<u>Fifth Semester</u>	12 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	Studio	3 units
	<i>MIDPOINT REVIEW</i>	
	<u>Sixth Semester</u>	12 units
	Studio	3 units
	Directed Study	6 units
	Elective	3 units
	<u>Seventh Semester</u>	9 units
	Directed Study	6 units
	Elective	3 units
	<i>FINAL REVIEW</i>	
	TOTAL	87 units

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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 Thesis 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 preparedness to begin the proposed Final Thesis 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.

THE MIDPOINT REVIEW

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 and not to provide food at the Midpoint Review.

Scheduling a Midpoint Review. Midpoint Reviews are conducted over a three-week (summer) and a four-week (spring/fall) period at the beginning of each semester (please see Graduate School Calendar for dates).

All sign-ups take place during the Midpoint Review Sign Up Meeting that is held each semester. Please see the Graduate School Calendar for date and location. If you cannot attend and cannot send a representative to the meeting, you must notify the **Midpoint Review Coordinator** beforehand.

MIDPOINT REVIEW COORDINATOR MIDPOINT REVIEW

Midpoint Review Coordinator Contact Information:

Email: midpointreview@academyart.edu Website: <http://gradstudents.academyart.edu>
Tel: 415-618-6390 (1-800-544-ARTS, x6390) Fax: 415-618-6275

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

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COMMITTEE 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.

Following are the Committee's Evaluation Criteria for the Midpoint Review:

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:** Resubmission – the Committee requires a corrected/revise Final Thesis Project Proposal by a specific date. If a student is required to resubmit the Final Thesis Project Proposal, two copies of the revised proposal and one CD (PDF) are required.
3. **Not Approved:**
 - a) Student must conduct another Midpoint Review
 - b) Student needs to rethink the Final Thesis Project Proposal
 - c) Student needs additional studio work. The Midpoint Review Committee may require that the student take additional units in order to address deficiencies.

MIDPOINT THE FINAL THESIS PROJECT PROPOSAL

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REVIEW WRITTEN PRESENTATION

The **FINAL THESIS PROJECT PROPOSAL** is a brief written document that includes an **AUTOBIOGRAPHY, RESUME,** and the **FINAL THESIS PROJECT PROPOSAL**. This document is to be **typed, double-spaced and bound. Writing style and grammar must be professionally executed.** Two copies of this document and one CD (PDF File) must be submitted to the Graduate School Office, 79 New Montgomery, 2nd Floor, **two weeks before** the student's scheduled Midpoint Review date. 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

Final Thesis 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)
- Timeline (by semester) - Students should plan their project over a minimum of 3 **full** semesters (not to include intersession). Students should complete their Final Thesis Project on time, as they must present it at Final Review **at the end of their last semester.**
- Outline of Directed Study (12-18 units) with phases of project identified.
- Abstract - One Page: summary of Final Thesis Project

Additional Department Specific Midpoint Review Guidelines, provided by the Department Directors, are available from the Midpoint Review Coordinator.

All guidelines and an Online Midpoint Review Orientation can be found on the graduate school page of the Academy's website – <http://gradstudents.academyart.edu/>

**REDIRECTION GRADUATE SCHOOL
GUIDELINES FOR REDIRECTION OF FINAL THESIS PROJECT**

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If a student has completed their Midpoint Review, but wishes to change the direction of their proposed Final Thesis Project, they must go through the Graduate School Redirection process. The purpose of the Redirection is to ensure that the Director is properly informed of any changes made to any student's Final Project.

