

Trainee Exit Interview Form

Trainee Name:

Instructions: Students should be aware of the items on the program checkout list below and complete these tasks in a timely manner. Please work with various staff listed below to document completion of all items.

Program Checkout: (Please have designated initials for each field)

Program Manager:

- _____ Student returned identification badge(s) to administrative staff.
- _____ Student returned any personal radiation badges and rings to Radiation Safety Office.
- _____ Student cleaned work area, removed any temporary materials, and returned any borrowed equipment or supplies remaining from your research.
- _____ Student provided copy of proof of submission of thesis or dissertations to LSU.
- _____ Student returned all LSU keys to the LSU Physics Department Building Coordinator.
- _____ Student completed Exit Questionnaire Form (see next page)
- _____ Program Director notified main office staff (Paige Whittington) of separation date.
(This should be done two weeks prior to separation date).
- _____ Program Coordinator provided student with letter of attestation of completion of all degree requirements (*i.e.*, needed for employment verification), signed by Prog. Dir.

Advisor

_____ Faculty supervisor confirmed date of separation from LSU: _____.

Student

_____ Student identified desired date of separation from LSU: _____.

The information provided above is complete and correct to the best of my knowledge.

Student Signature: Date:

Reviewed and approved by:

MEDP Program Manager: Date:

Program Director: Date:

Form MEDP-EXIT-2, Revised 13 Aug 2020

Note: Submit completed form to MEDP program coordinator.

