



Elliott

FOUR-YEAR PLAN GUIDE

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SUMMARY NOTES

Objectives of Making a Four-Year Plan

- Develop an evolving plan for meeting your graduation requirements that aligns with your values, interests, and aspirations.
- Reflect on how your curricular and co-curricular experiences align with your interests.
- Identify required and elective courses that you may be interested in taking.
- Identify flexible semesters or summers for study abroad, internships, and other opportunities for individualized enhancements to your undergraduate experience.

This is a *tentative plan* - The Four-Year Plan assignment allows you to explore and reflect on connections between your strengths, interests and your academic pursuits. Though you are required to outline how you will complete your academic requirements in order to graduate, this assignment is a first iteration and is expected to change during your time at the Elliott School. This assignment will help you explore your options and learn about the flexibility in your curriculum.

The Four-Year Plan Consists of Four Parts (each part is a different tab in the same excel doc):

1. Pre and Post-Reflection Questions
2. Academic Plan
3. Semester Planning Worksheet
4. Planning sheet for second concentration, major, minor etc. (*only required for students doing the B.S. in International Affairs with a second major*)

You can work in your Academic Plan and Semester Planning Worksheet tabs at the same time by following these steps:

1. Click on the View tab at the top of the excel document.
2. Click "New Window." You will now have an "xlsx1" view and an "xlsx2" view, so that you can more easily compare the Semester Planning Worksheet with the Academic Plan for alignment. (If you prefer, you can print the Academic Plan and compare it to the Semester Planning Worksheet for your comparison of the two.)

3. If you make a change to “xlsx1”, once you save it, the change will automatically be mirrored in xlsx2, and vice versa.

Developing your Four-Year Plan will take some time. Give yourself plenty of time to work on it.

Consult a Peer Advisor if you have questions or need assistance when completing this assignment.

[STEPS FOR COMPLETING YOUR FOUR-YEAR PLAN \(Schedule, Draft, Check, Submit, Attend\):](#)

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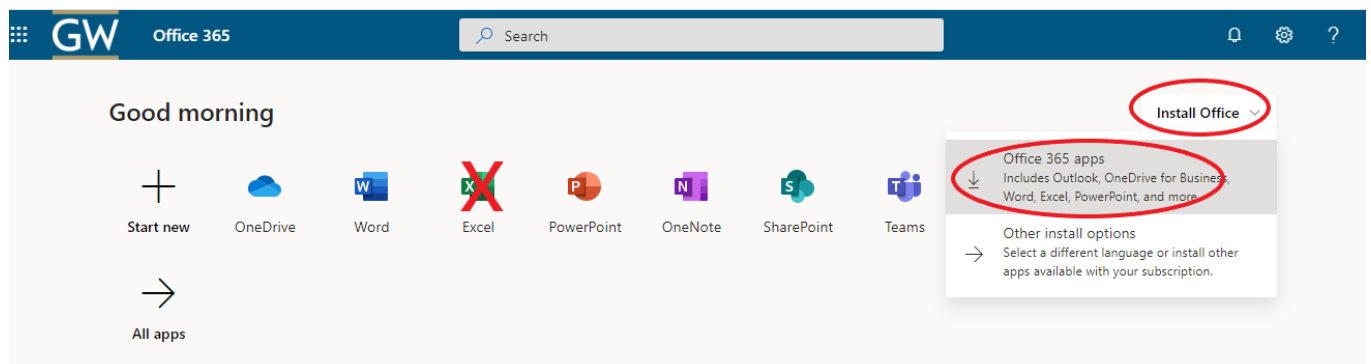
SCHEDULE & ATTEND your Four-Year Plan Appointment with your Advisor

1. You must meet with your assigned academic advisor by the designated IAFF 1001 deadline to reflect on your overall goals, curricular and co-curricular options, and your Elliott School experience thus far.
2. **[Schedule your Four-Year Plan appointment online](#)**. It is ok to meet with you advisor *prior to completing your Four-Year Plan*. However, you should not expect your advisor to go over all of the Four-Year Plan details, as those are covered in IAFF 1001 and are available in this guide and the assignment information in Blackboard.
3. If you meet with your advisor after you have completed your Four-Year Plan please email your Four-Year Plan to your advisor so they can review in advance of your appointment. This is not required for your grade since your IAFF 1001 instructor will be grading your plan. But your advisor’s review of your plan can very beneficial for your appointment and for your advising relationship.
4. **Your Academic Advisor’s availability will be more limited later in the semester.** In general, it is advisable to schedule your appointment early.
5. If you haven’t looked at your Four-Year Plan in a little while by the time you have your appointment, give it a quick review so it is fresh in your mind.