1. Students must file a request for redirection PRIOR to making any changes to their Final Projects. Students should file for Redirection as soon as possible after their Midpoint Review, in order to allow ample time to accommodate changes in their Directed Study courses.
2. In a letter to their Department Director, the student must clearly define the changes they will make to their proposal/project. Why have you decided to change the project? What specifically will be changed? How will the changes affect the initially proposed Directed Study Timeline?
3. The letter should be submitted to the Midpoint Review Coordinator – midpointreview@academyart.edu The Midpoint Review Coordinator will forward it to the Department Director with the appropriate paperwork for review and approval.
4. The student will receive an email/letter with the result of their redirection request.
5. The student must submit ONE revised and bound copy of their Midpoint Proposal Book to the Midpoint Review Coordinator. This revised book will reflect the redirection changes, and will be placed in the student's library archive after the Final Review.

DIRECTED STUDY

Directed Study is the graduate student's primary concentration as a Master's candidate. Directed Study enables the Master's candidate to focus on creating and completing a Final Thesis Project. Throughout the 12-18 units of Directed Study, the Master's candidate has the following options:

- Working one-on-one under the guidance of a Directed Study Advisor.

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- Participating in Group Directed Study.
- Taking a class for Directed Study credit.
- Taking an Internship for Directed Study credit (maximum 6 units).

DIRECTED STUDY ADVISOR

A Directed Study Advisor may be an Academy faculty member and/or a professional chosen directly from the industry. The Department Director approves industry professionals to advise students. A student may have more than one Advisor during the semester if each Advisor is working on different areas of the Final Thesis Project. The Department Director acts as faculty liaison with the Advisor, and submits midterm and final grades for the Directed Study.

Specific goals are stated at the beginning of each semester with the Directed Study Advisor and the student works toward attaining those goals. The Directed Study Advisor's role, as a professional in the field, will be to advise and guide the student. The Directed Study Advisor's advice and guidance will be in the form of requiring specific amounts and types of work from the student each week. From the Directed Study Advisor's expertise, he/she is asked to direct and critique each stage of the student's progress. In addition, the Directed Study Advisor will give deadlines and share professional standards and knowledge.

Directed Study Time Requirements

1. For every 3 units of Directed Study, 1 hour of meeting time with the Directed Study Advisor is required per week, with a total of 15 hours for the semester.
2. For every 3 units of Directed Study, at least 10 hours per week of studio, research and design time is required of the student in advance of each session with their Advisor.
3. Attendance for Directed Study is tracked by your Online Discussion participation. Advisors and students are required to login at least once a week and document an hour's worth of work to be recorded as having attended.

Directed Study Advisor Approval Form

A Directed Study Advisor Approval Form is required from every student for each Advisor he/she will work with each semester. This form is an agreement that states that the student and Advisor will work together for the indicated number of units and that the student's Department Director approves of this match. Directed Study Advisor Approval Forms must be submitted for processing by the deadline dates set each semester by the Graduate School.

Directed Study Advisor Approval Forms are available from Graduate Academic Advisors, Directed Study Coordinator, and the Graduate Academic Departments.

GROUP DIRECTED STUDY

Group Directed Study

Group Directed Study enables the Master's candidate to focus on a common aspect/component/skill essential for the successful completion of their Final Thesis Project, which they share with other graduate students. The Group Directed Study has a set meeting time and place each week, and specific goals for the students enrolled. The Group Directed Study Instructor works with each student toward attaining those goals as they relate to their individual Final Thesis Projects. Each Group Directed Study class holds a maximum of three units.

To enroll in a Group Directed Study, the student must register for the desired class through their Graduate Academic Advisor. Directed Study Advisor Approval forms are not required to enroll in Group Directed Study. However, there may be prerequisites set by the Group Directed Study Instructor. The student should check with the Department Director or Graduate Academic Advisor before enrolling.

Group Directed Study Time Requirements

1. For every 3 units of Group Directed Study, 3 hours of meeting time with the Group Directed Study Advisor in a classroom setting is required per week, with a total of 45 hours for the semester.

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2. For every 3 units of Group Directed Study, at least 10 hours per week of studio, research, and design time is required of each student, in advance of each class session.

