

Name: _____

Nanomaterials Group Departure Checklist

If you are preparing to graduate or complete a research visit at Drexel, please submit the following completed checklist to Michelle Sipics to ensure proper processing of your graduation/completion paperwork.

PLEASE NOTE: If you will be absent from Drexel University for a period of more than two months (e.g. For an extended research visit at another institution, etc) you must also complete this checklist. Your assigned office space may be needed for visitors in your absence.

Anyone leaving the University to begin employment who has not yet defended his/her thesis must also complete this checklist — your desk space cannot be held for you in your absence.

- _____ 1) As early as possible, inform Dr. Knight of your planned date of departure from campus (knightr@coe.drexel.edu) along with the room/desk assignment that will be vacated when you leave.
- _____ 2) Inform Michelle Sipics of the same (msipics@coe.drexel.edu), as well as your plans and contact information post-Drexel for the DNI Alumni lists.
- _____ 3) Clean out your desk/office AND laboratory space of all items by the day before your departure. This includes books, personal paperwork, and any and all laboratory samples. If proper disposal of laboratory samples will require additional time, **plan ahead** to ensure all samples are removed by the day before your departure and in accordance with Drexel University safety guidelines. (Please note: miscellaneous office supplies may be left behind or distributed to other group members.) Empty all laboratory drawers and contact Majid Beidaghi (mbeidaghi@coe.drexel.edu) to have him check the space before you leave.
- _____ 4) Burn all your original raw data, processed data (Excel, Origin, etc.), any presentations (PowerPoint), reports (PowerPoint, Word), paper drafts (Word, PowerPoint, Excel), and all other data to a CD or DVD and leave with Dr. Gogotsi.
- _____ 5) Leave your original lab journal (lab book) with detailed descriptions of all your experiments organized according to the date they were performed. Each entry in the lab book must be organized according to the standard laboratory rules. The description should have a date, subject of experiment, brief introduction into why you are doing the experiment, detailed experimental section, results section with statistical analysis, and finally discussion and conclusions. If there are any graphs,

Name: _____

spectra, tables, etc. pertinent to the experiments, those must be printed and attached in proper places next to the text referring to them in your lab book. The lab book must be written in English and submitted in hard copy. At your discretion you provide have an electronic copy of your lab book in addition, but not instead of a hard copy, which is mandatory for everyone working in the lab.

- _____ 6) If you were a superuser or trainer on any laboratory equipment, notify Michelle Sipics of the person or persons who will be replacing you on the equipment list.
- _____ 7) If you were issued computing equipment for your office/desk area, work with Andrew Marx (amarx@coe.drexel.edu) to return equipment before your departure.
- _____ 8) Return your key(s) to Dr. Knight (you will receive your key deposit money back).

I certify that I have completed all of the items on the departure checklist:

Signature: _____ Date: _____