DRAFT Your Four-Year Plan following these 10 steps

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1. **[Download Excel](#)** if you do not have it on your computer. When you click on the link, you will log in with your NetID and password. When you get to the Office 365 download page, do NOT click on the Excel icon. Instead, click on “Install Office” and then “Office 365 Apps.” You can see this displayed below:



2. Download the Four-Year Plan Excel blank file from Blackboard. There is a blank template for each major option within the Elliott School. Be sure to pick the one that is consistent with your interests.
3. Complete the first question on the Self-Reflection tab.
4. List the classes you are currently enrolled in on the Semester Planning Worksheet.

5. On page two of the Semester Planning Worksheet, in the transfer credit box, put the total number of credits you brought with you to GW. This can be from AP, IB, or a different institution. (Transfer credits can be viewed in DegreeMAP.) If you notice on DegreeMAP that credits earned prior to attending GW are not there, notify your advisor.
6. Identify all the requirements you have already completed, or are in the process of completing, in the Academic Plan.
 - Indicate the current semester (e.g. Spring 2021) for the semester that you will complete the requirement for the courses you are currently enrolled in.
 - If you are fulfilling a requirement through AP, IB, or transfer credit, put "TR" (indicating 'transfer') for the semester.
 - Once you have filled in what you have already completed and what you are in the process of completing, focus on the remaining requirements on the Academic Plan.
 - Using [the Bulletin](#) (Click on International Affairs major or a Regional Major for further detail), identify courses to complete each Elliott School requirement.
 - Remember that IAFF 1005 is considered equivalent to PSC 1003 and credit hours cannot be earned for both classes. **Therefore, you should not take PSC 1003.** By taking IAFF 1005 you will be able to enroll in any upper-level PSC class requiring PSC 1003 as a prerequisite.
 - Allow your interests to be your guide and have fun with it! Leave the 'Semester' space blank for now.
 - Remember that there is no double counting in the Elliott School, except for WID courses. This means that any class on your Academic Plan should only appear once. WIDs can appear twice. Additionally, this means that if you do a second concentration it will be five additional courses. [See more about double counting in the FAQs.](#)
 - Not all courses with a special topics number (e.g. IAFF 2190) listed for a certain requirement are approved for that requirement – always check pre-approved course titles in the Bulletin. [See more about special topics classes in the FAQs.](#)
 - It is ok if you are not sure which concentration you want to do. You will not officially declare one until the end of sophomore year. You are not committing to a concentration now, but you do need to select one to complete the assignment.
7. Once you have completed the Academic Plan (except for the semester spaces), add these courses to the Semester Planning worksheet.
 - Start by putting approximately 3 requirements each semester.
 - List the course number AND the course title.
 - Think about the order and distribution of courses. Don't put courses all from one discipline in one semester (i.e. don't take all REL courses in one semester). Ensure you are taking prerequisites before the higher level courses.
 - For your first year, we suggest taking courses from the "Introduction to the Major," "Supporting Courses in the Liberal Arts," and "Foreign Language" categories. Then you progress into the remaining categories during your 2nd, 3rd, and 4th years.
 - To check how many credit hours a class is worth, *especially for language and science courses*, click on the course number in the Bulletin (see screenshots below). Most other courses are worth 3 credits.

Science (3 to 4 credits), lab required	
One of the following:	
ANTH 1001	Biological Anthropology
ANTH 3412	Hominin Evolution
ASTR 1001	Stars, Planets, and Life in the Universe
ASTR 1002	Origins of the Cosmos
BISC 1005	The Biology of Nutrition and Health
BISC 1006	The Ecology and Evolution of Organisms
BISC 1007	Food, Nutrition, and Service
BISC 1008	Understanding Organisms through Service Learning
BISC 1111	Introductory Biology: Cells and Molecules
BISC 1112	Introductory Biology: The Biology of Organisms

ASTR 1001. Stars, Planets, and Life in the Universe. 4 Credits.