COURSES TAKEN FOR DS CREDIT

With Director approval, graduate students may take a course for Directed Study credit. The content of the course may be requested by the student, or may be required/recommended to the student by their Director to strengthen an area not addressed in the graduate course offerings. The Course for Directed Study Credit Form must be completed and returned to the student's Graduate Academic Advisor for processing.

The student is subject to the same in-class requirements and course fees as all other enrolled students, and must do all assignments required as part of the course. The graduate student receives the amount of attention granted to other students in the class, but should not expect the instructor of the class to give them extra time outside of class to discuss their graduate work.

INTERNSHIP FOR DS CREDIT

With Director approval, graduate students may take an Internship for Directed Study credit (three units only per semester and maximum six units in program). For more information on Internships, please see page 3 of this handbook.

DIRECTED STUDY COORDINATOR

The Directed Study Coordinator Contact Information:

Email: directedstudy@academyart.edu Website: <http://gradstudents.academyart.edu/>
Tel: 415-618-6188 (1-800-544-ARTS, x6188)
Fax: 415-618-6275

DIRECTED STUDY POLICIES

- All Directors must approve the match between the student and the potential Advisor before work can begin.
- Only fully and accurately completed Directed Study Advisor Approval Forms will be processed. Ask the Directed Study Coordinator for accurate instructions on completing the form(s).
- Official meetings with the Directed Study Advisor can begin **only** after the Directed Study Advisor and the Graduate Department Director have signed the Directed Study Advisor Approval Form and the form has been submitted to the Directed Study Coordinator for processing.
- If there are any changes to the Directed Study Advisor or the number of units taken during the course of the semester, the student must notify the Directed Study Coordinator immediately.
- The Directed Study Journal must document all 12-18 units of Directed Study regardless of whether the student takes one-on-one Directed Study, Group Directed Study, classes for Directed Study Credit, or Internship for Directed Study Credit. The Journal must be presented for approval before a formal committee at the graduate student's Final Review.
- If the Department Director requires a pre-Midpoint Student to take a Directed Study or Group Directed Study, it will be counted as one of the six Directed Studies allowed in the program.
- **Additional Directed Studies (for studio or elective credit) are NOT permitted.**

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DIRECTED STUDY PROCEDURES

Directed Study Procedures

All of the following should be completed prior to the beginning of the semester.

- Register with your Graduate Academic Advisor for the desired number of units of Directed Study. (*This should be done whether or not you have an approved Directed Study Advisor.*)
- Upon registering for Directed Study, you must follow the outlined procedures below based on your scenario.

Scenario 1

Student **has** selected his/her Directed Study Advisor(s) and has obtained the Advisor's signature on the Directed Study Approval form.

S t e p 1

Student must submit the Directed Study Approval form to their Graduate Department Director for final approval and signature.

S t e p 2

After the above is completed, the student must forward the Directed Study Approval form to their Graduate Academic Advisor who will check registration/fees etc., before forwarding the form to the Directed Study Coordinator for final processing.

Scenario 2

Student **has not** selected his/her Directed Study Advisor(s), and is still "looking".

S t e p 1

Student must consult with their Graduate Department Director for assistance with finding a Directed Study Advisor.

S t e p 2

The student must arrange to meet with the suggested Advisor(s).

S t e p 3

Once a Directed Study Advisor is agreed upon, the student must obtain the signature of the Directed Study Advisor on the Directed Study Approval form.

S t e p 4

Student must submit the Directed Study Advisor Approval form to their Graduate Department Director for final approval and signature.

S t e p 5

After the above is completed, the student must forward the Directed Study Approval form to their Graduate Academic Advisor who will check registration/fees etc., before forwarding the form to the Directed Study Coordinator for final processing.

Official meetings with the Directed Study Advisor can begin only after the Directed Study Advisor and the Graduate Department Director have signed the Directed Study Advisor Approval Form and the form has been submitted to the Graduate School for processing. Students who register for Directed Study and meet as early as possible with their Graduate Department Director and the Directed Study Coordinator will ensure that all of their Directed Study needs are met.

