Third Reader Guidelines

Thank you again for agreeing to serve as a third reader for one or more Croft Senior Theses. We’re looking forward to getting started on the second semester and helping our students bring their theses – and their undergraduate careers – to a successful close.

- **Duties of the third reader.**
  - Second Semester (Inst 422)
    1. Read and offer comments on 2nd (penultimate) draft of thesis
      - Friday, March 20
    2. Read and evaluated final draft of thesis
      - Monday, April 20
    3. Participate in and evaluate thesis defense
      - Between Wednesday, April 22 and Friday, May 1
  - In consultation with mentor, provide specific, limited guidance to the student concerning sources, methodology, or other relevant topics

- **Deadlines.** The schedule for Inst 422 is much more straightforward than that of Inst 421.
  - The student should contact you at the beginning of the semester and catch you up on his or her progress. You are not required to review any early drafts of the thesis, but if the student comes to you with specific questions, please answer them as you are able.
  - The second draft of the thesis is due on **Friday, March 20**. This is the first draft of the thesis that you will see this semester. If you do not get a printed copy of the student’s work by this date, please let me know immediately.
  - As third reader, please provide detailed written comments on the draft and send them to the mentor, to me, and to the student. You should also offer to meet with the student to discuss your comments.
  - The mentor and two readers are asked to return the thesis to the student with their comments by **Friday, April 3**. This is to allow the student ample time to make the necessary revisions before the final draft is due. Obviously, for each day a student is late turning in the second draft, the readers gain one more day to read it and make their comments. But in any case, please read the draft as soon as possible, because students face a hard deadline for the final submission.
  - The third and final draft is due on **Monday, April 20**. Please let me know immediately if you do not receive a printed copy of your student’s thesis by 5 p.m. this day. This final date is a very firm deadline. If a student does not turn in a complete draft at this time, he or she will not be able to defend before the end of the semester, and hence will be given an “I” (if they her or she has done substantial work and has a legitimate reason for not being able to complete a draft on time) or an “F” for Inst 422. A student who does not want an “I” or F” will have to defend and be graded based on what he or she has done by this date – no more polishing will be allowed.
  - Once you have received the final draft, please evaluate it using the Croft Senior Thesis Evaluation form that I will send you.
  - Thesis defenses will be scheduled during the last two weeks of class, between **Wednesday, April 22** and **Friday, May 1**. Each thesis defenses will last one hour
and will be held in the Gerald M. Abdalla Boardroom at Croft. Mentors, second
readers, and third readers are required to attend. At the conclusion of the defense,
each committee member must evaluate the thesis defense using the protocol
available on the Croft website. The grade for Inst 422 is the average of the three
committee members’ evaluations of the written thesis and oral defense. I will be the
instructor of record in Inst 422, and I will assign a grade for each student according
to the committee’s recommendation.

- Mentor and student aids. The Croft Institute has posted sample senior theses and thesis
prospectuses on its website. The theses can be found under
http://www.croft.olemiss.edu/Pages/?section=4&page=119. Faculty and students will
have to log-in to see the theses.

Please let me know if you have any questions.

Thank you again for agreeing to serve as a Croft Senior Thesis mentor.

William Casper Schenck, Ph.D.
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