

## ADVISING SYLLABUS FOR GRADUATE STUDENTS

**OFFICE:** 1957 E Street NW, Suite 603  
Washington, DC 20052

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**HOURS:** **By Appointment, No Same-Day Appointments**  
Monday-Thursday 9 AM-6PM Friday 8AM-5PM  
Appointments can be in-person or over the phone  
Schedule Appointments: <http://gwu.joinhandshake.com/>

**Drop-In/Call-In Advising (No Appointment Necessary, should not exceed 15 minutes)**  
Hours Posted at <https://elliott.gwu.edu/graduate-advising>

The Office of Graduate Student Services combines graduate academic advising, international education, and career development to help students plan their studies for their future career. It is dedicated to providing guidance throughout a graduate student's tenure at the Elliott School and worldwide career opportunities to current graduate students, graduate alumni, and prospective employers.

*As a graduate student in the Elliott School, you will be assigned two advisors who will oversee different aspects of your program:*

**Program Director:** Assigned by degree program; responsible for the content of the core and concentration portions of your program

**Academic Advisor:** Assigned by degree program; responsible for helping you understand the curriculum, Elliott School and GW policies and procedures, and track your progress toward degree completion.

### **Learning Outcomes:**

Academic advising is a process which includes intentional interactions between a student and an academic advisor centered on student learning outcomes designed to encourage the student's self-efficacy and development of meaningful educational and professional goals.

*-National Academic Advising Association (NACADA)*

Through the academic advising process Elliott School graduate students are expected to achieve the following learning outcomes:

- Assess their personal and professional interests.
- Assess their academic abilities.
- Create an academic plan that fulfills all University and program requirements.
- Develop specific, measurable, actionable, realistic, and timely (SMART) goals.
- Identify and utilize appropriate campus resources as needed.

## Expectations

What you can expect of your Academic Advisor:	What we expect of you:
<ul style="list-style-type: none"> <li>Understand curriculum, policy</li> </ul>	<ul style="list-style-type: none"> <li>Familiarize yourself with curriculum, policy</li> </ul>
<ul style="list-style-type: none"> <li>Provide information on campus resources</li> </ul>	<ul style="list-style-type: none"> <li>Make use of the campus resources available</li> </ul>
<ul style="list-style-type: none"> <li>Help you monitor your degree progress</li> </ul>	<ul style="list-style-type: none"> <li>Monitor your degree progress</li> </ul>
<ul style="list-style-type: none"> <li>Respond to e-mails in a timely manner</li> </ul>	<ul style="list-style-type: none"> <li>Keep a record of official communications</li> </ul>
<ul style="list-style-type: none"> <li>Be available and prepared for appointments</li> </ul>	<ul style="list-style-type: none"> <li>Keep an updated Plan of Study</li> </ul>
<ul style="list-style-type: none"> <li>Maintain confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Accept responsibility for your academic career</li> </ul>

## Milestones and Touch Points to Remember

<p><b>SEMESTER ONE:</b></p> <ul style="list-style-type: none"> <li>Take your online self-diagnostic language exam</li> <li>Complete your Plan of Study and meet with your Program Director for approval (Due Oct 15 for incoming fall students; Mar 15 for spring)</li> <li>If you're considering International Education, contact <a href="mailto:esintl@gwu.edu">esintl@gwu.edu</a></li> <li>Register for Spring classes</li> </ul>	<p><b>SEMESTER TWO:</b></p> <ul style="list-style-type: none"> <li>If you're considering an internship, visit Graduate Student Services career coaching for guidance</li> <li>Update your Plan of Study if any changes have been made, and submit a program-approved copy to your academic advisor</li> <li>Register for Fall and/or Summer classes</li> </ul>
<p><b>SEMESTER THREE:</b></p> <ul style="list-style-type: none"> <li>Update your Plan of Study if any changes have been, and submit a program-approved copy to your academic advisor</li> <li>Check your DegreeMAP and email your advisor with any concerns</li> <li>Complete your Language Proficiency Requirement</li> <li>Meet with your advisor for a degree audit</li> <li>Register for Spring Classes</li> </ul>	<p><b>SEMESTER FOUR:</b></p> <ul style="list-style-type: none"> <li>Submit approved final Plan of Study to your academic advisor</li> <li>Apply for graduation (for the semester in which all of your degree requirements will be met)</li> <li>Complete any outstanding coursework</li> <li>Make sure no holds remain on your account</li> <li>Check your DegreeMAP to ensure that all applicable degree requirements are complete or in progress</li> </ul>

*\*The above is intended to serve as a guide. You may need to adjust the timeline to meet the needs of your program and/or your personal pace of progress.*

<p><b>RESOURCES:</b></p> <p>Elliott School Of International Affairs:  <a href="http://elliott.gwu.edu">http://elliott.gwu.edu</a></p> <p>Academic Advising:  <a href="http://elliott.gwu.edu/graduate-advising">http://elliott.gwu.edu/graduate-advising</a></p> <p>Graduate Student Career Development:  <a href="http://elliott.gwu.edu/career-development">http://elliott.gwu.edu/career-development</a></p> <p>International Education:  <a href="http://elliott.gwu.edu/graduate-study-abroad">http://elliott.gwu.edu/graduate-study-abroad</a></p> <p>International Services Office:  <a href="http://internationalservices.gwu.edu">http://internationalservices.gwu.edu</a></p> <p>Registrar:  <a href="http://registrar.gwu.edu">http://registrar.gwu.edu</a></p> <p>Language Center:  <a href="http://languagecenter.columbian.gwu.edu">http://languagecenter.columbian.gwu.edu</a></p> <p>Colonial Central:  <a href="http://colonialcentral.gwu.edu/">http://colonialcentral.gwu.edu/</a></p> <p>Financial Assistance:  <a href="http://graduate.admissions.gwu.edu/financial-assistance">http://graduate.admissions.gwu.edu/financial-assistance</a></p> <p>Student Accounts:  <a href="http://studentaccounts.gwu.edu/">http://studentaccounts.gwu.edu/</a></p>	<p>Disability Support Services:  <a href="http://gwired.gwu.edu/dss/">http://gwired.gwu.edu/dss/</a></p> <p>University Counseling Center:  <a href="http://counselingcenter.gwu.edu/">http://counselingcenter.gwu.edu/</a></p> <p>Learner Health and Wellness Center:  <a href="http://campusrecreation.gwu.edu/">http://campusrecreation.gwu.edu/</a></p> <p>Student Health Services:  <a href="http://studenthealth.gwu.edu/">http://studenthealth.gwu.edu/</a></p> <p>Military and Veteran Student Services:  <a href="http://services.military.gwu.edu/">http://services.military.gwu.edu/</a></p> <p>University Policy Department:  <a href="http://police.gwu.edu/">http://police.gwu.edu/</a></p> <p>GWorld:  <a href="http://www.gwu.edu/gworld-card">http://www.gwu.edu/gworld-card</a></p> <p>GW Housing:  <a href="http://living.gwu.edu/graduate-students">http://living.gwu.edu/graduate-students</a></p> <p>Office of Graduate Assistantships and Fellowships:  <a href="http://www.gwu.edu/~fellows/">http://www.gwu.edu/~fellows/</a></p> <p>Parking Services:  <a href="http://transportation.gwu.edu/students">http://transportation.gwu.edu/students</a></p>
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