

FINAL REVIEW GUIDELINES

2006

FINAL REVIEW The **Final Review** is comprised of a visual, oral, and written presentation of the Final Project. The Final Review is approximately one hour in length. The Final Review Committee decides on the granting of the Master's degree.

Attendance at 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.

FINAL REVIEW COORDINATOR

Scheduling a Final Review.

Final Reviews are conducted at the end of each semester. 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 415-274-2285, or come to the Graduate School, 2nd Floor, 79NM, Room 270A.

The Department Director must sign the petition to graduate before a date can be set. 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.

REQUIRED MATERIALS

Final Review required materials:

1. 18 unit Directed Study Journal (originals—not for archive)
2. Final Thesis Project Summary Papers (6 professionally bound copies)
3. Archival Box for the Graduate School Library (These can be purchased at Patrick's on Mission and Second St. 14 x 9.5 x 2.5, or at most office supply stores. It must be an acid-free paper box.)
4. Original Final Project work (2 copies)
 - All slides must be held in labeled slide sleeves.
 - All videos must be in a labeled plastic box.
 - All discs, etc should have a labeled case.
 - All parts must be clearly labeled with the Student's name, ID, major, project title and date of Final Review.

FINAL REVIEW COMPONENTS

Visual Presentation

A formal presentation to the committee of the student's body of work - the Final 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 the student at the end of the Review.

Oral Presentation

The oral presentation is a summation of the research process and conceptual solution of the Final Project. Original work must be shown but may be accompanied by slides or other visual materials. The oral presentation of the Final Project should be approximately 15 - 20 minutes in length.

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Written Presentation

The Final 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.

Six bound copies of the Final Project Summary must be submitted to the Graduate School Office **two weeks** prior to the scheduled Final Review date. Papers should be sturdily and professionally bound—spiral binding and perfect-binding are permitted, but clip and folder binders are not acceptable.

This document should discuss the journey of the project, from conceptualization to completion. Please include your perspective on the project, challenges faced and overcome, ways in which the project might have changed (and why), artistic influences, and reflection upon the final product.

Your summary should include:

- **Cover:** Include your name, ID#, department, project title (all projects must have a title) and date of Final Review
- **Autobiographical narrative** (usually 1-2 pages)
- **Resume** (1-2 pages)
- **Synopsis** as explained above. Include artistic influences, acknowledgements, graphics and other visuals as needed. (Page length variable)
- **Credits page or bibliography:** (1 page) All images, text contained within the project or work done on the project by anyone other than yourself must be properly credited.

Be certain to proofread your work! Come prepared. If your submission is incomplete, you will not pass your review. If approved, you will receive your diploma 6 to 8 weeks after your Final Review date. Please contact the ARC at (415) 263-8830 to schedule an appointment at the Writing Lab. Seek additional professional editing help if necessary.

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 Project Summary for archiving with visual documentation of the Final 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.
- Exit Interview with Career Services.

Additional Final Review Guidelines, provided by your Department Director, are available from the Final Review Coordinator.