



AAU MFA Photography

ONLINE MIDPOINT REVIEW HANDBOOK

MIDPOINT REVIEW REQUIREMENTS

Section I:	Introduction/Overview	2
Section II:	General Midpoint Review Requirements	3
Section III:	Photography Department Requirements	6
Section IV:	Online Information/Requirements	8

MIDPOINT REVIEW PREPARATION/PLANNING

Section V:	Midpoint Review Preparation Timeline	11
Section VI:	Written Proposal Checklist	12
Section VII:	Oral Presentation/PowerPoint Checklist	15
Section VIII:	Print/Presentation Guide/Checklist	17
Section IX:	Frequently Asked Questions	18

RESOURCES

Appendix I:	Contact Info	19
Appendix II:	Important Links	20



INTRODUCTION TO THIS HANDBOOK

This handbook is a compilation of Online MFA Photography Midpoint Review Requirements, Midpoint Review Planning Guides, and Resources. Please read though all of this information carefully before preparing your materials for your Midpoint Review. If you have any questions or need clarification on any aspect of your upcoming Midpoint Review, you will find information about who to Contact on Page 19 of this handbook.

SECTION I: MIDPOINT REVIEW INTRODUCTION

MIDPOINT REVIEW INTRODUCTION

The Midpoint Review is when you will give a formal presentation before a Midpoint Review Committee. At this Review, the graduate school will evaluate your eligibility for Master's candidacy. The Midpoint Review usually occurs approximately halfway through your education at the Academy of Art University.

During the Midpoint Review, you will present a formal Proposal of what you want to work on for your Thesis Project. At your Review, you will present the following:

1. Formal, Written Proposal of your Proposed Thesis Project (4 bound copies, and 1 CD)
2. Oral Presentation of your Proposed Thesis Project
3. Portfolio of 12-16 Photographs that strongly supports your Proposed Thesis Project

The Midpoint Committee will review your progress in the program, consider the quality and evolvement of your work in relation to your goals for graduation, and will assess the viability of your Thesis Project Proposal. In reviewing the proposed Thesis Project, the Review Committee will be evaluating the quality, depth and challenge of the project as relevant to what is expected from a candidate for the Master of Fine Arts degree in Photography at AAU.

Once your work and Final Thesis Project proposal is approved at Midpoint Review, you are then eligible for Master's candidacy and may commence Directed Study, which consists of 18 units of study dedicated toward development of your approved Thesis Project.

MIDPOINT REVIEW ORIENTATION

A few months prior to your Midpoint Review, please watch the AAU Midpoint 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. The primary difference is that instead of presenting *8-10 projects*, you are required to present *12-16 photographs* relevant to your proposed project.

The link to the Orientation is found on the Graduate Students Midpoint Review Page:

http://gradstudents.academyart.edu/midpoint_review.html



SECTION II: GRADUATE SCHOOL MIDPOINT REVIEW GENERAL AAU GUIDELINES

OVERVIEW

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

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

ELIGIBILITY (MFA PHOTOGRAPHY)

Eligibility for Midpoint Review. Prior to scheduling their Midpoint Review, students must have:

- Completed 24-36 units
- Completed all of their core requirements (*though not optimal, if necessary PH635 can be taken concurrent the term of the Midpoint Review*). The Core requirements are listed below.
- Completed PH680: Thesis Project Seminar prior to their Review
- Completed 2 GS classes (*one MUST be GS 625: History of Photography. The other GS class can be take concurrent with the term of their Review if necessary*)

Required/Core Courses for MFA Photography Majors. These *Core* courses must be taken by all MFA Photography students, unless certain of these courses are waived by the Department Director:

- PH601: Photography Concept
- PH609: Digital Photography
- PH612: The Nature of Photography
- PH613: Color Theory for Photographers
- PH616: Photoshop for Photographer
- PH635: Advanced Digital Printing
- PH680: Thesis Project Seminar
- GS625: History of Photography (Academic Study)

Please make sure you communicate with your Academic Advisor about when would be the most appropriate time to take your Midpoint Review.

SCHEDULING A MIDPOINT REVIEW

Scheduling a Midpoint Review. Midpoint Reviews are conducted each semester (Spring, Summer and Fall). To schedule your Online Midpoint Review, you must notify the Midpoint Review Coordinator during the first week of the semester you wish to present. Please Note: It is important to determine the final cut-off date for scheduling your review. Please contact the Midpoint Review Coordinator to confirm the dates during which you must request your Review:

MIDPOINT REVIEW COORDINATOR

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



MIDPOINT REVIEW COMMITTEE

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

Midpoint Review Committee Decision. For a student to advance to Master's candidacy, a majority vote in acceptance of both the student's technical and creative skills and the Final Thesis Project Proposal must be reached. Specific recommendations will be made for students whose final thesis project proposal is not approved at Midpoint Review.

