

Final Review Requirements

MFA Candidate

Computer Arts - New Media

2006

❑ **Original Final Project Body of Work**

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

- a. 2 copies on CD of your Final Project
- b. CDs must have labels with name, ID, major, project title and date of presentation
- c. Project must be contained in CD with self-extracting files (no projects that live on internet alone will be accepted) accessible on both PC and MAC platforms.
- d. Instructions on how to use the project must be clearly communicated and provided on CD or printout.
- e. All work must be original; no stock material.
- f. Credits for resources are required on BOTH project itself and the final project summary.
- g. 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, TITLE OF PROJECT and semester completed, such as Spring 2006. 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 sketches, thumbnails, screen grabs, color swatches, prints and storyboard if applicable.

- ❑ **Portfolio** Copy of your Demo CD or DVD, which you intend to show to prospective employers. Files from your portfolio website need to be incorporated in hardcopy to preserve for our archive.

❑ **Final Project Presentation**

- a. **Written: Final Project Summary** must be turned in **2 weeks prior to your Review date**. Please submit 6 copies, **bound** with secure device (no plastic slip on binders accepted). Summary and final project itself must include proper grammar and spelling. Credits for resources are required. Submit to the Final Review Coordinator, room 200, 79 New Montgomery Street. Cover page must specify the following:

- Title of Project “The words “Final Review”
- Student’s Name and ID
- Date of Final Review

- 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. Speak from the heart.

- c. You must set up an appointment prior to your review to ensure the equipment in the conference room adequately demonstrates your work. This will eliminate lost time and conserve the final review schedule as planned. 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 with self-extracting files (no projects that live on internet alone will be accepted) and any prints to be archived in the AAC library.
- b. **Archival Box:** It must be paper, not plastic. Your Final Project Visuals must fit inside. It may be purchased at Patrick’s Office supply, on Mission at 2nd Street. It should be 9”x12” 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.