



AAU MFA Photography

ONLINE FINAL REVIEW HANDBOOK

INTRODUCTION TO THIS HANDBOOK

This handbook is a compilation of Online MFA Photography Final Review Requirements, Final Review Planning Guides, and Resources. Please read though all of this information carefully before preparing your materials for your Final Review. If you have any questions or need clarification on any aspect of your upcoming Final Review, you will find information about who to Contact on Page 16 of this handbook.

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SECTION I: GENERAL FINAL REVIEW INFORMATION/GUIDELINES

FINAL REVIEW INTRODUCTION

At your Final Review you will present, through an oral, written and visual presentation, the Summary of your Thesis Work to the Final Review Committee. The Final Review Committee will review your progress in the program, and will evaluate the quality and evolution of your Thesis Project. The Final Review Committee decides on the granting of the MFA Degree.

FINAL REVIEW COMPONENTS

Visual Presentation

This is a formal presentation to the committee of the student's body of work - the Final Thesis Project as proposed by the student at Midpoint Review. The student's actual work (not slides, etc.) must be presented. The original 18-unit Directed Study Journal must be presented for committee review. The Journal will be returned to you after 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. Four bound hard copies of the Final Thesis Project Summary and one CD of the Final Thesis Project Summary in PDF format must be submitted to the Graduate School Office two weeks prior to the scheduled Final Review date.

ATTENDANCE AT THE 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. Please do not provide food at the Final Review.

AWARDING THE MASTER'S DEGREE

The diploma will be issued upon completion and passing of **ALL** of the following:

- 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.
- Online Graduate Survey at <http://apply.academyart.edu/careersvsgradtrack/>.

SCHEDULING YOUR FINAL REVIEW

All Final Reviews must be held at the end of the semester in which the student completes their regular program units. No Final Reviews are permitted during the intersession. To schedule a final review, please contact the **Final Review Coordinator** at 415-618-6297, or email finalreview@academyart.edu. Students must petition to graduate before a tentative date can be set. A finalized date will be set in the semester the final review is to be conducted, based on Director availability. This date can be changed only in case of personal emergency, and must be approved by both the Graduate School and the Department Director to be official. If the student has scheduled a gallery space for his/her final show, the Final Review must take place **before** the exhibition.



SECTION II: MFA PHOTOGRAPHY ONLINE Final Review Guidelines

PRIOR TO YOUR FINAL REVIEW

- In the semester prior to your Final Review, you must contact your Academic Advisor to Petition to Graduate.
- Thoroughly review the Final Review guidelines (*general AND photo specific guidelines*) and clarify any questions you may have in regards to the requirements. Questions can be addressed to PH department AAU full time faculty or to your Department Directors who can answer specific questions about the Final Review process.

FINAL REVIEW PRESENTATION

- Final Review presentations can be made either online (through Cyber Campus) or on-Campus in San Francisco. In either case, your written Thesis Summary must be sent to San Francisco in advance of your presentation, for review by the Final Review Committee. If presenting online, you must also send your Final Prints, your archive materials for the Library, and your Directed Study Journal(s) in advance, to be received at least 2 weeks prior to your review (1 week in advance in the Summer semester).
- Signups for your presentation are made through the Final Review Coordinator: finalreview@academyart.edu. All Final Reviews are held at the end of the semester you intend to Graduate. Once your review has been scheduled and confirmed, you will receive instructions regarding sending in your work prior to your review date. Final Review information is also available by contacting Tamara Hubbard at: THubbard@academyart.edu.

FINAL REVIEW REQUIREMENTS

OVERVIEW

The Final Presentation is intended to satisfy the Director and the Review Committee that you have completed your Final Project to a high level of accomplishment with thoroughness and rigor. While the Final Presentation is in some ways the culmination of the student's efforts related to his or her project, the real experience of the project will have been done in the doing of it. The student should not expect the presentation to be an event designed for his or her fulfillment but rather, a close review by the department of the work done and its quality in relation to the granting of the Master of Fine Art degree.

