

Required Action Learning Project Guidelines for Your Resume

Frequently Asked Questions

Why do I need to follow these Action Learning Project guidelines?

Both Proseminar and Fin-Lab projects are part of your **academic experiences**. For **legal** reasons, you may not incorrectly represent sponsors as employers. If you misrepresent these academic experiences as professional work experiences on your recruiting materials and in job applications, it can result in a rescinded offer when uncovered during a background check. It can even impact **work authorization** approvals and **visa status** in the US. Therefore, **we created guidelines to protect your status** and help you accurately represent these experiences.

Are there consequences if I do not follow these guidelines?

Yes. Examples of impact include jeopardizing offers, work authorization, and visa status.

What if I disagree with these guidelines or have questions about how to represent my Action Learning Projects?

You must adhere to these guidelines. It is your responsibility to make sure you understand how to accurately represent these experiences. If you have questions or need clarification, contact your career advisor in the CDO.

BEFORE YOU START an Action Learning Project

If you intend to engage in an Action Learning Project and have not yet started the project, follow these guidelines to include the upcoming experience on your resume.

1. You may add the upcoming experience to your resume **under the EDUCATION section** of your MIT Sloan Resume as "Anticipated Coursework"
2. Once you learn which company you are working with for the Action Learning project, you may include that information on your resume even if you haven't started the project yet, as indicated below, still **under the EDUCATION section** of your MIT Sloan Resume.

Examples (before you start a project):

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, Month 20YY

- Anticipated Coursework: Proseminar in Investment Banking

Cambridge, MA
20XX-Present

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, Month 20YY

- Anticipated Coursework: Finance Lab

Cambridge, MA
20XX-Present

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, Month 20YY

- Anticipated Coursework: Proseminar in Investment Banking with Company ABC

Cambridge, MA
20XX-Present

MIT SLOAN SCHOOL OF MANAGEMENT
Candidate for Master of Finance, Month 20YY

- Anticipated Coursework: Finance Lab (quantitative research project sponsored by Company DEF)

Cambridge, MA
20XX-Present

WHILE YOU'RE DOING an Action Learning Project

Once you have started an Action Learning Project and it is currently in process, follow these guidelines to include the experience on your resume.

1. Action Learning Projects, including Fin-Lab and Proseminar, may go **under the EXPERIENCE section** of your MIT Sloan Resume. (Both paid and unpaid experience is allowed in the EXPERIENCE section on MIT Sloan resumes).
2. Write "**MIT SLOAN ACTION LEARNING PROJECT– SPONSOR COMPANY**" in the company name line. You must include MIT Sloan with the Sponsor Company name; you cannot write the Sponsor Company name alone.

Use present tense verbs in your bullets for this experience. This is because the projects are currently in-process; it is okay that you use past tense verbs elsewhere on your resume for experiences that occurred in the past.
3. For Proseminar: Write "**Joint Financial Proseminar in Capital Markets or Investment Banking or Asset Management**" (according to your project) in the line where you would typically write your role.
 - a. Optional: To spotlight the focus of your project, you can choose to add a short description after "Joint Financial Proseminar in X."
4. For Fin-Lab: Write "**Joint Finance Lab**" in the line where you would typically write your role.
 - a. Optional: To spotlight the focus of your project, you can choose to add a short description after "Joint Finance Lab."
5. For Dates: Write the "Fall 20XX - Present" for Proseminar, "Winter 20XX - Present" for Fin-Lab, or use months.
6. Caution regarding Non-Disclosure Agreements: When constructing bullets to showcase your skills and contributions to these academic projects, keep in mind if you signed a **non-disclosure agreement** with an Action Learning sponsor. Be particularly sensitive when describing your project and do not disclose any identifying information if your sponsor has specifically refrained you from doing so.

Examples (while you're doing a project):

MIT SLOAN ACTION LEARNING PROJECT – COMPANY ABC Cambridge, MA
Joint Financial Proseminar in Asset Management Sep 20XX-Present

- Analyzing...

MIT SLOAN ACTION LEARNING PROJECT – COMPANY ABC Cambridge, MA
Joint Financial Proseminar in Asset Management, Hedge Fund Attribution Analysis Fall 20XX-Present

- Analyzing...

MIT SLOAN ACTION LEARNING PROJECT – COMPANY DEF Cambridge, MA
Joint Finance Lab Jan 20XX-Present

- Collaborating in team of 4 to analyze...

MIT SLOAN ACTION LEARNING PROJECT – COMPANY DEF Cambridge, MA
Joint Finance Lab, Quantitative Research Winter 20XX-Present

- Collaborating in team of 4 to analyze...

Caution: Action Learning Projects may not go in the Experience section of your LinkedIn Profile. Follow our guidelines for LinkedIn on Your CDO.

AFTER YOU'VE COMPLETED an Action Learning Project

After you have completed an Action Learning Project, follow these guidelines to include the experience on your resume.

1. Action Learning Projects, including Fin-Lab and Proseminar, may go **under the EXPERIENCE section** of your MIT Sloan Resume. (Both paid and unpaid experience is allowed in the EXPERIENCE section on MIT Sloan resumes).
2. Write “**MIT SLOAN ACTION LEARNING PROJECT– SPONSOR COMPANY**” in the company name line. You must include MIT Sloan with the Sponsor Company name; you cannot write the Sponsor Company name alone.
3. Use past tense verbs in your bullets for this experience.
4. For Proseminar: Write “**Joint Financial Proseminar in Capital Markets or Investment Banking or Asset Management**” (according to your project) in the line where you would typically write your role.
 - a. Optional: To spotlight the focus of your project, you can choose to add a short description after “Joint Financial Proseminar in X.”
5. For Fin-Lab: Write “**Joint Finance Lab**” in the line where you would typically write your role.
 - a. Optional: To spotlight the focus of your project, you can choose to add a short description after “Joint Finance Lab.”
6. For Dates: Write the “Fall 20XX” for Proseminar, “Winter 20XX” for Fin-Lab, or use months.
7. CAUTION regarding Non-Disclosure Agreements: When constructing bullets to showcase your skills and contributions to these academic projects, keep in mind if you signed a **non-disclosure agreement** with an Action Learning sponsor. Be particularly sensitive when describing your project and do not disclose any identifying information if your sponsor has specifically refrained you from doing so.

Examples (after you've completed a project):

MIT SLOAN ACTION LEARNING PROJECT – COMPANY ABC <i>Joint Financial Proseminar in Asset Management</i>	Cambridge, MA Sep-Nov 20XX
<ul style="list-style-type: none">• Analyzed...	
MIT SLOAN ACTION LEARNING PROJECT – COMPANY ABC <i>Joint Financial Proseminar in Asset Management, Hedge Fund Attribution Analysis</i>	Cambridge, MA Fall 20XX
<ul style="list-style-type: none">• Analyzed...	
MIT SLOAN ACTION LEARNING PROJECT – COMPANY DEF <i>Joint Finance Lab</i>	Cambridge, MA Jan-Feb 20XX
<ul style="list-style-type: none">• Collaborated in team of 4 to analyze...	
MIT SLOAN ACTION LEARNING PROJECT – COMPANY DEF <i>Joint Finance Lab, Quantitative Research</i>	Cambridge, MA Winter 20XX
<ul style="list-style-type: none">• Collaborated in team of 4 to analyze...	

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