



ACADEMY of ART UNIVERSITY  
ONLINE EDUCATION

## Online Midpoint Review Guidelines

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

Students can easily access their web conference from their home or work computer and use a telephone to speak with the review committee. The committee views the student's presentation on a large screen and speaks with the student over a speaker phone. Technical requirements for the web conference can be found on the following page. Click on the orientation link below to get a better understanding of an Online Review web conference.



### Helpful Links:

[Online Review Orientation](#)

[PowerPoint Tutorial](#)

[PowerPoint Template](#)

### Online Presentation Requirements

The requirements of an Online Midpoint Review are similar to those of an on campus Midpoint 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 PowerPoint 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 proposed Final Project (work must be submitted on a CD/DVD prior to the review).

Throughout the preparation and presentation of their Online Midpoint 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 Online Midpoint Review presentation is the responsibility of the student, and although the facilitator will physically be in the room with the review committee, they will only participate during the review a few times or when there are technical difficulties.

**Be sure to read the Overall Guidelines and your Department's Requirements for a 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:

- **PC** - built-in web cam; Logitech Quickcam Pro 5000 or 9000; Microsoft LifeCam VX-3000 or 5000
- **MAC** - built-in web cam; 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.

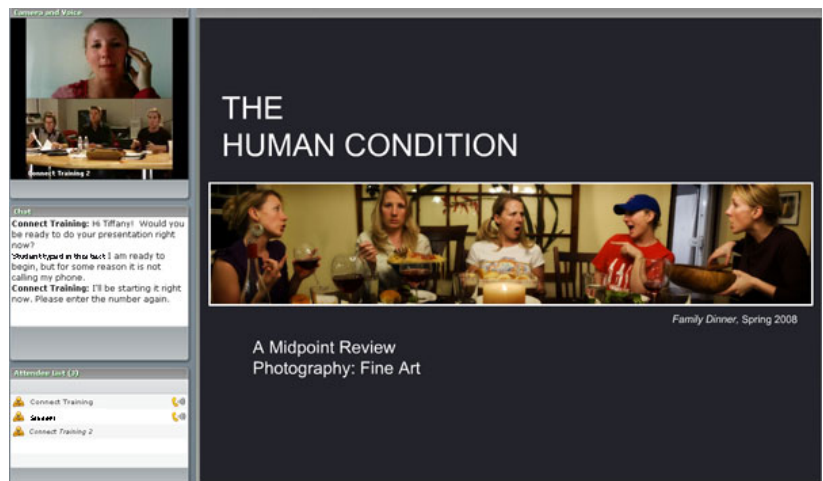
### Operating System and Web Browser:

**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:** 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 Midpoint review, please go to: [http://admin.adobe.acrobat.com/common/help/en/support/meeting\\_test.htm](http://admin.adobe.acrobat.com/common/help/en/support/meeting_test.htm)

## Online Graduate Studies Department – Online Review Facilitators

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