All MFA Photography Students presenting for their Final Review must prepare and have the following ready for their presentation (please read specifications to follow):

- **Thesis Project Images, as proposed in your Midpoint (16–20 images in most cases).**
- **Written Presentation**
- **Oral Presentation with PowerPoint**
- **Hardcopy Directed Study Journal(s)**
- **Professional Portfolio** (Art for Commerce and Photojournalism/Documentary students only)
- **Gallery-Ready work** (Fine Art students only)
- **Final Project Materials for Library Archive**

All physical materials submitted must be clearly labeled with your name, student ID number, date of presentation, major and project title. If your materials are incomplete, the granting of your degree will be delayed.

PRESENTATION (*Additional details are included in the Final Review Handbook*)



FINAL PROJECT IMAGES

- For your Review, you will display your completed Thesis Project images, a cohesive series or group of photographs that represent the culmination of your Thesis Project.
- You must present the number of images proposed at your Midpoint Review (16-20 in most cases)
- All work presented for the Final Review should be created after successfully passing the Midpoint Review.
- The images must exemplify your highest level of technical proficiency.
- The images must be professionally presented, and mounted and matted or otherwise presented in a manner that is appropriate for the work. Fine Art presentations must follow gallery presentation standards.
- The images should be printed and presented at the size and style proposed at your Midpoint Review.
- When preparing your images for submission, be sure to review the following Matting, Mounting, and Framing tutorials as a guide: http://media.academyart.edu/howto/submit/submit_fm1.html

WRITTEN PRESENTATION

The Final written presentation must be received 2 weeks prior to your Review date. Please submit four (4) copies, bound and of professional quality, and 1 CD of the written presentation in PDF format to the Final Review Coordinator. For the Written Presentation:

- Review the general AAU Final Review guidelines, but be certain to follow the Photography-specific guidelines, and the MFA Photography Final Review Handbook when writing your written proposal.
- Be sure the proposal is grammatically correct and free of spelling errors and typos. The Academy Resource Center (ARC) offers support for both your written and oral presentation.
- Your written presentation must include the following sections. Requirements for each of these sections are detailed in the Final Review Written Presentation Checklist (attached at the end of this Document):
 - **Cover Page**
 - **Autobiography**
 - **Resume**
 - **Abstract**
 - **Thesis Project Summary**
 - **Influences**
 - **Statement of Future Plans**
 - **Timeline**
 - **Images**
- Your written Presentation must significantly reflect the evolution of your project since your Midpoint Review. Do NOT simply recap what you wrote in your Thesis Project Proposal at your Midpoint Review.

ORAL PRESENTATION

- Your oral presentation should be presented in approximately 20 minutes.
- Recap your written document as your presentation.
- Refer to your images as appropriate.
- Discuss other visual artists work related to the project and how they influenced your way of thinking.
- Plan to answer questions and defend your work at the end of your presentation.
- A PowerPoint presentation accompanying your oral proposal is *required*. If you present Online, Cyber Campus will contact you prior to your review to show you how the online Review process works and how to use your PowerPoint during your oral presentation.
- Practice your oral presentation in advance of your review to insure your comfort level during the presentation. Such practice is essential to your preparedness for your Review.

ADDITIONAL REQUIREMENTS



ORIGINAL DIRECTED STUDY JOURNALS

You must send in your Directed Study Journal(s) for Committee Review. These must be received with your written books at least 2 weeks prior to your review date (1 week in advance if presenting in the Summer semester). Your journal(s) will be returned to you.

- Your Journal(s) must cover all 18 units of Directed Study
- Your Journal(s) must record the progress you have made with your project between your Midpoint Review and your Final Review
- Be sure to keep prints and other documents, pertaining to the progress of your Thesis Project; include the dates the images were taken and the dates they were printed.

Please refer to the MFA Photography Directed Study Guidelines for further details about the Directed Study Journal Requirements.

PROFESSIONAL PORTFOLIO (Art for Commerce and Photojournalism/Documentary students only)

- Present a copy of your Professional Portfolio, which you intend to show to prospective clients, galleries, or photography organizations.

GALLERY-READY WORK (Fine Art students only)

- You must present a minimum of 1 of your final images framed in a professional manner or otherwise professionally presented, as ready to be hung in a gallery.
- The presentation must substantially support the overall concept for the image

FINAL PROJECT FOR LIBRARY

- **Images:** The Department requires you to submit 3 CDs containing copies of your work) along with 1 set of slides or prints of your final project imagery. Your images should be presented in a book or binder, in an organized manner. These materials must fit in the archival box (see below). CD images must be saved at 10" on the longest dimension at 300 ppi.
- **Archival Box-** This must be paper, not plastic and acid free. The suggested size is 9" x 12" and your Final Project visuals must fit inside. Archival Boxes are typically available through art stores. Please send your archival box when you ship your images.
- Be sure to label your Library materials on the front and sides with your name, student ID number, date of presentation, major and project title.

