

I. 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:

Initials

Program Coordinator Student returned identification badge(s) to administrative staff.

Program Coordinator Student returned any personal radiation badges and rings to Radiation Safety Office.

Program Coordinator Student cleaned work area, removed any temporary materials, and returned any borrowed equipment or supplies remaining from your research.

Program Coordinator Student provided copy of proof of submission of thesis or dissertations to LSU.

Program Coordinator Student returned all LSU keys to the LSU Physics Department Building Coordinator.

Program Coordinator Student completed Exit Questionnaire Form (see next page)

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

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

Program Coordinator Program Director notified main office staff (Paige Wittington) of separation date. (This should be done two weeks prior to separation date).

Program Coordinator Program Coordinator provided student with letter of attestation of completion of all degree requirements (*i.e.*, needed for employment verification), signed by Prog. Dir.

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

Student Signature

Date

Reviewed and Approved by:

MEDP Program Coordinator

Date

Program Director

Date

Form MEDP-EXIT-2, Revised Feb. 5, 2021

Note: Submit completed form to MEDP program coordinator.