



Elliott  
GSS

# Comprehensive Action Plan (CAP)

Graduate Student Services  
Suite 603  
202-994-3788  
Mon-Fri 9:00 am-5:00 pm

# Comprehensive Action Plan (CAP)

Provides academic and career goal context for program director, academic advisors & career coaches.

Consists of two parts:

- **Plan of Study** (academic planning component)
- **Career Map** (career planning component)

You will also answer **Professional Interest Questions** with your initial submission.

- These provide a quick look of your *current* career development interests which, in turn, helps GSS when developing programming and partnerships.

# What is a Comprehensive Action Plan (CAP)?

**Required for all Elliott students during their first semester.**

Your **Plan of Study** is:

- A visual representation of your intentions to complete the requirements for your program.
- A planning tool that will assist you in mapping out your courses while at the Elliott School.
- An auditing tool that will assist you and your Advisor with any necessary updates to DegreeMAP.
- **The Plan of Study is NOT a binding agreement.** Changes can be made due to interests becoming more refined and as course offerings change.

The **Career Map** is:

- A representation of your *current* career development interests.
- An opportunity for you to think about how your academic and career goals connect.
- A tool your Career Coach will use to provide additional advice and guidance.
- **The Career Map is NOT binding or an in-depth plan.** You are strongly encouraged to schedule an appointment with your career coach in order to create a detailed and personalized plan.

The **professional interest questions** are:

- A quick representation of your *current* career interests.
- A tool that GSS will use when developing programming and partnerships.

# Preparing for CAP Submission

- Navigate to the GSS [Forms & Applications](#) page!
- Find and download your program Comprehensive Action Plan (CAP)

**TIP:** Download and save the pdf before filling it out, versus completing it in the browser.

Select the Comprehensive Action Plan (CAP) for your program

## Comprehensive Action Plan Submission

The Comprehensive Action Plan (CAP) combines the Plan of Study, the Career Map, and a series of professional interest questions to create a planning tool for students while providing academic and professional context to advisors and coaches. Upon submission, the CAP will be reviewed by your program director and your academic advisor.

### To submit:

1. Download your program's **Comprehensive Action Plan** in the accordion.
2. Select your program submission link in the **Comprehensive Action Plan Submission accordion** below.
3. Complete all professional interest questions, **upload** your completed Comprehensive Action Plan, and submit!

*Note: To submit a [Comprehensive Action Plan update](#), simply select that option in the submission type field, and you will not need to fill out the Career Map or be prompted to re-answer the professional interest questions.*

Quick CAP  
Submission Guide

Detailed CAP  
Submission Guide

CAP FAQ

Sample Plan of Study

### ▼ Comprehensive Action Plan Forms

- [M.A. Asian Studies \(pdf\)](#)
- [M.A. European and Eurasian Studies \(pdf\)](#)
- [M.A. Global Communication \(pdf\)](#)
- [M.A. International Affairs \(pdf\)](#) / [M.A. International Affairs admitted prior to Fall 2022 \(pdf\)](#)

# Completing the Plan of Study

## Elliott School of International Affairs

Overview

Regulations

Undergraduate

Graduate

Certificates

Faculty

Courses

### Master's programs

- [Master of Arts in the field of Asian studies](#)
- [Master of Arts in the field of European and Eurasian studies](#)
- [Master of Arts in the field of global communication](#)
- [Master of Arts in the field of international affairs](#)
- [Master of Arts in the field of international development studies](#)
- [Master of Arts in the field of international economic policy](#)
- [Master of Arts in the field of international economic policy, STEM Track](#)
- [Master of Arts in the field of international science and technology policy](#)
- [Master of Arts in the field of Latin American and hemispheric studies](#)
- [Master of Arts in the field of Middle East studies](#)
- [Master of Arts in the field of security policy studies](#)
- [Master of International Policy and Practice](#)
- [Master of International Policy and Practice - Online](#)
- [Master of International Studies](#)

How do I get started in filling out my plan?