All Final Review materials must be *received* no later than 2 weeks prior to your Review (1 week in advance if presenting in the Summer semester). Send materials to:

MFA Graduate Office, 79 New Montgomery, 2nd Floor, San Francisco, CA 94105 Attn: Final Review Coordinator

Note: Your Final Images, Portfolio, any framed work and your Journal(s) will be returned to you after your Review with pre-paid return shipping.

CONTACT:

Final Review Coordinator:

finalreview@academyart.edu

(415) 618-6297



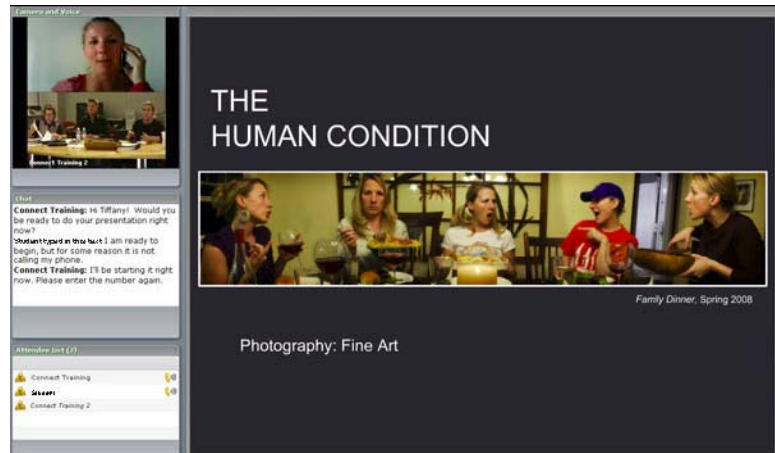
SECTION III: Final Review Guidelines for ONLINE Midpoint Reviews

OVERVIEW:

The Academy of Art University’s Online Final Review provides a means for Online Academy students to present their thesis work via the Academy’s online web conference environment. The online environment allows students to video conference with the Final Review Committee via live web cameras. Through the webcams, students are able to establish personal contact with the committee. Students can also show prepared slideshow presentations, interact with images, and browse websites in this online environment.

The student can access the web conference from their home or work computer and use a telephone to speak with the committee. The committee sees the student’s presentation projected on a large screen and speaks with the student over a speaker phone.

Prior to Your Online Review, be sure to watch the *Academy of Art Online Review Orientation*:
<http://live3.academyart.edu/or/>
This orientation provides information about the technical requirements for presenting online, and will help to provide familiarity with the Online Review Interface.



ONLINE PRESENTATION REQUIREMENTS

The requirements of an Online Final Review are similar to those of an On-site Final Review. In addition to the visual, oral and written presentation, online students must also create a PowerPoint Presentation to show to the committee during their review (links to a tutorial and template are above). The oral presentation portion of the review will consist of the student narrating their PowerPoint slideshow, and for some departments, showing digital or video work to support their thesis (work must be submitted on a CD/DVD prior to the review).

Throughout the preparation and presentation of their Online Final Review, students are assisted by a facilitator from the Online Graduate Department. Once the review is scheduled, the facilitator will contact the student and teach them how to conduct a web conference. The actual formal presentation is the responsibility of the student, and the facilitator will only participate when there are technical difficulties.

Be sure to also read the General Guidelines and your Department’s Requirements for a Final Review (Sections I and II of this Handbook).



Online Midpoint Review Technical Requirements

Students who wish to conduct their review Online must meet the technical requirements listed below.

Hardware:

- Computer
- Fast and reliable internet connection (DSL or better)
- Webcam
- Telephone

Webcam – any webcam that allows people to view you clearly is okay. The following webcams work well:

- for Windows - Logitech Quickcam Pro 5000 or 9000; Microsoft LifeCam VX-3000 or 5000
- for MACs - Apple iSight; Logitech Quickcam Pro 4000

Telephone – a regular telephone (non-VOIP) works best. You may use a headset or speaker phone as long as the audio is loud and clear. The Academy recommends that International students purchase a calling card, with a minimum of 90 minutes of available calling time, prior to the presentation.

