



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)

- Consists of two parts:
 - **Plan of Study** (academic planning component)
 - **Professional Interest Questions** (career planning component)
- Provides academic and career goal context for your program director, academic advisor & career coach.

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 professional interest questions are:

- A quick representation of your *current* career development interests.
- A tool your Career Coach and advisors will use to provide additional advice and guidance, as well as guide GSS programming and partnerships.

They are **NOT**:

- An in-depth plan - you are strongly encouraged to schedule an appointment with your career coach in order to create a personalized Professional Development plan.

Preparing for CAP Submission

- Navigate to the GSS [Forms & Applications](#) page!
- Find and download your program Plan of Study
 - Under Plans of Study, select the appropriate Plan of Study (POS) under the accordion.

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

Select the Plan of Study for your program

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

- [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 \(pdf\)](#)
- [M.A. International Development Studies \(pdf\)](#)
- [M.A. International Economic Policy \(pdf\)](#) / [M.A. International Economic Policy admitted prior to Fall 2022 \(pdf\)](#)
- [M.A. International Economic Policy, STEM Track \(pdf\)](#)
- [M.A. International Science and Technology \(pdf\)](#) / [M.A. International Science and Technology](#)

Completing the Plan of Study

Elliott School of International Affairs

| | |
|---------------|---|
| Overview | <h3>Master's programs</h3> |
| Regulations | <ul style="list-style-type: none">• Master of Arts in the field of Asian studies |
| Undergraduate | <ul style="list-style-type: none">• Master of Arts in the field of European and Eurasian studies |
| Graduate | <ul style="list-style-type: none">• 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 |
| Certificates | |
| Faculty | |
| Courses | |

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.

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 | ChildmComplexHumanitarianE... Special Topics Lecture | 3 | 68077 |

| FALL 2021 | SUMMER 2021 | SPRING 2021 |
|--|--|--|
| <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design | <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design | <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design |
| FALL 2020 | SUMMER 2020 | SPRING 2020 |
| <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design | <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design | <ul style="list-style-type: none"> Main Campus Mount Vernon Campus Virginia Science & Technology Campus Off Campus CCAS Dean's Seminars Online Courses Corcoran School of the Arts and Design |

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. | | | | | | | | | | Find Books |

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 2022* or *Fa22*.
 - 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 |
|--|-----------------------------------|--------------------|---|--------------|--------------------|
| Core Field (6 credits) | | | Skills Courses (3 credits) | | |
| IAFF 6161: | International Security (Fall) | (3) | | () | |
| IAFF 6162: | Security Policy Analysis (Spring) | (3) | | () | |
| | | | | () | |
| Concentration (15 credits) Each concentration contains one required course and four additional concentration courses. | | | TOOL Requirement (0-3 credits) Select one of the following two options. | | |
| 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: _____ | | |
| Electives (9-12 credits) 9 credits if TOOL Requirement is satisfied with statistics. 12 credits if TOOL Requirement is satisfied with foreign language. | | | Capstone (4 credits) Must be completed during final two semesters. | | |
| | | () | IAFF 6898: | _____ (2) | |
| | | () | IAFF 6899: | _____ (2) | |
| | | () | Thesis Option (6 credits) | | |
| | | () | 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 this research. | | |
| | | () | IAFF 6998: | _____ (3) | |
| | | () | IAFF 6999: | _____ (3) | |

Comments: _____

Next Steps: Submitting the CAP

- Once you have completed the POS, 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 POS 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.

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Sample Plan of Study

▶ Plan of Study Forms

▼ Comprehensive Action Plan Submission

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- [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 POS 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 POS

Upload your Plan of
Study

Comprehensive Action Plan (CAP)

International Development Studies

The CAP combines both your Plan of Study (POS) and questions regarding your professional interests to create a planning tool for you, while providing academic and professional context to your advisors. Upon submission, the information will be reviewed by your program director, academic advisor, and career coach.

Below you will be asked to upload your Plan of Study (POS) 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 Plan of Study *


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).

