Grad Student Departure Checklist

- ❏ Thesis approval form submitted
- ❏ Oral defense form submitted
- ❏ Final copy of thesis approved
- ❏ Thesis submitted to Grad College
- ❏ Final copy of thesis submitted to group database
- ❏ Raw data, tidy data, and analysis scripts submitted to group database
- ❏ Publication plan agreed to with advisor
- ❏ Lab and storage areas cleaned and organized - better than you found them
- ❏ List of any samples in storage submitted to advisor and in the database, labeled, cataloged
- ❏ Samples disposed of as directed by advisor
- ❏ Office cleaned out - no trash left
- ❏ All keys returned to main office
- ❏ Electronics turned in to advisor (computers, storage drives, etc.)
- ❏ Contact information left with advisor and grad coordinator
- ❏ Exit interview
    - ❏ Did you have what you needed to succeed here?
    - ❏ How would you describe the culture in the lab and department?
    - ❏ What could we do better?
    - ❏ Were you comfortable talking to advisors?
    - ❏ What was the best part of your experience?
    - ❏ What was the worst part of your experience?
    - ❏ How can we improve our facilities and equipment?
    - ❏ How can we improve our procedures and policies?
    - ❏ How can we improve our training and development for grad students?