MIDPOINT REVIEW EVALUATION

Midpoint Review

1 2 3 4 5 Concept

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 Approval:
 - a. Resubmission- The committee requires a corrected/revised Final Project Proposal by a specific date. If a student is required to resubmit the Final Thesis Project Proposal, three BOUND copies of the revised proposal are required.
3. Not Approved:
 - a. Student must conduct another Midpoint Review the following semester, or
 - b. Student needs to rethink Final Thesis Project Proposal.
 - c. Student needs additional studio work.

DURATION

Length of Midpoint Review. Midpoint Reviews are approximately 1 hour in duration. The student's oral presentation should be succinct and should be completed in **approximately** 20 minutes. A question and answer session directed by the Midpoint Review Committee will follow. The questions will be centered around clarification of your Thesis Project Proposal. The student will be asked to leave the Conference room (or the web conference if presenting online) to allow the Committee to discuss their final decision.



ATTENDANCE

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

PORTFOLIO PRESENTED

Work shown during Midpoint Review (Photography Majors). Students are to show 12-16 photographs that support the Thesis Project Proposal, and are of the size expected to be presented at the Final Review. If multiple images are presented that are to part of the same piece of art (such as a diptych or a triptych), this will count as one piece. All images must exhibit substantial artistic explorations that involve a high level of critical thinking and problem solving, showing preparedness to begin proposed final project. Remedial work, foundation exercises, and samples of skill development work should not be shown. The photographs shown need to have been made during your education at the Academy of Art University. 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.

WRITTEN PRESENTATION (General Requirements/Guidelines)

The FINAL THESIS PROJECT PROPOSAL is a written document that includes an Autobiography, Resume, Project Abstract, Thesis Project Proposal, Influences, Statement of Professional Goals, Timeline, and Project Images. You must follow these general guidelines for your Written Proposal:

- This document is to be **typed, double-spaced and professionally bound**. You can have your written proposal professionally bound (spiral, perfect, etc.) at any Kinko's/FedEX Office. Your proposal should not exceed standard letter size (8.5" x 11") for archive purposes, but may be smaller in dimension. Three-ring binders and slip folders will not be accepted.
- All 12-16 of your Midpoint images need to be included in your written proposal Writing style and grammar must be professionally executed.
- Four (4) copies of your bound proposal and one (1) CD containing a PDF of this document must be **received** by the Graduate School Office at least 2 weeks before the student's scheduled Midpoint Review date. These materials should be sent to: Academy of Art University, Graduate School, 79 New Montgomery, 2nd Floor, San Francisco, CA 94105.
- Please Note: If you receive a Conditional Approval, your resubmitted books must also be professionally bound. And submitted in the same manner as your original Midpoint proposals.

(PLEASE NOTE: Be sure to review the Photography Specific guidelines (Section III) and also the Written Proposal Checklist (Section VI) for additional details of what must be included in the Written Proposal for students in the Photography department):



SECTION III: MFA PHOTOGRAPHY ONLINE Midpoint Review Guidelines

PRIOR TO MIDPOINT REVIEW

- Prior to your midpoint proposal, it is required that you take PH 680_OL, Thesis Project Seminar. This class is specifically designed to help you prepare for your Midpoint presentation and is best taken the semester immediately before your Midpoint Review.
- Thoroughly review the Midpoint Review guidelines (*general AND photo specific guidelines*) and clarify any questions you may have in regards to the requirements. Questions can be addressed to: Tamara Hubbard, FT Faculty, MFA Photography Online: THubbard@academyart.edu.

MIDPOINT PRESENTATION

- Midpoint presentations can be made either online (through Cyber Campus) or onsite in San Francisco.
- Whether presenting Online or On-Campus, 4 copies of your Written Proposal, bound in a professional manner and 1 CD that contains a .pdf document of your Written Proposal must be received by the Graduate office 2 weeks prior to your Midpoint Review (one week in advance in the Summer semester).
- If presenting Online, all 12-16 of your Midpoint images (mounted and/or matted in a professional manner) must be received by the Graduate office 2 weeks prior to your Midpoint Review (1 week in advance in the Summer semester).
- Signups for your presentation are made through the Midpoint Review Coordinator: midpointreview@academyart.edu. Presentations typically start in the third or fourth week of the Fall or Spring Semesters and in the second week in the Summer semester. Plan ahead and be prepared to present your proposal by the beginning of the semester. Once your review has been scheduled, you will receive instructions regarding sending in your work prior to your review date.

