Date: July 17, 2019

To: Penn State Faculty

From: M. Kevin Parfitt
AE Career Fair Faculty Coordinator

RE: Annual AE Career Fair Participation – Student Absence From Class

This note is to confirm that on Tuesday, September 24, 2019, Architectural Engineering (AE) students are being encouraged to participate in our annual career days which highlights full-time and internship opportunities. Over 130 companies are registered to participate this year. This is an official University and College of Engineering sanctioned event for students.

In addition to the employment aspects of this event, there is considerable educational interaction and opportunity for students to gain an insight into the AE profession. For example, some AE classes have assignments to interact and discuss certain educational or career development issues with the industry representatives while other students will serve as ambassadors and hosts to visiting professionals.

Additional activities, including information sessions and interviews on campus are taking place for some students during the day and evening on Monday September 23, Tuesday evening September 24 and during the day and evening on Wednesday, September 25.

As is Penn State policy, each course instructor has the final say on class attendance and participation for students in their courses. However, we appreciate the efforts from those of you who have agreed to support the AE Department by allowing students to miss class and/or adjust assignments in order to participate in this event. In turn, we will reinforce the fact that AE students are responsible to complete or make up any missed assignments or related activities in each of their courses in a timely fashion and as specified by course instructors.

Please contact me if you have any questions or need additional information.

Thanks again for your support!