Operating System and Web Browser:

PC: Windows Vista, XP, 2000 or 98se

- Mozilla Firefox 1.0.3 or higher
- Internet Explorer 5.0 or higher
- Netscape Navigator 7.1 or higher
- AOL 9 or higher

MAC: Macintosh OS X 10.2 or higher

- Safari 1.1 or higher
- Mozilla Firefox 1.0.3 or higher

Additional Software:

- Macromedia Flash Player 6.0.79 or higher

To test if you have Flash installed go to:

<http://www.adobe.com/shockwave/welcome/>

To test if your system is capable of hosting an Online Final review, please go to:

http://admin.adobe.acrobat.com/common/help/en/support/meeting_test.htm

Online Graduate Department – Online Review Facilitators

Valerie Jones – vjones@academyart.edu; 415-618-3614

Sarah Chaput – schaput@academyart.edu; 415-618-3586

Maya McCoy – mmccoy@academyart.edu; 415-618-3588



SECTION IV: FINAL REVIEW PREPARATION TIMELINE

3-4 MONTHS BEFORE YOUR FINAL REVIEW

- Read General Final Review Guidelines (Section I of this Handbook)
- Read Photography-Specific Guidelines (Section II of this Handbook)
- Contact the Final Review Coordinator about scheduling your Final Review Date
- Review your Midpoint Proposal and Review Panel comments. Identify whether you have made changes to the project that may require approval from the Department Director prior to your Final Review.

2-3 MONTHS BEFORE YOUR FINAL REVIEW

- Select your images to present at your Review

6 WEEKS PRIOR TO YOUR FINAL REVIEW:

- Prepare your Written Presentation following the PH Final Review Checklist.
- Prepare your Prints
 - o Choose your portfolio of work, editing carefully for strength of imagery and of relevance to your concept
 - o Prepare pieces for a formal presentation
 - o Organize and sequence your pieces in a logical way

1 MONTH PRIOR TO YOUR FINAL REVIEW

- Print your written Thesis Final Report and have it Professionally-bound
- Create your PowerPoint Slide Show
- Organize and create notes for your Oral Presentation

THINGS TO DO 3 WEEKS BEFORE YOUR FINAL REVIEW

- Send 4 identical bound copies of your Thesis Project Report, and 1 CD with a PDF of your Thesis Project Report to the Final Review Coordinator
- Send your Prepared Images to the Final Review Coordinator
- Send your PowerPoint Presentation to Cyber Campus
- Practice your Oral Presentation out loud and with a timer
- Review the Online-specific Requirements and test all of your equipment for your Review (Section IV)

THINGS TO DO 1 WEEK BEFORE YOUR FINAL REVIEW

- Plan your attire. Dress neat and comfortably, though remember this is an important, formal presentation in front of your Director and industry professionals.
- Practice your presentation in front of a live audience.

TIPS FOR THE DAY OF YOUR FINAL REVIEW

- Get plenty of rest the night before.
- Have a glass of water available in case you need a sip during your presentation.
- Arrive at your Final Review (in the Web Conference if presenting online) on time and ready to go.
- Greet your committee members prior to beginning your Presentation
- Be prepared to address questions about your Thesis
- Maintain Professionalism during the entire Review



SECTION V: FINAL REVIEW WRITTEN PRESENTATION CHECKLIST

CHECKLIST: In your professionally-bound Written Presentation, you must include the following sections, *in this order and with a separate heading for each*:

- Cover Page**
- Autobiography**
- Resume**
- Abstract**
- Thesis Project Summary**
- Influences**
- Statement of Future Plans**
- Timeline**
- Images**

Below is a Section by Section checklist of all of the necessary information to include in your proposal.

COVER PAGE

The Cover of your Written Proposal must include the following:

- Project title
- Project subtitle (if needed)
- Your Name
- Student ID Number
- School and Department name (Academy of Art University, Graduate School of Photography)
- Date of Presentation
- Time of Presentation
- Area of Concentration (Fine Art, Art for Commerce, Documentary, etc.)