PRESENTATION

PORTFOLIO PRESENTATION

- You must present 12 to 16 cohesive photographs that specifically relate to your Midpoint Proposal. These images should represent the beginning of your Thesis Project and the specific direction of where the project will be going.
- The work must exemplify your highest level of technical proficiency.
- The images should be printed in the size of your proposed final work.
- The photographs must be professionally presented-- mounted or matted or presented in a manner that is appropriate for the work (framing is not necessary for the Midpoint Review unless it is an integral part of the work). The mounting and matting of the work can be prepared by you or by a professional as long as the presentation is of professional, archival quality.
- Additional work: Have a few examples from past classes available that, while not directly related to your project, may help to clarify the progress of your work and may be useful to show if requested. Do not display these unless you feel they are relevant to your proposal. You may opt to include them in your power point presentation.

WRITTEN PROPOSAL

- Review the general Midpoint Review Guidelines, and be sure to follow the Photography-specific Guidelines and the MFA Photography Midpoint Review Handbook when writing your written proposal.
- Be sure the proposal is grammatically correct and free of spelling errors and typos.
- Be sure you have a clear concept. The concept should include what the project is about, why you have chosen the project, and how you plan on implementing the project.
- Declare your intention of working towards Fine Art, Art for Commerce or Photojournalism/Documentary and define your involvement. (For example, if you are working in documentary explain whether you are involved



with a photo essay, a series of individual photographs, or plan to exhibit the work as the main medium for structuring your efforts.)

- Describe your proposal in detail and ensure that it is not too narrow or overly broad in scope. Address what led you to the project, how you expect your project to evolve and what challenges you foresee. Your project must also allow room for growth through investigation, exploration and risk taking.
- Your written proposal must include the following sections. Requirements for each of these sections are attached at the end of this document, and are also detailed in the Midpoint Review Handbook.
 - **Cover Page**
 - **Autobiography**
 - **Resume**
 - **Abstract**
 - **Thesis Project Proposal**
 - **Influences**
 - **Statement of Professional Goals**
 - **Timeline**
 - **Images**

ORAL PRESENTATION

- Your oral presentation should be presented in approximately twenty minutes.
- Recap your written document as your presentation, but do NOT read your paper verbatim.
- A PowerPoint presentation, accompanying your oral proposal, is required. If presenting 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.
- Refer to your images as appropriate in your presentation.
- You may use notes, flashcards, or prompts in your PowerPoint as cues to help you remember the information during your oral presentation. Do not read your entire presentation.
- Practice your oral presentation in advance of your review to insure your comfort level during the presentation. Be prepared to answer questions when you are finished.

SUMMARY

- After your presentation, questions will be asked by the Committee for clarification on your project. Be prepared to defend and/or clarify your proposal, as needed.
- After the questioning, the committee will recess in private to discuss the merits of your proposal. Upon reconvening, the committee will present you with one of three outcomes:
 - *Full Pass.* A full pass enables you to immediately enroll for your directed studies classes and work towards the completion of the Final Project.
 - *Conditional Pass.* A conditional pass requires that you amend your written proposal or complete other work before a full pass is approved. This may include expanding or clarifying your written proposal and/or shooting additional photographic images to better show the direction of your Final Project. Specific suggestions will be provided by the Committee for work to be resubmitted.
 - *Non-Pass.* In the event of a non-pass, the committee feels the presentation is not ready to move forward as a Final Project. In this case, you will be asked to complete an additional studio class or classes and/or improve your technical skills and re-present your proposal the following semester.
- Within a few days of completing your Midpoint Review, you will receive an email from Committee Chair, Will Mosgrove, who will recap the outcome of your Review.

CONTACT

If you have any questions as you prepare for your Midpoint Review, contact:

Tamara Hubbard, FT Faculty, MFA Photography Online

THubbard@academyart.edu



SECTION IV: Midpoint Review Guidelines for ONLINE Midpoint Reviews

OVERVIEW

The Academy of Art University's Online Midpoint Review provides a means for online/offsite Academy students to present their thesis proposals via the Academy's online meeting environment. You have the option of taking your Midpoint Review ONLINE or ON-CAMPUS. This Document describes the ONLINE Midpoint Review process.

