

Final Review Requirements

MFA Candidate

Web Design & New Media 2009

Please read these instructions carefully.

❑ **Original Final Project Body of Work**

Presentation must consist of completed scope of work approved at Midpoint Review.

- a. 2 copies of CD or DVD of your Final Project
- b. All Discs must provide a label that matches the look and feel of final written summary. Include name, major, student ID, email, project title and date of presentation. Project must be contained in CD or DVD with self-extracting files such as “swf file.” No projects that live on internet alone will be accepted; all files must be self-contained and archived on disc as well as fully functional and accessible on both PC and MAC platforms.
- c. A READ ME word document file must be enclosed in disc and specify clear instructions on how to experience the project optimally. This file must be clearly placed at the opening folder that contains multiple files and/or folders. The file should be distinguishable from other files with an assigned color for example.
- d. Project start files must be clearly indicated with filename START.exe or START.swf or INDEX.html. They should be distinct, such as with color, from other files, folders and easily accessible upon opening.
- e. All work must be the graduate student's original work; for images including historical images, audio and video, credits for resources are required as well as permissions. References must comply to AAU standards; website resources must indicate the exact location where a reference was found online (include exact link) or in any publication (include page numbers).
These must be indicated on both the project and in the final project written summary.
- f. Submit on DVD or CD two or more high resolution screen shots for print promotions. Supply these at 300 dpi and formatted in CMYK. Place them in a folder named SCREENSHOTS. Ideal screenshots consist of main page and series of related screenshots in logical sequence.
- g. User Testing that involves individuals must comply to the Institutional Review Board procedures. These guidelines are available via the GRADUATE STUDENTS link on the my Academy website. Allow several weeks to process in advance of the final review.
- h. To assist us with exhibitions such as Spring Show, please provide a separate WORD doc WITHIN your CD or DVD, and indicate on separate lines: your NAME, School ID, your Dept, TITLE OF PROJECT and semester completed, such as Spring 2008. Format text in Helvetica, 12pt., Upper and Lower Case. Name this document: ARTIST INFO.

- ❑ **Original Directed Study Journal (18 units):** The required Directed Study Journal will be reviewed by the Committee and it will be returned to you at the end of the Review. Please include all traces of project development: sketches, thumbnails, screen grabs, color swatches, prints and storyboard if applicable. Highlights from DS Journals could be incorporated into the final written summary to support the development process. This is for onsite DS only. Online DS Journals are available for viewing online.

❑ **Final Project Presentation**

- a. **Written:** Final Project Summary must be turned in 2 weeks prior to your Review date. Please submit 2 hard copies, bound with secure device such as spiral binding (no plastic slip-on binders accepted), along with 1 CD of the Final Thesis Project Summary in PDF format, saved as only 1 file. Summary and final project itself must include proper grammar and spelling. Submit to the Final Review Coordinator, 79 New Montgomery.

Cover page must specify the following:

- Title of Project (mandatory)
- One sentence describing project (e.g... ‘An interactive design project for...’)
- Student’s Name and ID
- Major
- Date of Final Review

The written summary must include the following:

1. Table of Contents
 2. Short Autobiography
 3. Resume
 4. Statement of Interest
 5. Project Breakdown such as:
 - a. project form (is it a website, wireless game, DVD, etc)
 - b. type of subject (educational, documentary, historical, etc)
 - c. technology adopted (flash, web, front and back end web, video editing, etc)
 - d. target audience
 - e. secondary audience if any
 - f. hardware specifics (PC, MAC running on MACOSX v.?, for example)
 - g. browser (optimal recommendations for best experience)
 - h. video player (what type)
 - i. internet connection if it applies
 - j. add any other pertinent info not listed here
 6. Project Evolution

Tell the story of your project's development process. Describe in your own words the successes and challenges, the skills you gained, and if you met the goals initiated at midpoint. Approach this by selecting highlights from your directed study journal. Exhibit the process stages with any sketches, key research, interaction design, and visual look and feel. Show examples also of the final UI, context suitable for archiving your project development from start to finish. Show flowchart, the structure of your UI, etc.
 7. Technical Components

Coding utilized MUST be documented as well as the use and origin of any open source utilities. Accompany this with an explanation regarding how the code functions.
 8. Bibliography and Credits
 9. Detailed User Testing Process

Include description of all phases of user testing such as indication of test group, number of people, how many rounds of testing with a description of the approach and show documentation of analysis. Provide user tasks document, the task analysis, and describe how this effort affected the final work.
- b. **Oral:** Come prepared to give a professional oral presentation. It should consist of an overview of your work and be no more than 20 minutes in duration. It should include conceptual statements. Do not read. Index cards are acceptable. Provide a short intro flash or keynote presentation with bullet points that denote the project's course of development and its successes and challenges. Accompany this presentation with any sketches, wireframe, technical aspects, etc...of the development process. Describe the project evolution and be prepared to answer any questions in regards to the technology or coding used in your project.
- c. You must set up an appointment with the graduate school prior to your review to ensure the equipment in the conference room functions effectively showcase your work. This will help keep the final review schedule on track. Please respect the time committee members have reserved out of their busy schedules to review your work.

□ **Final Project for Library**

- a. **Format:** The Department requires you to submit 1 copy of your Final Summary Paper, as well as 2 copies (one for your Director and one for the Library) of your CD (project must be contained in CD or DVD with self-extracting files (no projects that live on internet alone will be accepted). Back-end components must be self contained. See section on ORIGINAL BODY OF WORK for instructions.
- b. **Archival Box:** It must be paper, not plastic and acid free. Your Final Project Visuals must fit inside. It may be purchased at Patrick's Office Supply, on Mission at 2nd Street. It should be 14"x 9.5"x 2.5" and cost generally runs \$13.00. Please bring everything to the Review.

All materials submitted must be clearly labeled with your name, student ID number, date of Final Review, Major and project title. If your materials are incomplete, you will not be granted your degree.