- The best place to start is to review the degree requirements for your specific program contained within the [University Bulletin](#).
- Classes included in the online curriculum have been pre-approved by your program and Program Director to meet specific requirements.
- If you want to take a class that isn't included in the Bulletin, you should obtain permission from your Program Director and loop in your academic advisor.

# Completing the Plan of Study

## Schedule of Classes Registration Platform (on GWeb)

[Student](#) • [Registration](#) • [Select a Term](#) • [Browse Classes](#)

### Browse Classes

#### Search Results — 9 Classes

Term: Fall 2021 Subject: International Affairs Course numbers at least: 6138

Subject	Course Num	Section	Title	Hours	CRN
IAFF	6138	10	Humanitarian Governance&Po... Special Topics Lecture	3	66221
IAFF	6138	11	Civil Society & Development Special Topics Lecture	3	64571
IAFF	6138	14	ChildComplexHumanitarianE... Special Topics Lecture	3	68077

FALL 2021	SUMMER 2021	SPRING 2021
<ul style="list-style-type: none"> <li>Main Campus</li> <li>Mount Vernon Campus</li> <li>Virginia Science &amp; Technology Campus</li> <li>Off Campus</li> <li>CCAS Dean's Seminars</li> <li>Online Courses</li> <li>Corcoran School of the Arts and Design</li> </ul>	<ul style="list-style-type: none"> <li>Main Campus</li> <li>Mount Vernon Campus</li> <li>Virginia Science &amp; Technology Campus</li> <li>Off Campus</li> <li>CCAS Dean's Seminars</li> <li>Online Courses</li> <li>Corcoran School of the Arts and Design</li> </ul>	<ul style="list-style-type: none"> <li>Main Campus</li> <li>Mount Vernon Campus</li> <li>Virginia Science &amp; Technology Campus</li> <li>Off Campus</li> <li>CCAS Dean's Seminars</li> <li>Online Courses</li> <li>Corcoran School of the Arts and Design</li> </ul>
FALL 2020	SUMMER 2020	SPRING 2020
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**TIP:** It is helpful to cross-reference the courses in your curriculum from the Bulletin with the current and past [Schedules of Classes](#) to determine potential course availability for future semesters.  
\*Note that offerings can change from year to year.

OPEN	63356	IAFF 6118	11	Leadership & Int'l Affairs	3.00	Kojm, C	1957 E 308	R 05:10PM - 07:00PM	08/30/21 - 12/11/21	
Comments: Registration restricted to graduate students only.										<a href="#">Find Books</a>

# Completing the Plan of Study

All sections of the plan of study are required.

Filling out each section:

- Include the course number ex: *IAFF 6118*
- List the course title which can be found in the GW Bulletin.
  - Please do not list *Special Topics in...* as there are many classes under that category.
- Include the credit value of the course.
- Indicate the semester and year you plan to take a class ex: *Fall 2023* or *Fa23*.
  - We understand this may change and adjustments can be made to your CAP.
- Comment section: this is for you to add any notes you wish for your program director or advisor to know.
- Make sure you enter your total credits, and if you exceed the required credits, explain your reasoning in the comments section

