Dear _____________________,

Thank you for agreeing to serve as the primary reader for _____________________ thesis on ________________

_______________________________.

(Students Name)

(Students Thesis Title)

I’ve attached the Thesis/Project Timetable for _________________. _____________________ will meet with

(Academic Year)     (Students Name)
you on a weekly basis during _________________.

(Semester)

As the timetable indicates, _____________________ will meet with me on a monthly basis to discuss his/her

(Students Name) work.

Thesis presentation dates have been established. A workshop will be held in the Honors Center to help

students prepare to present their work. You will receive an invitation to hear ________________

(Students Name) present his/her work.

The thesis, including the signed thesis page, is due to me on _________________.

(Date)

Think about your expectations for thesis/project work and share these expectations with ________________

(Stuent Name)

Develop a rubric to address these expectations. Submit the rubric and a one-page assessment of the

thesis to me by _________________.

(Date)

Please let me know if you have questions.

Best,

Patricia A. Sullivan, Ph.D.
Director, The Honors Program
sullivap@newpaltz.edu
x3456