Primarily for non-science majors. Introduction to how our Universe is structured, including the basic principles underlying astronomical systems and observations. Topics include the known laws of nature, stars, and planetary systems and the conditions for extraterrestrial life and exploration. Prerequisite: high school algebra. Laboratory fee.

Science (3 to 4 credits), lab required

One of the following:

- Biological Anthropology
- Hominin Evolution
- [ASTR 1001](#) Stars, Planets, and Life in the Universe

-If you want to study abroad, make sure that you indicate which semester you plan to study abroad on your Semester Planning Worksheet. Even if you plan to study abroad, you must list GW courses during your indicated abroad semester – it is too early to know what courses you might take abroad. Some common requirements that students often fulfill while abroad are Humanities, Regional Foundations, concentration courses, and language.

8. Once you complete your Semester Planning Worksheet, indicate which semester you added it to in the 'Semester' spaces of the Academic Plan.
9. Once you have added all your requirements to the Semester Planning Worksheet, it will be easy to see how many electives you will need to take in order to earn the 120 credits required for graduation. **You** get to decide how you want to use your electives.
 - Electives are classes that do not fulfill any Major requirements, but do count as credit towards graduation.
 - Electives do not appear on your Academic Plan because they do not satisfy curriculum requirements, but they do appear on your Semester Planning Worksheet because you will take the courses during your semesters at GW.
 - If you are in ROTC, Honors, or another special program, you will likely have requirements for that program that you need to build into your schedule.

- Choose actual courses that would interest you and list them on the worksheet to help you explore your options. You can take courses just because they sound interesting, and see where they lead you!
- Electives should appear throughout your Semester Planning Worksheet –not lumped together in your final semester.
- You can take more courses related to your intended concentration and other areas of interest to start developing greater depth or breadth in those areas.
- You can choose to factor in a minor, second major, or second concentration, if you have a strong and compelling interest at this stage. You can look up the requirements for minors and second majors using the GW Bulletin.
- Double counting IS permitted between your Elliott School requirements and a minor/second major outside of the Elliott School.

10. Complete the last three questions on the self-reflection tab.

CHECK Your Four-Year Plan

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Use this checklist as a guide while you complete your Four-Year Plan (Self-Reflection, Academic Plan, Semester Planning Worksheet, Fourth sheet for second major if doing the B.S. degree).

- Self-Reflection questions are answered fully.
- Every course number/title on Academic Plan is pre-approved for that requirement in the Bulletin.
- Courses with a special topics number (e.g. IAFF 2190) listed for a certain requirement are approved for that requirement – always check pre-approved course titles in the Bulletin.
- Every course listed on the Academic Plan is also listed on the Semester Planning Worksheet.
- Semesters/years on Academic Plan match semesters/years on Semester Planning Worksheet.
- No classes are double-counting within your Elliott School major, except for WIDs.
- Both WIDs are taken after UW 1020 and in two different semesters.
- Two Regional Foundations courses represent two different regions (only for the B.A. in International Affairs).
- If you plan on studying abroad, it is indicated on your Semester Planning Worksheet.
- Classes are taken in correct sequence (e.g. ANTH 1002 occurs before Advanced Fundamental Anth/Geog requirement).
- Any prerequisites needed for upper-level courses are accounted for (keep in mind that IAFF 1005 is considered equivalent to PSC 1003 for prerequisite purposes).
- Sequence of language courses is appropriate.
- Distribution of types of classes is appropriate (e.g. Not all ECON classes in one semester).
- Duplicate credit is not counting towards 120 credits needed to graduate.
- LSPA credit is not counting towards 120 credits needed to graduate.
- Credits total at least 120 credits on the Semester Planning Worksheet. (Subtract all LSPA and duplicate credit.)
- If you are doing a B.S. in International Affairs with a second major, the second major portion of the fourth sheet is filled in.*

SUBMIT Your Four-Year Plan

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- See the IAFF 1001 syllabus and Blackboard information for submission deadlines and details.