GW Elliott			Comprehensive Action Plan Master of Arts in Security Policy Studies Plan of Study		
Name: _____ GW Email: _____ GWId: _____					
Reason: _____					
I understand that I must complete 40 credits for this Master of Arts degree and I should select courses according to the SP5 curriculum (available in the University Bulletin) and in consultation with my Program Director.					
ENTER TOTAL CREDITS LISTED: _____					
Course	Course Title	(Credits)/Semester	Course	Course Title	(Credits)/Semester
<b>Core Field (6 credits)</b>			<b>Skills Courses (3 credits)</b>		
IAFF 6161:	International Security (Fall)	(3)			( )
IAFF 6162:	Security Policy Analysis (Spring)	(3)			( )
<b>Concentration (15 credits)</b>			<b>TOOL Requirement (0-3 credits)</b> Select one of the following two options.		
Each concentration contains one required course and four additional concentration courses.					
Title: _____					
Required Course: _____			Language: _____		
Additional Courses: _____			Method of Completion: _____		
_____			Full descriptions of each method of assessment available online.		
_____			Target Completion Semester: _____		
_____			*I understand that I must complete the language proficiency requirement via one of the above methods to receive my degree.		
_____			INITIAL HERE: _____		
<b>Electives (9-12 credits)</b>			<b>Capstone (4 credits)</b>		
9 credits if TOOL Requirement is satisfied with statistics.			Must be completed during final two semesters.		
12 credits if TOOL Requirement is satisfied with foreign language.			IAFF 6898: _____ (2)		
_____			IAFF 6899: _____ (2)		
_____			<b>Thesis Option (6 credits)</b>		
_____			With approval from your Program Director, a thesis may be completed in addition to the capstone. In consultation with your Program Director, you can adjust the number of credits in the elective field of your curriculum to accommodate the 6 credits of thesis research.		
_____			IAFF 6998: _____ (3)		
_____			IAFF 6999: _____ (3)		
Comments: _____					

# Completing the Career Map

- Answer each question/section with as much detail as you can as it relates to your *current* career goals.
- While this is not a binding or in-depth plan, you should take the time to thoughtfully consider your professional aspirations and how your academic plans align with them.
- Do not worry about it being perfect; simply put down what you know so far, and your Career Coach can help you from there!

GW Elliott		Comprehensive Action Plan (CAP) Career Map
Name: _____		GW Email: _____
<b>CAREER GOALS</b>		
What goal or dream brought you to Elliott?	What organizations interest you?	
What is your goal immediately after graduation?	What are two challenges that you might face in reaching your career goals (i.e. security clearances, financial needs, visa requirements)?	
What is your long-term career goal?	1. _____ 2. _____	
	What are three things that you aim to get out of your graduate school experiences (i.e. skills, international experience, foreign language, connections, etc)?	
	1. _____ 2. _____ 3. _____	
<b>SKILLS ASSESSMENT</b>		
List your top three current professional skills and abilities.	List any current foreign language abilities and the proficiency level.	
1. _____	_____	
2. _____	_____	
3. _____	_____	
How do you envision utilizing these skills/abilities in your future career?	What can you do to start building the language proficiency needed for your career? (If language proficiency is not required for your program, please write N/A.)	
_____	_____	
<b>ACADEMIC PLAN</b>		
Briefly explain how your chosen academic concentration(s) or specialization(s) connect to your career goals.		
_____		
<b>CAREER STRATEGY</b>		
What are 1-2 action steps you will take to help you move towards achieving the goals you've outlined above?		
_____		



# Next Steps: Submitting the CAP

- Once you have completed the CAP, return to the Forms and Applications page.
- Select the accordion labeled Comprehensive Action Plan Submission Click on your program, and the webform will launch.
- Enter all the required information and upload your CAP in the appropriate field.
- Answer all the professional interest questions.
- Click “Submit”. This will be the final step and your CAP will be automatically routed to your program. You will receive a confirmation email.

## Comprehensive Action Plan Submission

The Comprehensive Action Plan (CAP) combines both the Plan of Study and a series of professional interest questions to create a planning tool for students while providing academic and professional context to advisors. Upon submission, the CAP will be reviewed by your program director, your academic advisor, and a career coach.

### To submit:

1. Download your program's **Plan of Study** in the accordion.
2. Select your program submission link in the **Comprehensive Action Plan Submission accordion** below.
3. Complete all professional interest questions, **upload** your completed Plan of Study, and submit!

Sample Plan of Study

### Plan of Study Forms

### Comprehensive Action Plan Submission

- [M.A. Asian Studies](#)
- [M.A. European Eurasian Studies](#)
- [M.A. Global Communication](#)
- [M.A. International Affairs](#)
- [M.A. International Development Studies](#)
- [M.A. International Economic Policy](#)
- [M.A. International Science & Technology Policy](#)
- [M.A. Latin American & Hemispheric Studies](#)

Select the  
submission link  
for your program

# Next Steps: Submitting the CAP

- Enter all the required information and upload your CAP in the appropriate field.
- Answer all the professional interest questions.
- Click “Submit”. This will be the final step and your CAP will be automatically routed to your program. You will receive a confirmation email.