DIRECTED

Each student is required to maintain a journal documenting the educational and creative exchange

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STUDY JOURNAL

with his or her Directed Study Advisor(s). The Directed Study Journal must trace the student's steps from Midpoint to Final Review preparation. This journal is to be added to and maintained throughout the student's 12-18 units of Directed Study. It must be written and contain visual materials as required by the student's department. This 12-18 units Directed Study Journal must be presented by the student at their Final Review for review by the committee members. The Directed Study Advisor(s) should read and evaluate the journal each week.

JOURNAL-IN- PROGRESS REVIEW BY DIRECTOR

During the Spring and Fall semester the student will be required to make an appointment with their Graduate Director to review their Directed Study Journal. During this time, all students are required to present to their Graduate Director their 12-18 units Directed Study Journal-in-progress for review. In this meeting, the Department Director will review the progress of both the student's 12-18 units Directed Study Journal and Final Thesis Project.

JOURNAL GUIDELINES

The Graduate School recommends that students use the standardized Journal Format/Template, which includes a coversheet and a weekly meetings form. This Template is available from the Directed Study Coordinator. This Template should be used for each Directed Study.

The Journal should be organized by semester and by advisor/class in separate sections or books/binders. Using a binder or bound book will allow you to edit and organize your Journal easily.

Text in the Journal can be typed or hand written, but must be neat and legible.

The Journal should include a copy of the Final Thesis Project proposal as approved at Midpoint Review, research and reference materials, sketches, photos or copies of work in progress, notes, ideas, goals, etc.

Additional Directed Study Journal guidelines by Department are available from the Directed Study Coordinator.

DIRECTED STUDY JOURNAL FORMAT

The Directed Study Journal format is as follows:

Cover sheet: Student Name, Student ID Number, Major and Specialization, Semester, Directed Study Advisor's Name, Number of units of Directed Study

Weekly entry: Must include week number and date that student and Directed Study Advisor met at the top of the page.

Briefly discuss: - Goals/Issues
- Response from Advisor
- Goals for Next Week/Meeting

In preparation for the student's Final Review, the Graduate School will require **six copies** of a **summary of their Directed Study experience and the Final Thesis Project**. This summary must be turned in two weeks before Review date.

All guidelines, forms and an online directed study orientation can be found on the graduate school page – <http://gradstudents.academyart.edu/>

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FINAL REVIEW The **Final Review** is comprised of a visual, oral, and written presentation of the Final Thesis Project. The Final Review is approximately one hour in length. The Final Review Committee decides on the granting of the Master's degree. Successful completion of the Final Review is required in order to graduate from Master's Programs at the Academy of Art University.

Attendance at Final Review.

The Final Review is conducted before an established committee. Students are asked **not** to invite non-committee members, friends or family to their Final Review and not to provide food.

Scheduling a Final Review.

Final Reviews are conducted at the end of each semester (including summer semester). The Final Review must be held at the end of the student's last semester. No Final Reviews are permitted during the intersession. **If Final Thesis Project conditions have not been met within two semesters, students will need to reapply to the Graduate School and repetition to graduate.** A tentative date is set as part of the Petition to Graduate Process. Students will be notified of the official date of their Final Review during their last semester. If the student has scheduled an exhibition or gallery show, the Final Review must take place **before** the exhibition.

FINAL REVIEW COORDINATOR

Final Review Coordinator Contact Information:

Email: finalreview@academyart.edu Website: <http://gradstudents.academyart.edu/>
Tel: 415-618-6297 (1-800-544-ARTS, x6297)
Fax: 415-618-6275

LIBRARY ARCHIVE REQUIREMENTS

Final Review Required Materials:

1. Original Directed Study Journal (not for archive - will be returned to student)
2. Original Final Thesis Project work
3. Final Thesis Project Summary Paper (2 copies & 1 CD due two weeks before Review)
4. Archival Box (acid-free paper box, approx. size 14x9.5x2.5) for the Academy of Art University Library
 - All slides must be held in slide sleeves.
 - All videos must be in a plastic box.
 - All discs, etc., should have a case.
 - All parts must be clearly labeled with the student name & ID.

