

Chemical Engineering & Materials Science and Engineering

Graduate Student Exit Checklist

FORWARDING ADDRESS

Name	_____	Degree Objective	_____
Address	_____		_____
	_____		_____
Phone	_____	Major Professor	_____
Date effective	_____		_____

CHECK LIST (check off as appropriate):

- Completed exit seminar (for Ph.D. students) with at least two faculty members present (Date: _____).
- Copy of final thesis/dissertation and all lab notebooks given to Major Professor.
- Filed dissertation/thesis with the Office of Graduate Studies (Date: _____).
- Cleaned desk and returned all personal protective equipment (lab coats, safety glasses, etc.).
- Disposed of chemicals according to EHS procedures (please see Bill Doering, 3116 Bainer Hall, 752-2509).
- Deleted files from department computers (all computer accounts will be closed).
- Returned all borrowed books, lab equipment and reference materials.
- Completed the survey questions below
- Obtained required signatures by performing the associated tasks detailed below

Your access to use any of Central Facilities x-ray producing equipment along with your access to equipment or labs at UC Davis will be revoked. If applicable, dosimetry should be returned to Safety Services in 276 Hoagland.

Survey Questions

Please provide detailed and thorough responses

1. What are your plans after graduation (academia, industry, further education, etc)? Please provide location, job title, and duties if applicable.

2. What professional and/or academic campus resources did you utilize during your time here at UC Davis (i.e. Grad Pathways, Internship and Career Center, University Writing Program)?

3. Did you participate in an internship during your time here? Yes / No
 - a. If yes, where was it held and what industry/organization provided this opportunity?

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b. If yes, how did you find out about the opportunity?

4. What resources would have been helpful to have known about earlier or to have been offered (i.e. workshops offered by the department, writing assistance, career guidance, etc)?

5. If you would like to be included in our Alumni Spotlight series, please answer the following questions

a. Why did you decide to attend UC Davis?

b. What did you enjoy most about your time here at UC Davis (extracurriculars, research, a conference, the people you met, etc)?

c. What advice do you have for incoming and/or current PhD or Masters students?

6. Would you be interested in staying up to date on departmental news and job opportunities? If yes, please provide an email address that you plan to use after graduation: _____

SIGNATURES

Please obtain the following signatures and **return this fully completed form to Megan Heynen in 3001B Ghausi Hall** before departing:

(1) Close campus account with IT Manager, Ryan Foster, in Ghausi 3045		(2) Return Keys/Credit cards to Gwen Caramanica in 3001 Ghausi Hall		(3) Return form to Megan Heynen in 3001B Ghausi Hall	
		Date Keys/Card Returned:		Date Graduated:	
Signature	Date	Signature	Date	Signature	Date

Office Use: Completed forms should be given to Debbie Snyder to be filed.

Good luck and best wishes for success in your future endeavors!
