Final Checkout List - Saylor Graduate Students

In addition to the items indicated in the Manual for Graduate Students, you must complete the following before I sign off on the final version of your thesis. **This entire list must be completed at least two weeks prior to when you need your thesis signed**.

1. Computer Files

    - On a hard disk that you will hand off to me, create a directory structure that contains all of your computer files. This should be done in such a way that I can find any and all raw data files, processed data files, images, LaTeX files, etc. This should include, but is not limited to those files that were used in creating the figures, tables, etc. presented in your thesis (including appendices).
    - Put a README file at the very top of the directory structure indicating where everything is, and describing any file naming conventions.
    - The directory structure should contain a specific sub-directory for your thesis which includes any and all files needed to generate the final .pdf version of your thesis. Hence, I should be able to go to this sub-directory, delete the .pdf file for your thesis, and then LaTeX your thesis and regenerate the .pdf file, without any LaTeX errors and without modifying any of your LaTeX files.
    - There should be a README file at the top of your thesis subdirectory that explains where everything is. For example, if I need the raw data used in creating the plot in Fig. 5.12 of your thesis, I should be able to find this information simply by reading this README file. This README file should enable me to regenerate any and all figures in your thesis.
    - This directory structure should contain a sub-directory containing all of the computer codes that you used in writing your thesis and processing/generating the data presented in your thesis. At the top of this sub-directory should be another README file describing what each program does, what files it reads from, what files it writes to and where these files reside. Each program must be well-documented with comment statements that describe what is happening at each step of the way in the code. I should be able to quickly and easily understand the purpose of the code and how it works by reading these comment statements. A good computer program has more comment lines than executable lines.
    - Note that because the entire directory structure will be transferred to my computer, your computer codes and LaTeX documents should refer to files using *relative* path names (not absolute path names). You can see if this will work by unplugging the external hard drive that you are planning to give me and try to regenerate several plots after plugging it into another computer.

2. Clean up your lab area.

3. Return any books that I've lent to you.

4. Return lab tools to cabinets/tool boxes.

5. Change passwords on all computers and computer accounts that you have used to the value that I specify (come see me and I will tell you what these passwords should be).

6. Order any items that need to be replaced to continue using your lab setup.
7. Write a Users Manual for any apparatus you have developed or built.