[Frequently Asked Questions:](#)

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What is the difference between the **B.A.** in International Affairs and the **B.S.** in International Affairs?

- The B.A. in International Affairs allows students to explore international affairs through the liberal arts, creating broad-based political and cultural understanding with study in language, the social sciences, science and math, arts, and humanities. The B.S. in International Affairs also requires a breadth of study across the liberal arts but allows students who have particular interest in scientific inquiry and quantitative skills to pursue complementary STEM-related courses. Regardless of which degree a student pursues, the Introduction to the Major requirements are the same.

The B.A. requires students to complete a concentration, whereas students who pursue a B.S. in International Affairs complete a concentration or a second major. The B.S. also requires students to take 6 approved, STEM-related courses, while the B.A. does not. These 6 STEM-related courses may be applied to a second major or minor, if pursued.

What is the difference between the **International Affairs major** and a **regional major** (Latin America and Hemispheric Studies, Middle East Studies, or Asian Studies)?

- The B.A. in International Affairs allows students to explore international affairs through the liberal arts, creating broad-based political and cultural understanding with study in language, the social sciences, science and math, arts, and humanities.
- A regional major allows students to take a deeper dive into an area of the world that is of particular interest to them, maintaining a framework in the liberal arts and language study.

What is a **concentration**?

- A concentration represents an academic specialization within the International Affairs major, usually consisting of five courses and focusing on a specific functional or regional theme (e.g. International Economics, Africa). Declaring a concentration allows students to shape their degree program to include a focus of study in a particular topic of interest. Regional majors do not require a concentration, since the major itself is already specialized.

What can and can't be **double counted** *within* the Elliott School curriculum?

- A WID course can apply to an Elliott School requirement, as well as to the WID requirement. No other course can apply to more than one requirement in your Elliott School curriculum (visually, this means that no classes can appear more than once on your academic plan, except WIDs, which can appear twice).

What can and can't be **double counted** *between the Elliott School curriculum and non-Elliott requirements*?

- A course approved for an Elliott School requirement and for an additional minor or major may apply to both (e.g. PSC 1001 can apply to the International Affairs major and to a second major in Political Science at the same time).
- A course approved for an Elliott School requirement and for a University General Education requirement may apply to both (e.g. CHEM 1004 can apply to the Elliott School science requirement and to the University General Education science requirement at the same time).

What is an IAFF Special Topics course?

- An IAFF Special Topics course is a course with a unique focus and topic-specific title that is often only offered for a few semesters when a faculty member with the particular expertise required is available to teach it. The focus of the course is indicated as simply "Special Topics" or "Special Topics in..." As you can

see in the screenshot from the Bulletin below, there are multiple topic-specific titles within a particular focus (e.g. Development Policy) that have the same course number (e.g. IAFF 3183).

IAFF 3183	Special Topics in Development Policy (Gender, Peace, and Security in Africa)
IAFF 3183	Special Topics in Development Policy (Globalization for Sustainable Development)
IAFF 3183	Special Topics in Development Policy (International Human Rights Advocacy)
IAFF 3183	Special Topics in Development Policy (Human Trafficking)
IAFF 3183	Special Topics in Development Policy (NGOs Role in Humanitarian Assistance)

- List of [IAFF Special Topics course numbers](#) and associated focus:
 - IAFF 2190 - Special Topics in International Affairs (no specific focus)
 - IAFF 3180 - Special Topics in Security Policy
 - IAFF 3181 - Special Topics in Conflict Resolution
 - IAFF 3182 - Special Topics in Foreign Policy
 - IAFF 3183 - Special Topics in Development Policy
 - IAFF 3184 - Special Topics in Trade and International Economic Policy
 - IAFF 3185 - Special Topics in Europe and Eurasian Studies
 - IAFF 3186 - Special Topics in Asian Studies
 - IAFF 3187 - Special Topics in Latin American and Hemispheric Studies
 - IAFF 3188 - Special Topics in Middle East Studies
 - IAFF 3189 - Special Topics in African Studies
 - IAFF 3190 - Special Topics in International Affairs (no specific focus)