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**Subject:** Virtual Career Fairs and Academic Department Collaboration Opportunity  
**Date:** July 1, 2020 at 2:52 PM  
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Dear Department Heads,

We hope your summer is off to a good start!

In response to concerns about Covid-19 and MIT's plans for the Fall 2020 academic semester, Career Advising and Professional Development (CAPD) and the Fall Career Fair Student Directors are developing an alternative virtual career fair plan in place of the traditional Career Week and Fall Career Fair. This proposed plan aligns well with not only the recommendations in the Career Exploration Report (see attached slides for a synopsis) but also many of the desires we have heard from departments as we have briefed the report. Specifically, the proposed plan would include:

- A series of virtual career exploration events held during Career Week September 21 – 25, 2020. We imagine these events would address a wide-range of career-related issues of interest to undergraduates (e.g. “What does a career in Field X look like?”, “What is graduate school like in my field and is it important to achieve my goals?”, “Should I do a UROP or an internship this summer?”, etc.) to graduate students (e.g. “How do I decide between an industry or academic career path?”).
- A series of smaller virtual career fairs offered throughout the Fall semester. To help determine the best strategy and timing for the career fairs, we are surveying employers to learn of their planned recruiting activities and needs.

As recommended in the Career Explorations Report, significant department involvement and leadership in collaboration with CAPD is critical to best serve the varied career exploration needs of all students. We are looking for departments to partner with CAPD to (1) deliver an impactful and diverse slate of career exploration events during the Career Week, (2) help ensure wide-spread employer representation at the virtual career fairs, and (3) increase communication effectiveness to their constituents. As a beginning, we invite you and/or department representative(s) to a meeting to discuss the proposed plan, share the employer survey feedback, and explore potential collaboration ideas. If interested in attending this meeting, please submit availability for any individual interested in attending this meeting at <https://doodle.com/poll/ngrtrd6shyp4tuss>.

We look forward to gathering with you to discuss new and creative ways we can support the career exploration and recruiting needs for MIT students this coming semester.

Please feel free to contact us for any additional information.

Sincerely,

Deborah Liverman, Executive Director for Career Advising & Professional Development (CAPD)

David Darmofal, Chair of Career Exploration and Career Services Committee, Professor of Aeronautics and Astronautics

Ian Waitz, Vice Chancellor for Undergraduate and Graduate Education, Jerome C. Hunsaker Professor of Aeronautics and Astronautics



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