AUTOBIOGRAPHY

For your autobiography, you will *briefly* address the following in *no more than one page in length*:

- Explain who you are
- Explain how you became involved in the arts, and with photography in particular
- Discuss what led you to enroll at the Academy of Art University
- You may also include other information that seems appropriate or relevant to your work as an artist/photographer, such as:
 - Relevant Work experiences
 - Relevant Educational experiences
 - Relevant Personal experiences

You want to be sure to write your autobiography in a cohesive and succinct manner that is as engaging as possible, and provides proper background and context for the rest of the written presentation.



RESUME

You will need to include a formal resume in your proposal. This is a 1-2 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:

- Name
- Address
- Phone number
- Additional contact information such as email, website, etc.
- Recent gallery showings, exhibitions, publication, etc.
- Educational background (beyond High School)
- Recent or pertinent employment history
- Other recent information relevant to your career as an artist/photographer, including teaching experience, professional memberships, volunteer experiences, relevant skills, etc.

ABSTRACT

The Project Abstract is a short but detailed summary of your Thesis Project. It should articulate clearly to the academically minded audience the details of your Thesis Project. By reading this abstract, the reader should have a solid sense of what you have created without having to read the full proposal. The Project Abstract should include what the project was about, why the project was created, and what photographic methods you used fulfill the intent of the project. The Project Abstract should be approximately 150 words. There are a number of important elements to consider for inclusion in your abstract:

- Area of emphasis (Fine Art, Art for Commerce, Photojournalism/Documentary)
- Genre
- Subject matter
- Reason for choosing the subject matter
- Reason for creating the project
- What the project looks like (aesthetics, style, formal elements, etc.)
- How you are creating the project (style of capture, mode of processing, etc.)
- How many images you are presenting at your Final Review
- How you have presented the project (size and presentation)

THESIS PROJECT FINAL REPORT

The Thesis Project Final Report is the focal point of the written presentation. In this section of the document, you will relay the details of your completed project to the Panel. You will want to address the following in an articulate and well thought-out manner:

- Define your Thesis Project in detail (what, why, how)
- Describe your personal interest and involvement with the project
- Describe Background information on your topic and how you came about choosing this project
- Describe any challenges you encountered with the project and how these challenges were overcome
- Describe what you feel you have learned from the project
- Include your area of concentration and your specific genre of work
- Include the form of the final project (medium/quantity, size, presentation format)

The Thesis Project Final Report is the most involved portion of your written proposal, and must describe all of the information that you feel the Review Panel should know about the development and completion of your Thesis Project. There is no specified length for the Thesis Project Proposal. Though it is always a good idea to be concise in your wording, this section should be as long as it needs to clearly and thoroughly articulate your ideas.



INFLUENCES

The Influences section in your proposal needs to identify and describe your artistic influences in making the project. You should identify at least three artists as influences. You will want to identify:

- Who your artistic influences are
- What part of their work inspired you
- How their art has influenced your work

Though this section does not need to be long, you will want to be specific in describing how and why these artists have influenced you and/or your work. Your influences do not all need to be photographers, as photography is often inspired by other mediums, such as painting or sculpture. Examples of artists work should be included.

STATEMENT OF FUTURE PLANS

The Statement of Future Plans should identify the following:

- Identify the next steps you will be taking with your Thesis Project. Will you be continuing with the project? Do you have plans for exhibiting or publishing the work?
- Identify your professional goals, including what steps you have taken toward meeting these goals.

TIMELINE

The timeline is where you need to:

- List by semester all of the courses that you have taken to date that apply to your MFA degree completion, including the course number, title, and instructor of each course.
- Identify your anticipated graduation date (semester/year)

IMAGES

In the bound Written Proposal, you will need to include photographs that you will be presenting at your Review. These images can be included in a separate “Images” section at the end, or they can be integrated in the body of the Thesis Project Proposal section. You need to include:

- All of the images that you will be presenting in your Final Review (16-20 in most cases)
- The Dates that you took these photographs
- Include no more than 4 images per page

These images do not need to be printed and presented as you will do for your actual portfolio of prints; however, you should make sure that the quality of the prints and paper is such that the images can be clearly seen, as the Review Panel will view these images prior to seeing the actual prints. A simple Xerox copy of the prints, for example, would not be sufficient; however, a representative print on photo-quality paper would be.