Under Submission Type,  
select Initial CAP

Enter your specialization  
or concentration field(s)  
from your Plan of Study

Upload your  
Comprehensive Action  
Plan (CAP)

## Comprehensive Action Plan (CAP)

International Development Studies

The Comprehensive Action Plan (CAP) combines the Plan of Study, the Career Map, and a series of professional interest questions to create a planning tool for students while providing academic and professional context to advisors and coaches. Upon submission, the CAP will be reviewed by your program director and your academic advisor.

Below you will be asked to upload your CAP document and answer several questions regarding your career plans and goals.

First Name \*

Last Name \*

GWID \*

ex: G12345678

GW Email \*


example@gwu.edu

Make sure your  
email address is  
correct!

Submission Type \*

Area of Specialization \*

Attach Comprehensive Action Plan (CAP) \*

  
**Browse Files**  
Drag and drop files here

# Next Steps: Submitting the CAP

- Once you follow the above steps, the CAP will be sent to your program director and academic advisor. At the end of the process you will receive a copy and it will be saved to your academic record.
- You are *not* required to meet with your academic advisor, please do if you have questions!
- Some programs require that you meet with your Program Director to go over your initial academic plans, but they will contact students directly to schedule (ex. *Security Policy Studies*, *International Economic Policy*).

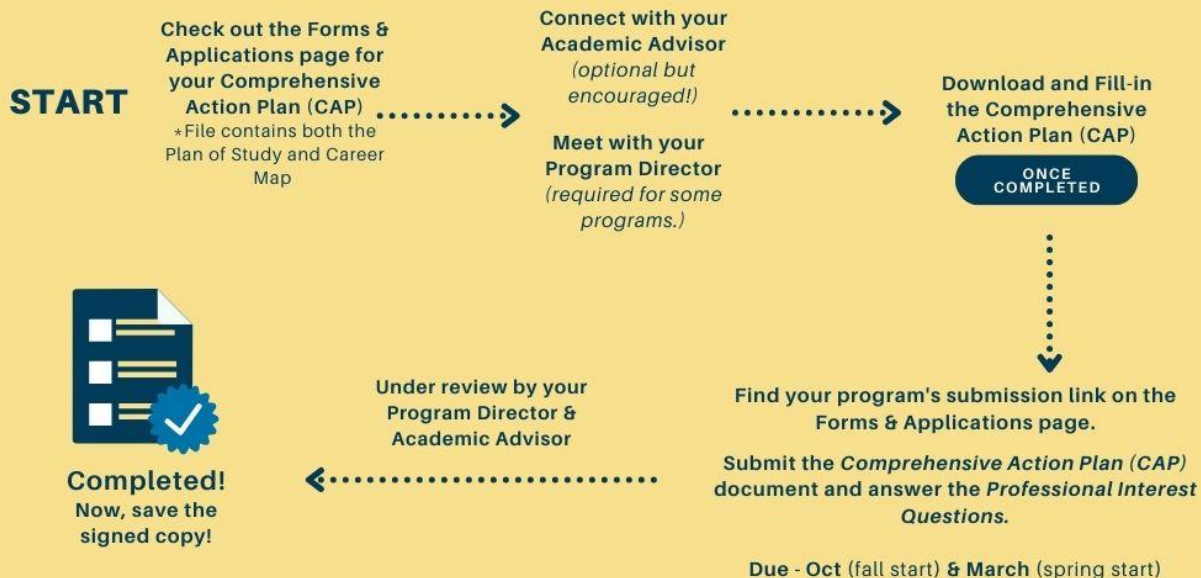
# The “Lifecycle” of a CAP

Your academic advisor will save a copy to your student file should you ever need one.

## Submitting Your CAP



Questions?  
Contact your  
Academic Advisor





# Questions?

We are here to help! Please reach out to your academic advisor.