FINAL REVIEW COMPONENTS

Visual Presentation

A formal presentation to the committee of the student's body of work - the Final Thesis Project as approved at Midpoint Review. The Directed Study Journal must be presented for committee review. Once approved, the Journal will be returned to the student at the end of the Review.

Oral Presentation

The oral presentation is a summation of the research process and conceptual solution of the Final Thesis Project. Original work must be shown but may be accompanied by slides or other visual materials. The oral presentation of the Final Thesis Project should be approximately 15 - 20 minutes in length.

Written Presentation

The Final Thesis Project Summary should provide a synopsis of the research and creative processes involved in the completion of the work. **Flawless spelling and grammar** are required of all written submissions.

Two bound copies & one CD (PDF File) of the Final Thesis Project Summary must be submitted to the Graduate School Office **two weeks** prior to the scheduled Final Review date. Papers should be sturdily and professionally **bound**—spiral binding and perfect-binding are permitted, but clip and folder binders are not acceptable.

This document should discuss the journey of the project from conceptualization to completion.

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Please include your perspective on the project, challenges faced and overcome, ways in which the project might have changed (and why), artistic influences, and reflection upon the final product.

The Final Project Summary should include:

- **Cover:** Include your name, ID#, department, project **title** (all projects must have a title) and a **one sentence description of the work** (for example: A two minute 2D Animated short film, a series of black and white digital prints, an illustrated children's book, or a series of advertising campaigns, etc...) and date of Final Review
- **Autobiographical narrative** (usually 1-2 pages)
- **Resume** (1-2 pages)
- **Synopsis** as explained above. Include artistic influences, acknowledgements, graphics and other visuals as needed. (Page length variable)
- **Credits page or bibliography:** (1 page) All images, text contained within the project or work done on the project by anyone other than yourself must be properly credited.

Awarding the Master's Degree. The diploma will be issued upon completion and passing of **ALL** of the following:

- Approval at Final Review before Committee.
- Submission of the Final Thesis Project Summary for archiving with visual documentation of the Final Thesis Project in slide, video, disk, or print format, in required archival box, due on the day of the Final Review.
- All curriculum requirements fulfilled: all units and minimum grade requirements completed.
- No outstanding financial obligations.
- Exit Interview with Career Services.

Additional Department Specific Final Review Guidelines, provided by each Department Director, are available from the Final Review Coordinator.

All guidelines and an online final review orientation can be found on the graduate school page – <http://gradstudents.academyart.edu/>

PETITION TO GRADUATE

All Graduate Students must Petition to Graduate by Appointment with their Graduate Academic Advisor. Following are the 2008 - 2009 Petition Dates:

Spring 2010 Grads – Petition between September 21, 2009 – January 22, 2010

Summer 2010 Grads – Petition between November 30, 2009 – April 2, 2010

Fall 2010 Grads – Petition between November 30, 2009 – April 2, 2010

If the last semester of study is postponed, the student must **Re-Petition**.

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STUDIO SPACE Where available, Academy of Art University provides on-campus studio spaces for Graduate Students meeting the following criteria:

1. Has passed Midpoint Review
2. Is beginning Final Thesis Project
3. Is maintaining full-time status (9 units in SP/FA & 6 units in SU)
4. Will work in studio a **minimum of 20** hours per week
5. Agrees to follow all conditions of the studio agreement

Several Departments within the Graduate School have reserved group studios for Master's Students. Contact your Director for details. Most studios are shared on average between two to four students depending on the size of the studio. If the above criteria are met, please contact your Department. Due to the demand for studio space please be sure to *sign up for a studio space as soon as possible.*

1. Each Department will assign a studio based on availability.
2. Take the Studio Assignment Form to the Accounting office (79 NM, 2nd floor) with a \$100.00 security deposit, for which you will receive a receipt.
3. Sign Studio Agreement.
4. Take the Studio Assignment and Studio Agreement Forms with the security deposit receipt to Security, lower level at 180 New Montgomery Street and obtain a key, if applicable.