SECTION VI: FINAL REVIEW ORAL PRESENTATION/POWERPOINT CHECKLIST

Oral Presentation Guidelines:

- Introduction//Autobiography (approx. 1-2 minutes).
- Development/background of the Project (approx. 3-4 minutes)
- Thesis Project Summary and Presentation of your work (approx. 10-12 minutes)
- Influences (approx. 3-4 minutes)
- Conclusion (less than 1 minute)

The Academy of Art University has prepared a helpful tutorial and template for use in developing your PowerPoint presentation for your Final Review. You may use this template to build your presentation, or you may create your own presentation by using the template as a starting point for ideas.

Here is the link to a tutorial for how to develop a PowerPoint Presentation for your Final Review:

- <http://live4.academyart.edu/howto/>

Here is the link to the AAU PowerPoint Template for Online Students:

- http://gradstudents.academyart.edu/assets/PowerPoint_Template.ppt

PowerPoint 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. What you include in the presentation is primarily up to you; however, you will want to be sure to include some of your own images as well as some images from your list of artistic influences.

It is best to keep your written text in bullet-point format or very short sentences in the PowerPoint presentation. You don't want the Review Panel to have to read a lot of written information and listen to your oral presentation simultaneously.

Though there is a degree of freedom in how you develop your PowerPoint presentation, there are some important PowerPoint development guidelines that you *must* follow for the online Web Conference:

- Use the Arial font (some fonts will not load correctly in the web conferencing format).
- Use a font size that is large enough to read (recommended sizes are 18 pt. for text, and 24 pt. or larger for titles).
- Use a font color that is easy to read.
- Make sure your images are large enough to be easily and clearly seen.
- References, copyright information, and technical notes may be included at the end of the presentation.
- DO NOT include any of the following directly embedded in your PowerPoint presentation: Audio, Video, or Flash Content (transitions, etc.). If you want to present this type of material to the Midpoint Panel, you must submit these materials separately to Cyber Campus in advance of your Review.

PowerPoint Content Guidelines:

- Use bullet points instead of written paragraphs to relay text-based information
- When posting Photographs made by yourself, include the date of when it was made
- When including photographs made by other photographers, be sure to put their names by their work.



POWERPOINT CHECKLIST:

Your PowerPoint should include the following slides:

- Introduction Slide**
- Background Slide(s)**
- Thesis Project Slides**
- Influences Slides**
- Closing Slide**

INTRODUCTION SLIDE

The introduction/title slide must include the following items:

- Your name
- Department name
- Project title
- Date of the presentation
- Area of emphasis (fine art, art for commerce, photojournalism/documentary).

BACKGROUND SLIDE (S)

There is flexibility as to what to feel is best to include in your background slide(s), though some general rules are:

- Only include background images that are relevant to describing how you have arrived at your current work
- Make sure the background information is not the dominant section of your presentation

THESIS PROJECT SLIDES

Include the following in your PowerPoint Presentation:

- Minimum of 4 of your Project Images
- Bullet points describing the important aspects of the project

INFLUENCES SLIDES

In your Influences slides, be sure to include:

- Names of your Influences
- Photographs made by your influences

CLOSING SLIDE

This slide should clearly indicate that you are finished with your presentation. You may choose to include the following:

- Your Name
- Your Project Title



SECTION VII: FINAL REVIEW PRINT/PRESENTATION GUIDE/CHECKLIST

PRINTS

For your review, you must send in your completed prints for your project to accompany your Written Presentation.

Prints must be:

- The size and quality you proposed to present for your Final Review
- Printed on Professional Quality Paper (or other professional-quality material if using alternative methods)
- Printed using archival methods

Mounting/Matting Requirements:

Prints must be:

- Professionally presented in a manner that is appropriate for the work. (In many cases this means professional quality window mats with backing boards, though some projects may lend themselves better to other styles of professional-quality presentation.) Flush-mounted images are acceptable.
- Printed and Mounted/matted the size you proposed to present for your Final Review.
- Securely mounted using archival mounting methods

If using a window mat, the mat must be:

- Archival
- Minimum 4-ply thickness
- Professionally cut corners of the opening
- The mat must match the work (white mats recommended)



SECTION VIII: FREQUENTLY ASKED QUESTIONS

Q. When Can I schedule my Final Review?

A. Once you have completed your eligibility requirements, you can call the Final Review Coordinator to schedule your Final Review. *You must be in contact with the Coordinator within the first few days of the semester you wish to present.*

Q. How many Prints do I need to present?

A. You need to present the number of prints that was proposed and accepted at your Midpoint Review.

Q. Can I present Digital files instead of Prints?

A. No. The prints must all be physical prints.

Q. Can I present my images in a Book Format?

Your Prints must professionally mounted/matted for display. You may also include a book presentation if you wish, but you cannot substitute a book presentation for mounted prints.