In order to participate in an Online Midpoint Review graduate students are simply required to have access to a fast Internet connection (DSL or better), and a web camera. Throughout the preparation and presentation of their Online Midpoint Reviews Academy graduate students are assisted in the web conference by the online graduate department.

MIDPOINT REQUIREMENTS

Eligibility: The Eligibility Requirements for Online Students are the same as for on-site students.

SUBMISSIONS REQUIREMENTS

Written Proposal: The Written Proposal requirements are exactly the same for online students as for on-site students. All students are required to create bound copies of their proposal. Online students must send their written proposals to the Midpoint Review Coordinator, to be **received no later than** ten days before the Midpoint Review.

Prints: The Print requirements are exactly the same for online and on-site students. For your Midpoint Review, you must submit 12-16 Prints that support your Thesis Project Proposal, mounted/ matted professionally and of the size and quality that you expect to present for your Final Review. If presenting Online, students must send these to the Midpoint Review Coordinator so they are **received** ten days before the midpoint review.

PowerPoint Presentation: In addition to the prints and the bound proposals, online students are required to submit a PowerPoint presentation that will be placed into an online web conference. Once you have scheduled your online midpoint review you will be contacted by the online graduate studies department and provided with PowerPoint template and guidance in the creation of your presentation.

Complete Proposal in PDF Format: The PDF of your Proposal, which includes your full written proposal and your 12-16 images, must be submitted by e-mail to WMosgrove@academyart.edu and received no later than 10 days prior to your Midpoint Review.

TECHNICAL REQUIREMENTS

Academy students who wish to conduct their Midpoint Reviews online must meet the following minimum technical requirements:

Operating system:

Windows (98se, 2000, XP)

- Internet Explorer 5.0, 5.5, 6.0
- Netscape Navigator 7.1
- AOL 9
- Mozilla Firefox 1.0.3

Macintosh (OS X 10.2, 10.3, 10.4)

- Safari 1.1, 1.2, 2.0
- Mozilla Firefox 1.0.3



Software Requirements

Macromedia Flash Player 6.0.79 or higher

To test if you have Flash installed go to:

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

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

http://www.macromedia.com/software/breeze/productinfo/meeting/meeting_intro.html

Hardware Requirements

In addition to their personal computers students simply need access to a webcam, and a telephone. For web cameras the Academy recommends the Logitech QuickCam Pro 4000 for Windows, and the Apple iSight for Apple OS X computers.

Audio

Audio during the Midpoint Review Presentation will take place over a standard telephone connection. Academy students are responsible for calling the panel, and the Academy recommends that International students purchase a calling card, with a minimum of 90 minutes of available calling time, prior to the presentation. The Academy also recommends the use of a headset during the presentation.

THE PRESENTATION: Overview

Run in a nearly identical fashion as the on-site Reviews, Online Midpoint Reviews are ideally 1 hour in duration and consist of the following components:

The Online Midpoint Review: The Formal Presentation

The formal presentation should be succinct and completed in approximately 20 minutes. The formal presentation is the responsibility of the student, and the online facilitator will only participate when there are technical difficulties. As an online student this portion of the review will consist of narrating an online slideshow. During this portion of the review the graduate student narrates their presentation, choosing which images/text they would like to display, and using the online whiteboard to illustrate their images as desired.

In preparation for their Online Midpoint Review, Academy students work closely with the Online Midpoint coordinator and Cyber Campus to understand the online environment and to hone their presentations. The Academy of Art University’s online environment allows graduate students to prepare slideshows, interact with images, play audio, browse websites, and share files. Let’s take a look at some of the online tools available for students.

When a presenting student begins their review they are able to see and hear the assembled panel members. The review panel sees the same presentation projected on a large screen at the Academy. Through their web cam students are able to establish personal contact with the panel. There is chat module available throughout the presentation that can be used in addition to speaking over the phone (for example panel members may want to line up questions that they would like answered, or an online administrator may use chat to call back in after the panel discussion has ended).