Studio Request

Students who have not passed Midpoint Review but wish to have a studio can complete the Studio Request form. Students need to state the nature of their personal need for a studio. The Department will provide a studio based on seniority standing and the availability of space. The Department will contact the student when a studio is available. When the Department assigns a studio, the student understands that they may need to vacate, if the studio is needed for students who have completed Midpoint Review.

Procedures for Vacating the Studio

The student must return the studio key to the Department Administrative Assistant.

The Department will then evaluate the condition of the studio and determine if the student has complied with the "Studio Agreement".

If the studio is in good condition, the \$100.00 security deposit will be refunded.

If the studio and/or its contents are damaged or lost, the \$100.00 security deposit will be forfeited.

NOTE:

- Studio occupants must vacate their studio within one month of completing their final units in the Master's program.
- Studio occupants must vacate their studios if they are drop below full-time enrollment, on a leave of absence, or on academic dismissal.
- Student may retain their studio space if enrolled in 6 units for the summer semester.
- Studio occupants must abide by the Academy's building hours, which are updated when necessary, each semester and intersession.

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GALLERY EXHIBITIONS

Master's students are not required to have a gallery exhibition. However, many choose to take advantage of the opportunity to hold a public exhibit of their Final Thesis Project as part of a group show. Students who apply for a gallery exhibition must first obtain a packet of information, which includes the exhibition contract. A gallery show is a privilege and not guaranteed. Please contact the Director of Galleries for details.

Students planning to have an exhibition are encouraged to sign up well in advance of their estimated Final Thesis Project/Master's requirements completion time.

Students planning to have an installation as part of their Final Thesis Projects will need the approval of the Department Director and students are responsible for all planning, resources, equipment and set up of the installation.

Students are required to conduct their Final Review in advance of their scheduled exhibition, as only approved Final Thesis Projects will be permitted to go on display in an Academy gallery.

If the Final Review Committee does not approve of a Final Thesis Project, any scheduled exhibition must be postponed and rescheduled. The final decision is made by the Department Director.

ACADEMY RESOURCE CENTER

Academy Resource Center (ARC)

180 New Montgomery Street, Room 201 (Main Office) (415) 618-3917 or arc@academyart.edu
All services are offered free of charge and are provided to both online and on campus students, except for Speaking Lab and Midpoint Workshops, which are offered only on campus. Please call for drop-in hours and appointments.

Student Academic Support (SAS)

One-on-one coaching is available by appointment or on a drop-in basis for assistance with study skills and time management. SAS also refers students to outside and other AAU services.

ARC Tutoring

ARC Tutoring provides one-on-one tutoring to qualifying students to supplement workshops.

Classroom Services

Reasonable accommodations can be made for students with disabilities. For more information, or to establish eligibility, contact Classroom Services at 415.618.3775 or classroomservices@academyart.edu They are located at 180 New Montgomery Street, Room 267.

ESL Support Program and Online English as a Second Language (OESL)

In-class language support is provided for international students in designated sections. Weekly study groups and one-on-one tutoring are open to all students.

Speaking Lab

Assistance is offered for oral presentations and pronunciation practice. The Speaking Lab also arranges conversation groups for international students.

Writing Lab and Online Writing Lab (OWL)

Assistance is available for all writing assignments.

Midpoint Review Workshops

Workshops and one-on-one help are provided to graduate students working on written proposals and oral presentations for midpoint and final reviews. Midpoint Review Workshops only available for Graduate students.

Further details regarding academic resources available to students are located on the Academy Resource Center (ARC) web page on the AAU Website – www.academyart.edu