Q. Do my prints need to be a specific size?

A. The prints you present at your Final Review should be the size you proposed to present at your Midpoint Review.

Q. What if my prints are very large?

A. If you have an unusually large or cumbersome size or presentation style of your images, some accommodation may be able to be made for alternative presentation; however, you **MUST** receive approval from the Department Director well in advance of your Review.

Q. Will my materials be returned after my Final Review?

A. You will receive your photography work and your journal back after your Final Review if you include return shipping with your materials sent to AAU. Your written proposals and archival box with materials will **NOT** be returned to you.

Q. How many pages should the Thesis Project Report be?

A. There is no specified length for the completed Thesis Project Summary. There are some sections that have limitation of length, but the main part of your proposal does not have a limit. The written Report 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.



APPENDIX I: CONTACT Information

Final Review Coordinator:

finalreview@academyart.edu,
79 New Montgomery, Room 202
San Francisco, CA 94105
(415) 618-6390

Online Departmental Contact for specific questions about Final Reviews:

TAMARA HUBBARD
FT Faculty, MFA Photography Online
Email: thubbard@academyart.edu

Other Important MFA Photography Contacts:

WILL MOSGROVE
Director, Graduate Photography
CONTACT INFO:
Phone: 415.618.3697
Fax: 415.618.3704
Email: wmosgrove@academyart.edu

RYAN BALDWIN
Director, Photography Online
CONTACT INFO:
Phone: 970.349.0600
Fax: 970.349.0600
Email: rbaldwin@academyart.edu

JAMES GOINS
Associate Director, Photography Online
CONTACT INFO:
Phone: 415.618.3817
Fax: 415.618.3801
Email: jgoins@academyart.edu

TAMARA HUBBARD
Faculty, MFA Photography Online
CONTACT INFO:
Email: thubbard@academyart.edu



APPENDIX II: IMPORTANT LINKS

FINAL REVIEW ORIENTATION

A few months prior to your Final Review, please watch the AAU Final Review Orientation. However, do keep in mind this is a *General* orientation, and *not specific* for Photography Students. A few of the requirements mentioned in this Orientation are different for Photography Majors. Most important, the number of *Photographs* required is different than the number of *Projects* listed in the Orientation.

 [View Final Review Orientation >](#)

The Academy of Art University Graduate Students homepage is a helpful and informative resource that you should be familiar with. On this page you will find useful information for graduate students, including details of the Final Review and specific information and guidelines for students of the MFA Photography department:

- **Academy of Art University Graduate Students Final Review Page:**
http://gradstudents.academyart.edu/final_review.html

The above link will guide you to the following documents, which are important to reference when preparing your Final Review materials:

- **General Final Review Guidelines**
- **Final Review Guidelines for Online Students**
- **Final Review Guidelines for Photography Students**

When preparing your images for submission, be sure to review the following Matting, Mounting, and Framing tutorials as a guide:

http://media.academyart.edu/howto/submit/submit_fm1.html

Finally, here are some other valuable links that are beneficial to reference as you prepare for your final Review:

Below are links to helpful examples of Online Reviews:

- * **Sample Online Slide Presentation:** <http://live4.academyart.edu/samplerreview/>
- * **Overview of a Web Conference:** <http://live4.academyart.edu/reviewinterface/>

When you are ready to start building your PowerPoint presentation you can view a tutorial on how to work with PowerPoint and use the template below.

- * **PowerPoint Tutorial:** <http://live4.academyart.edu/howto/>
- * **PowerPoint Template:** You can access a PowerPoint Template from the Graduate Students Final Review link above

To participate in the web conference, you want 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 the links below.

- * **Flash Plug-in Check:** <http://www.adobe.com/shockwave/welcome/>
- * **Web-Casting Check:** http://www.adobe.com/products/breeze/productinfo/meeting/meeting_intro.html