



De La Salle—College of Saint Benilde
School of Design and Arts
Multimedia Arts Program



MMAPROJ2 *Frequently Asked Questions*

- 1. What is the old system of MMPROJ2?**

Under the old system of MMPROJ2, students do not have internal defense in MMPROJ1. They also do not have content evaluation in MMPROJ1. Therefore, students under the old system enrolled in the current term for MMPROJ2 should have their project content evaluated by their respective content evaluators (*see MMPROJ1 Project Checklist for content to be submitted for evaluation*) and should undergo the MMPROJ2 internal defense usually scheduled on the 12th week.
- 2. What is the new system of MMPROJ2?**

Under the new system of MMPROJ2, students had their internal defense in MMPROJ1. They also had their project's content evaluated by a content evaluator. They will proceed to external defense once endorsement is secured from the adviser and content evaluator.
- 3. I am under the old system and I already finished my internal defense in MMPROJ2 in the past term(s), do I still have to undergo the MMPROJ2 internal defense this term?**

NO. Just present your previous internal defense grading sheets (*at least 3*) to your adviser as proof that you passed the internal defense.
- 4. I am under the old system and I'm already scheduled for the internal defense but it has conflict with my other subjects, what should I do?**

Swap schedule with another student and make sure that you both agree with the new schedule. Write a letter of intent to swap schedule addressed to the MMPROJ Track Head, indicate the old and new schedule and the name of the student you are swapping schedule with. The letter should be signed by both students as proof that they both agree with the new schedule.
- 5. How will I know if I passed the MMPROJ2 internal defense?**

Based on our school's grading system, you should get at least 70% average panel grade.
- 6. My content evaluator in MMPROJ1 is my MMPROJ2 adviser in the current term, should I present my project to my adviser or to another content evaluator?**

YES. The content evaluator who assessed your project content in MMPROJ1 should be the one to assess your project's content in MMPROJ2 for external defense endorsement whether he/she is your adviser in the current term.
- 7. I am under the new system and my project is complete and ready for external defense, what should I do?**

Present your complete project to your adviser. If no revision necessary, the adviser will sign the MMPROJ2 External Defense endorsement slip. After securing the adviser's endorsement, present your project to your content evaluator. The content evaluator will sign the same endorsement slip if there are no necessary revisions required. Present the signed endorsement slip to your adviser so that you will be included in his/her list of endorsed students for MMPROJ2 External Defense. Make sure to photocopy your signed endorsement slip so you have a back up file.
(Note: The MMPROJ2 External Defense endorsement slip should have two signatures, 1 from the adviser and 1 from the content evaluator)

8. *I am already endorsed for external defense, what should I do?*

Present the endorsement slip to the department support staff (Ms. Nits/ Ms. Cory). Get payment slip from them and pay the external defense fee at the Accounting Office.

9. *How much is the external defense fee?*

The MMPROJ2 External defense fee is P900.00.

10. *I already paid the external defense fee, what should I do?*

The accounting office will give you two (2) receipts. Submit the yellow receipt to the department support staff (Ms. Nits / Ms. Cory). Failure to submit the yellow receipt means that the department has no proof that you paid the external defense fee. Therefore, you will not be included in the external defense schedule.

11. *What are the possible reasons why my name is not included in the external defense schedule?*

Assuming you have already secured endorsement from your adviser and content evaluator and paid the external defense fee, but your name is still not in the external defense schedule. The only possible reasons are: you did not present to your adviser the endorsement slip signed by your content evaluator and you did not submit the yellow receipt to the department.

12. *I am already endorsed for external defense, what should I bring for my defense?*

Students should bring the following documents during their external defense:

- 3 copies Executive Summary
- Short Powerpoint or Flash Presentation
- 1 copy Marketing Plan
- 1 Poster [to be displayed in the defense area]
- COMPLETE project (this includes uploaded promotional websites when applicable)
- collaterals (3 sets - 1 for each panelist)
- Certificate of Originality
- Panel Defense Rating Sheet
- External Defense Rating Sheet

13. *I already passed my external defense, what should I do next?*

Submit the external defense rating sheets and the marketing plan to your adviser for grading purposes. If you received a Panel Average Grade of 3.0 and above, you should submit a hard bound compilation of your project to your adviser for archiving. The compilation should include ALL documents from MSCIETY to MMPROJ2. See samples of archived projects at the Archive Room (1006).

14. *What happens if I don't submit my project for archiving?*

Students who received a Panel Average Grade of 3.0 and above but did not submit their project for archiving will not be cleared for graduation. Pertinent documents such as original transcript of records and diploma will not be released by the school.