

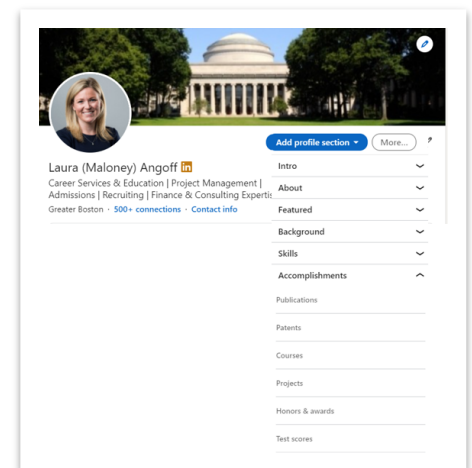
We are excited that you are participating in Action Learning Projects, including Proseminar and Finance Lab (Fin-Lab). Both Proseminar and Fin-Lab projects are part of your academic experience. For **legal** reasons, you may not incorrectly represent them as employers. If you misrepresent these academic experiences as professional work experiences on your recruiting materials and in job applications, it can result in a rescinded offer when uncovered during a background check.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 impact **work authorization** approvals and your **visa status** in the US. Therefore, **we created guidelines to protect your status** and help you accurately represent these experiences.

**You may only add an Action Learning Project to the Projects field on your LinkedIn Profile.** Do not include Action Learning Projects under the Experience section of your LinkedIn Profile. The Experience section on LinkedIn is understood to be salaried work experience only. Accurate representation is critical to ensure a continued supply of project sponsors at MIT Sloan and to ensure that you do not experience unintended negative repercussions on employment and work authorization due to misrepresentation. If you signed a non-disclosure agreement with a company sponsor, please be particularly sensitive when writing your project description.

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

## LinkedIn Guidelines:

- Step 1: Add a new project to your LinkedIn Profile.
  - View Your Profile page in LinkedIn.
  - Select **Add a profile section**.
  - Select **Accomplishments** from the dropdown menu.
  - Select **Projects** and new window will appear to add information.
  
- Step 2: Add in the details of your new project.
  - [Required] For **Project name**, you must include MIT Sloan as part of the project name.
    - For Proseminar, write **MIT Sloan Action Learning project / Company Name - Joint Proseminar**
    - For Fin-Lab, write **MIT Sloan Action Learning project / Company Name - Joint Finance Lab**
  - [Required] For **Dates**, select the honest start and end dates.
  - [Optional] For **Creators**, add your MFin teammates for the project. As a result, their names will appear on your LinkedIn profile with regards to this project and vice versa. This is a great way to show teamwork and collaboration and to increase your visibility across networks.
  - [Optional] For **Associated with**, select your MIT Sloan education experience.
  - [Optional] For **Project URL**, add a hyperlink if applicable.
  - [Optional] For **Description**, write a brief summary of the project. Focus on your actions and results. Be careful about the details you share, especially if you signed a non-disclosure agreement with the company sponsor.



**Add project** [X]

Project name \*

I am currently working on this project

Start date: Month [Month] Year [Year] End date: Month [Month] Year [Year]

Creator: Laura Angoff [Add creator]

Associated with: [Dropdown]

Project URL: [Text]

Description: [Text]

We no longer share changes to projects with your network. [Learn how these are shared and when](#)

[Save]

- Step 3: Select **Save**.
  - The project will now be added to your LinkedIn profile.
  - Shown here is an example of what the project will look like on your profile.
  
- Step 4: Repeat this process to add additional Projects to your LinkedIn profile.

