

Forest Ecosystems and Society Graduate Program | Check-out Checklist

Student Name: _____

Date Submitted: _____

The following tasks should be completed after passing your final exam, prior to leaving the University. If you will continue working with the FES Department after you complete your degree, please contact the FES Grad Coordinator (juliet.sutton@oregonstate.edu) and FES Office Manager (misty.magers@oregonstate.edu) as some of these tasks may change.

Instructions: Please check off the following items and submit your completed checklist (including your Contact & Employment Info form) to the FES Grad Coordinator via email.

- ☐ **Contact the Grad Coordinator to schedule your exit interview**
 - ☐ Phone interviews are permitted
 - ☐ Be prepared to discuss your thoughts and opinions about the FES Graduate Program
 - ☐ Review your PoS form before arriving so you can answer questions about the courses you took

- ☐ **Archive all data and materials stored on OSU or CoF computer drives**

- ☐ **Confirm that all necessary parties have received all data and materials related to your research**
 - ☐ Necessary parties include your major professor and may also include co-authors or sponsors
 - ☐ Make sure that the data and materials are formatted as desired by recipients
- ☐ **Complete the 'Close Forestry User Account' form**
 - ☐ Complete online at: <http://helpdesk.forestry.oregonstate.edu/helpdesk-forms>

- ☐ **Update your contact information in MyOSU**
 - ☐ Update your mailing address to ensure you will receive vital tax information from OSU
 - ☐ You will update your e-mail address as part of the 'Close Forestry User Account' form

- ☐ **Clean out your Richardson Hall office space**
 - ☐ Make sure you check all drawers, behind the desks, and remove personal items on the walls
 - ☐ If you wish to leave items for the next occupant to use, please notify the Grad Coordinator
 - ☐ Dispose of any items you do not wish to take with you. Please do not leave anything for the department to dispose of. This becomes a huge burden to the office staff.

- ☐ **Clean out your FES Department mailbox in Richardson 321F**

- ☐ **Turn all of your keys in to the Grad Coordinator or Office Manager**

- ☐ **Fill out the Contact & Employment Info form on the back of this checklist**

Forest Ecosystems and Society Graduate Program | Contact & Employment Info Form

The FES Department may use the information you provide below to...

- Forward your mail and/or contact you in the event someone is trying to reach you
- Request your participation in a survey every 5 - 10 years for FES Program Reviews
- Better understand how to prepare our students for their post-graduate careers
- Provide anonymized post-graduate career statistics for potential FES graduate students
- Provide anonymized post-graduate career statistics for the FES Program Review every 5 - 10 years

The FES Department will not use the information you provide below to...

- Sign you up for newsletters, mailing lists, call lists and/or contact you or your employer at work
- Ask you for financial contributions and/or seek contributions from you or your employer
- Share your information with the public or other units at OSU without your express permission
- Advertise a connection with your employer without you or your employer's permission

WOULD YOU PREFER...				
Additional time to archive data/materials stored on OSU/CoF computer drives?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
	Please note that Forestry User Accounts are scheduled to be terminated at the end of the term you defend. A maximum 2 months after that can be requested.			
	<input type="checkbox"/>		<input type="checkbox"/>	
PLEASE PROVIDE...				
A valid non-OSU e-mail address:				
A valid non-OSU mailing address:				
IF YOU WILL BE STARTING / CONTINUING A JOB...				
Name of company / employer:				
Position title:				
How would you classify this job?	<input type="checkbox"/>	Enviro. Services / Management	<input type="checkbox"/>	Enviro. Science / Research
	<input type="checkbox"/>	Enviro. Education / Policy	<input type="checkbox"/>	Non-Field Related
	<input type="checkbox"/>	Other (please note):		
IF YOU WILL BE CONTINUING YOUR EDUCATION...				
Name of institution:				
Name and type of degree program:				
IF YOU WILL BE DOING SOMETHING ELSE...				
Please describe your general plans for the next six months (a sentence is fine):				