

From: The Office of Career Services

To: Employers

Date: March 13, 2020

Harvard Law - Office of Career Services COVID-19

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Dear Employer:

As you may already be aware, in accordance with the University's decision, Harvard Law School will shift from in-person instruction to remote teaching and learning beginning Monday, March 23rd, the day classes are scheduled to resume after Spring Break. The academic calendar is otherwise unaffected, and the Law School anticipates that classes and final exams will conclude on schedule in May. The most up-to-date information regarding HLS and Harvard University policies as they pertain to COVID-19 can be found on the main Harvard [coronavirus website](#).

Many of your institutions are no doubt also formulating your own plans for operating in these unprecedented circumstances. The HLS Office of Career Services remains operational and will continue to do so in a remote work environment. We will do our best to keep you up-to-date on any developments at HLS that may affect you, and we hope to work together with you to communicate with and assist our students over the next several months.

**Spring Programming and Events.** In line with our shift to virtual classrooms, gatherings of 25 or more are no longer permitted. If your organization was set to come to HLS for programming or events, please reach out to your university contact or to us at the Office of Career Services to brainstorm alternative ways to connect with students.

**Summer Associate Programs.** As mentioned, the HLS academic calendar remains unaffected and our students will complete their coursework in May. For those students who are set to spend their summer at your firm, we encourage you to reach out to them, especially if your firm has adopted any remote work protocols that may affect your summer calendar. We know that some employers may also be modifying their overseas summer programs or rotations. If these programs are affected, we encourage you to communicate with the students as soon as possible.

**EIP and EIP Preview.** Our students remain eager to connect with employers, and we currently anticipate no change in our plans for EIP and our new pilot program, [EIP Preview](#). However, we will continue to monitor the situation and adapt as necessary. We know there are many questions surrounding the logistics of EIP Preview as well as the state of recruiting in general, and we will be hosting multiple informational webinars in the coming weeks. Please be on the look-out for these invitations and sign-up forms.

But for now, please know that we stand ready to help and to answer your questions or concerns. Feel free to contact me or any member of the Office of Career Services [team](#).

Sincerely,

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