

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 no later 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.