Beyond the CAP

Interested in exploring your professional goals further?
The [Career Map tool](#) can help!

- The Career Map is a framework to capture your current career plans, from the dream that brought you to the Elliott School through graduation day and beyond. Use it as a reflection piece to jot down your plans, then bring it in to any [career exploration coaching session](#), so that you'll have a starting point. Don't worry about being perfect; simply put down what you know so far, and we'll help you from there.

| GW Elliott | | Career Map |
|--|---|---|
| Name: _____ | | GW Email: _____ |
| CAREER GOALS | | |
| What goal or dream brought you to Elliott? | What organizations interest you? | What are two challenges that you might face in reaching your career goals (i.e. security clearances, financial needs, visa requirements)? 1. _____ 2. _____ |
| What is your goal immediately after graduation? | 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. _____ | |
| What is your long-term career goal? | | |
| SKILLS ASSESSMENT | | |
| List your top three current professional skills and abilities. 1. _____ 2. _____ 3. _____ | What are the top three professional skills you desire to improve or obtain? 1. _____ 2. _____ 3. _____ | |
| List any current foreign language abilities and the proficiency level. _____ _____ | What are some strategies you can use to improve or obtain these skills? | |
| What is your organizational style? | | |
| FIRST YEAR CAREER STRATEGY | | SUMMER |
| Overall Goal(s): | Overall Goal(s): | |
| Skills to Develop and/or Enhance: | Skills to Develop and/or Enhance: | |
| SECOND YEAR CAREER STRATEGY | | THIRD YEAR CAREER STRATEGY (if applicable) |
| Overall Goal(s): | Overall Goal(s): | |

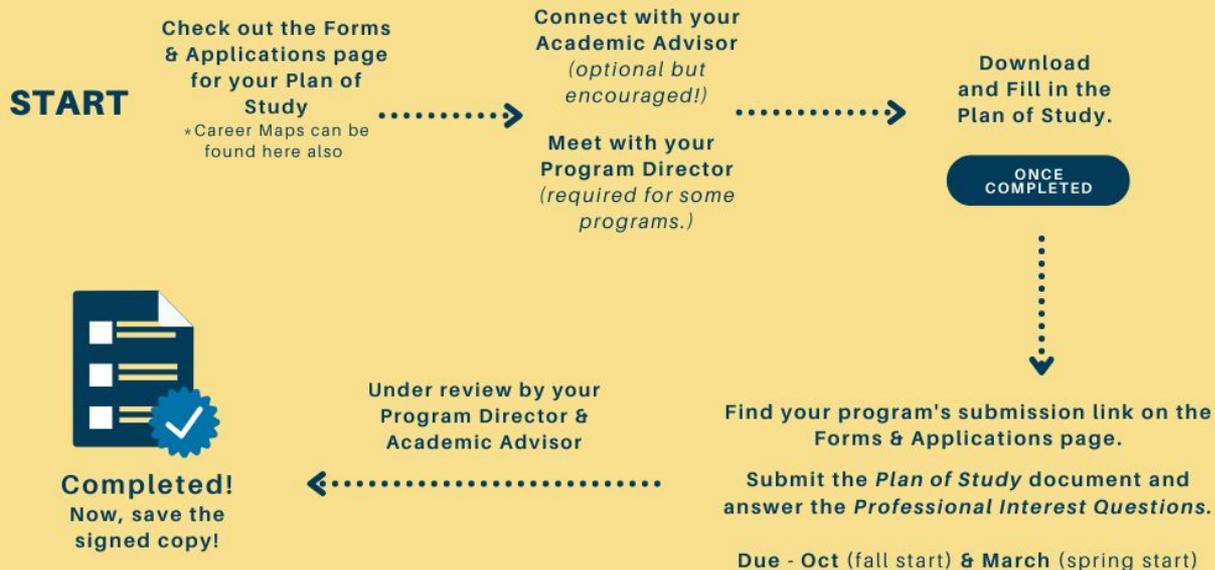
The “Lifecycle” of a CAP

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.