Dear __________________________,

Thank you for agreeing to serve as the second reader for _______________ thesis on _____________.

__________________________
(Thesis Title)

I’ve attached the Thesis/Project Timetable for _______________. _______________ will meet with 
__________________________
(Academic Year) _____________________
(Students Name)

you periodically during _______________. As the timetable indicates, _______________ will meet with me on a monthly basis to discuss his/her work.

__________________________
(Semester) _____________________
(Students Name)

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 _______________ present his/her work.

__________________________
(Students Name)

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

__________________________
(Date)

I’ve asked primary readers to establish expectations for thesis/project work and share these expectations with _______________.

__________________________
(Students Name)

Although as a second reader you are not required to submit an assessment of the thesis, I know _______________ will welcome your feedback.

__________________________
(Students Name)

Please let me know if you have questions.

Best,

Patricia A. Sullivan, Ph.D.
Director, The Honors Program
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x3456