Sample Letter to Secondary Thesis Advisor

Thank you for agreeing to serve as the secondary advisor for thesis on

(Students Name)  
 .

(Student 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

(Academic Year) (Students Name)

meet with me periodically to discuss his/her work.

I have also attached our Honors Thesis Project booklet. Though much of this information is for the students this booklet will help to give you an overview of what is expected of the students as well as the thesis process as a whole.

Thesis presentation dates have been established. A workshop will be held in the Honors Center to help students prepare to present their work. should consult with you about his/her

(Students Name)

presentation, including visual aids. You will receive an invitation to hear (Students Name)

present his/her work.

will need to submit a PDF of his/her thesis, as well as the signed DSpace form to

(Students Name)

the Honors Program secretary on .

(Date)

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

(Students Name)

Although as the secondary advisor 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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