

CHECK-OUT INFORMATION FORM
Ray W. Herrick Laboratories

Name: _____ Date of Departure: _____
 MS Ph.D. PostDoc Visiting Scholar Undergrad Project Student Graduate Project Student 497 597
 Faculty Staff Other

Field of Study _____

- I have discussed the obligation of confidentiality of data and reports in connection with the research project on which I have worked during my stay with the Principal Investigator of the project.Yes No
- I have removed all personal items from my office area and have given the Principal Investigator all reports, computer data, research notebooks, etc., which the Principal Investigator wishes to retain.Yes No
- I have discussed the official departure details required by me with the Foreign Student Advisor, Rm 136, Schleman Hall, Departure Forms online at ISS@purdue.eduYes No
- I have reviewed departure requirements with the M.E. Business Office with Grad Forms in Room 2051.....Yes No

Student's Thesis Title: _____

Student Signature _____ Date _____

FORWARDING ADDRESSES: (Please Print)

Employer: _____

Purdue Login: _____
Home: _____

Cell phone: _____
 Land line: _____
 Email: _____

Cell phone: _____
 Land line: _____
 Email: _____

Principal Investigator Check-out

- Discussed obligations, confidentiality of data.
- Received all reports and other items loaned to this individual.
- Laboratory and office has been organized properly for departure.

Is Thesis to be made into an HL Report? **Y** or **N**
 Do you need a PDF sent to you? **Y** or **N**
Names of Sponsors: _____

Signed: _____ **Date:** _____ **Printed Name:** _____

Research Shops:

Password for HERL computer: _____ (N/A)

Keys, instrumentation and manuals, tools, and unused supplies have been returned. Work area has been cleaned up.

Signed _____ Date _____
C. BAXTER, ELECTRONICS SHOP

Signed _____ Date _____
B. BROWN, MECHANICAL SHOP REPRESENTATIVE

Administrative Check-out:

Signed _____ Date _____
P. DAVIES, DIRECTOR

Signed _____ Date _____
DONNA CACKLEY, ADMINISTRATIVE ASSISTANT

ONLY THESIS/DISSERTATION STUDENTS NEED TO FILL IN THIS PART - Thesis/Dissertation Distribution: Refer to back of this form. Questions should be referred to your major professor, principal investigator, or to Prof. Patricia Davies.

THESIS PDF (if not done, will send by _____) Confidential Y or N

Non Thesis-No Report Required

M.E. Grad Office
 Major Professor
 Student _____
 Sponsor _____
 Herrick _____

Country of Origin _____
 Graduation Month _____
 Grad Picture Panel Number _____

Signed _____ Date _____
CINDY CORY, SECRETARY

PLEASE SEE OTHER SIDE

THESES/DISSERTATIONS:

It is University policy that all students pay for the theses/dissertations necessary for their degree. This is enforced even when the thesis or dissertation might also be used as a report. Thus, you should plan to hire someone to enter your thesis/dissertation, if you do not do it yourself.

The University requires that you provide one copy of your thesis or dissertation for deposit in the Thesis Office (see the Manual for Preparation of Graduate Theses—available from the Graduate Office); one copy for your major professor. In addition to this, the Herrick Laboratories requests that you also provide one good reproducible copy for reference within the Labs. **THIS DOES NOT HAVE TO BE AN ORIGINAL—A GOOD PHOTOCOPY IS FINE! and should NOT BE BOUND OR PUNCHED.** The Herrick Lab copy will be scanned and made available to our students and staff.

For those who are doing reports for sponsors as well, it is frequently possible to use materials (photos, figures, and even some text) in reports for the thesis. Please see your major professor for those cases.

Guides to follow in thesis preparation are: Your Thesis/Dissertation Candidate Packet and the Manual for Preparation of Graduate Theses/Dissertations—available from the Graduate Office.

THERE MAY BE OTHER REQUIREMENTS WITH WHICH YOU MUST COMPLY. THE ABOVE LISTED ARE HERRICK LABS REQUIREMENTS.