Once a date and time has been arranged with the Midpoint Review Coordinator, the presenting graduate student will be contacted by Online Graduate Department, provided with a PowerPoint template, given an opportunity to ask questions regarding their presentation and provided with contact information for any follow-up questions that may arise. Once the graduate student has finalized their PowerPoint presentation they must submit it to the online graduate department. Students can submit their presentations by email if they are smaller than 6 megabytes, or they can submit their presentations via FTP or standard mail. If the presenting student would like to show Flash files, or any other rich media content, they must send that content in addition to their PowerPoint presentation, with any necessary player to view the files. Once received, the online coordinator will publish the presentation to the online presentation area. During their presentation, students control the progression through the slideshow simply by clicking the slideshow controls, while narrating their presentation. Students can also display video during their presentation. Any video that students wish to have displayed during their presentation must be delivered to their online coordinator at least ten days in advance of their presentation. DVD and VS are both acceptable formats for video submission (although DVD is *strongly* preferred).

The Online Midpoint Review: The Question and Answer Session

The question and answer session follows immediately after the formal presentation. During this session panel members ask questions of the graduate student via two-way audio/video. The graduate student is able to see the panel and can call up any images used in their presentation in response to the panel's questions; they are also able to use the online whiteboard to markup images and the chat and note modules to type questions and provide feedback. Students can also launch and browse any appropriate/supporting websites that they wish to view to support their presentations.



The Online Midpoint Review: The Panel conference

During the panel conference, the presenting graduate student will be asked to "leave the room" to allow the Committee to discuss their final decision. Panel members will discuss the presentation, the proposed thesis, and define any final questions or issues that should be covered before they render their final decision. At the conclusion of this discussion the presenting student is invited to call back in and rejoin the panel online.

The Online Midpoint Review: The Panel Decision

The decision of the panel will be shared with the student immediately after the panel discussion. The MFA candidate is allowed back into the online meeting space, answers any remaining questions, and then receives feedback from the panel, including if their thesis has been approved, conditionally approved, or denied.

For students who receive a Conditional/Resubmission approval, the Committee will require a corrected/revised final thesis project proposal by a specific date. If a student is required to resubmit their Final Thesis Project Proposal, three copies of the revised proposal are required. If a student's thesis is Not Approved then the student must either conduct another Midpoint Review in the following semester, rethink the Final Thesis Project Proposal, and/or do additional studio work.

Following their Midpoint Reviews all graduate students are provided with specific instructions, and written details will be provided to students who receive conditional approval, or non-acceptance of their proposal.



SECTION V: Midpoint Review Preparation Timeline

3-4 MONTHS BEFORE YOUR MIDPOINT REVIEW

- Read General Midpoint Review Guidelines (Section II)
- Read Photography-Specific Guidelines (Section III)
- Schedule your date for your Midpoint Review by Contacting the Midpoint Review Coordinator

2-3 MONTHS BEFORE YOUR MIDPOINT REVIEW

- Solidify your Thesis Project Concept
- Make sure you have 12-16 supporting images to present at your Review

6 WEEKS PRIOR TO YOUR MIDPOINT REVIEW:

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

1 MONTH PRIOR TO YOUR MIDPOINT REVIEW

- Print your written Thesis Proposal 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 MIDPOINT REVIEW

- Send four (4) identical bound copies of your Final Thesis Proposal and one (1) CD containing a PDF of your entire proposal to the Midpoint Review Coordinator
- Send your Prepared Images to the Midpoint Review Coordinator
- Send your PowerPoint Presentation to Cyber Campus
- Send your PDF of the Complete Proposal by e-mail to Will Mosgrove.
- 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 MIDPOINT REVIEW

- Plan your attire. Dress comfortable, but neat; remember this is an important, formal presentation in front of your Director and industry professionals.
- Practice your presentation in front of a live audience. *Practice, practice, practice.*

TIPS FOR THE DAY OF YOUR MIDPOINT 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 Midpoint Review (in the Web Conference if presenting online) on time and ready to go.
- Greet your committee members prior to beginning your Presentation
- Remember, this is your review. Don't ask the committee what you should do.
- Listen to the committee's advice, take notes and thank them for their suggestions.
- Maintain Professionalism during the entire Review
- Finally, relax and enjoy your Midpoint!



SECTION VI: MIDPOINT REVIEW WRITTEN PROPOSAL CHECKLIST

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

- Cover Page
- Autobiography
- Resume
- Abstract
- Thesis Project Proposal
- Influences
- Statement of Professional Goals
- 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
- Intended 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
 - Career goals

You want to be sure to write your autobiography in a cohesive and succinct manner that is as engaging as possible. Your autobiography is generally the first thing that will be read in your proposal, so be conscientious of how you write this as it will serve as a solid introduction to the rest of the proposal.



