Graduate Research and Teaching Assistant Check-Out Checklist

Planning is vital for timely and successful completion of your assistantship and degree program. As part of your exit requirements, complete all of the tasks on this checklist. Verification of completion by the contact listed is required. If you have questions, contact your Major Professor or the contact listed for assistance.

**Contact**

_____ Alice Allen  
Perform a final degree check and defense timeline  
early in semester before completion.

_____ Major Professor  
Complete all funded project deliverables as specified by Major Professor  
nolater than 2 weeks after funding ends even if degree is not finished

_____ Major Professor  
Scan all original lab books  
week before departure or before if project ends earlier than degree

_____ Major Professor  
If permissible by Major Professor and project, make personal copy of lab books  
week before departure or before if project ends earlier than degree

_____ Sara Moore/Designee  
Submit original all original lab books and 1 e-copy of books on a flashdrive  
week before departure or before if project ends earlier than degree

_____ Major Professor  
Perform final back-up of files per protocol as determined by Major Professor and project  
week before departure or before if project ends earlier than degree

_____ Major Professor  
If permissible by Major Professor and project, make personal e-copy of files  
week before departure or before if project ends earlier than degree, back-up device used must be purchased by student with own funds

_____ Idaho Falls ITS  
Schedule with ITS for a technology checkout  
week before departure, earlier if project ends earlier than degree

_____ Major Professor  
Meet with Major Professor to return any equipment, books, etc. from project  
week before departure, earlier if project ends earlier than degree

_____ Joanna Taylor/designee  
Check out with lab leads  
week before departure, earlier if project ends earlier than degree

_____ Major Professor  
Meet with Major Professor for signature on thesis or dissertation  
check College of Graduate Studies deadlines and plan accordingly

_____ Sara Moore  
Meet with Operations Manager for employee exit interview  
week before departure

_____ Meladi Lanier  
Remove personal items from cubicle  
day before departure

_____ Building Designee  
Return CAES card, cubicle keys, TAB keys  
day before departure (CAES card, cubicle keys: Julie Jacobson TAB keys: Dave Anderson)

_____ Sara Moore/designee  
Pay any outstanding balances to university  
all outstanding balances must be paid before diploma or transcript is mailed

_____ Alice Allen  
Participate in degree program exit interview (if applicable)  
student surveys are conducted after graduation or when a student transfers

_____ Sara Moore/designee  
Provide Operations Manager with signed copy of checklist  
day of departure, signed copy will be filed in Ops Office.
I understand that I am responsible for completing each task on this list in the timeframe listed. Further, I understand that I am responsible for compliance with university policies and for staying current with these policies as they relate to my assistantship employment and student status.

__________________________________________________  ______________________________________________________
Student Signature and ID Number  Date

__________________________________________________  ______________________________________________________
Major Professor Signature  Date

__________________________________________________  ______________________________________________________
UIIF Operations Manager Signature  Date

Each task must be initialed before the checklist will be accepted and considered complete.