RESUME

You will need to include a formal resume in your proposal. This is a one-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 exhibitions
- 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 proposed Thesis Project. It should articulate clearly to the academically minded audience specifically what it is you intend to do. By reading this abstract, the reader should get a solid sense of what you will be doing without having to read the full proposal. The Project Abstract should include what it is you intend to do, why the project is being made, and how you will 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, Documentary/Photojournalism)
- 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 will present for your Final Review
- How you are presenting the project (size and presentation)

THESIS PROJECT PROPOSAL

The Thesis Project Proposal is the focal point of the Written Proposal. In this section of the document, you will relay the details of your proposed 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 involvement with the project
- Describe what led you to the project
- Describe what you feel you will learn from the project
- Describe any challenges you expect to face with the project
- Include your area of concentration and your specific genre of work
- Include how you expect to print and present your work
- Include how you expect to proceed with the project and how you expect to be spending your Directed Study time



(Cont. from previous page)

The Thesis Project Proposal section is the most involved portion of your written proposal, and needs to describe all of the information that you feel the Review Panel should know to consider your project a viable 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 be 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
- Include examples of work created by your Influences

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.

STATEMENT OF PROFESSIONAL GOALS

The Statement of Professional Goals should identify the following:

- Identify your professional goals, including where you would like to be with your work upon graduation and what you would like to be doing 5 years from now
- Identify the ways in which the development of your Thesis project, and knowledge learned in the process, may assist you in the realization of your professional goals

TIMELINE

The timeline is where you need to:

- List by semester the courses that you have taken to date, including the course number, title, and instructor
- List your **anticipated** courses, including course title, for the remainder of your study at AAU, including specifics of how you anticipate spending your 18 units of Directed Study. List the advisors you would like to work with and which classes you may be interested in for Directed Study.
- Identify your anticipated graduation date (semester/year)

IMAGES

In the bound Written Proposal, you will need to include all 12-16 photographs that you will be presenting at your Review. You need to include:

- All 12-16 images that you will be presenting in the Midpoint Review
- The Dates that you took these photographs

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. Include no more than 4 photographs per page.



SECTION VII: MIDPOINT REVIEW ORAL PRESENTATION/POWERPOINT CHECKLIST

Oral Presentation Guidelines:

- Introduction//Autobiography (approx. 1-2 minutes).
- Development of the Project (approx. 3-4 minutes)
- Thesis Project Proposal 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 Midpoint 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 Midpoint 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 VIII: MIDPOINT REVIEW PRINT/PRESENTATION GUIDE/CHECKLIST

Prints:

For your review, you must send in 12-16 appropriately mounted prints relevant to your project to accompany your written Proposal.

Prints must be:

- The size and quality you expect 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 expect to present for your Final Review – (If showing very large prints (i.e. 20" x 24" or larger), or using an alternative process, at least one or two of the 12-16 prints must be shown as you intend to print and present them for your Final Review. The rest must still be professionally presented, but can be done at a smaller size)
- 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 IX: FREQUENTLY ASKED QUESTIONS

Q. When Can I schedule my Midpoint Review?

A. Once you have completed your eligibility requirements, you can call the Midpoint Review Coordinator to schedule your Midpoint Review. *You must be in contact with the Coordinator no later than 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 12-16 prints that support your Thesis Project Proposal.

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 Midpoint should be the size you expect to present for your Final Thesis Project.

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 can be made in advance for alternative presentation for most of your images at your Midpoint, however, you **MUST** receive approval from the Department Director well in advance of your Review.

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

A. You will receive your photography work back after your Midpoint Review if you include return shipping with your prints when you send them to AAU. Your written proposals will **NOT** be returned to you.

Q. How many pages should the Written Proposal be?

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

Midpoint Review Coordinator:

midpointreview@academyart.edu,

79 New Montgomery, Room 202

San Francisco, CA 94105

(415) 618-6390

Online Photography Department Contact for questions about Midpoint Reviews:

Tamara Hubbard

FT Faculty

MFA Photography Online

THubbard@academyart.edu



APPENDIX II: IMPORTANT LINKS

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 links to more information about Midpoint Reviews, Final Reviews, and Directed Study:

- **Academy of Art University Graduate Students Homepage**
<http://gradstudents.academyart.edu/>

Also, here is the link to the Graduate Students Midpoint Review Page. On this page you will find a link to the Midpoint Review Orientation, and links to the Midpoint Review Guidelines and Handbooks:

http://gradstudents.academyart.edu/midpoint_review.html

Additionally, below are some other valuable links that would be good for to check out in preparation for your Review.

Here 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:** http://gradstudents.academyart.edu/assets/PowerPoint_Template.ppt

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