

# Required Action Learning Project Guidelines for LinkedIn

## Frequently Asked Questions

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

Both Proseminar and Fin-Lab projects are **academic experiences**. For **legal** reasons, you may not represent Sponsors as employers. Misrepresenting these academic experiences as professional work experiences on your recruiting materials or in job applications can result in a rescinded offer and even impact **work authorization** approvals and your **visa status** in the US. **Follow these guidelines to protect your status** and 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?

It is your responsibility to make sure you accurately represent these experiences and adhere to these guidelines. For questions or clarification, contact your career advisor.

## LinkedIn Guidelines

**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.

- Step 1: Add a new project to your LinkedIn Profile.
  - View Your Profile page in LinkedIn.
  - Select **Add a profile section**.
  - Select **Recommended** from the dropdown menu.
  - Select **Projects** and a new window will appear to add information.
- Step 2: Add in the details of your new project.
  - **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**
  - **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 Sponsor.
  - **Skills** [Optional]: Add top 5 skills used in the project
  - **Media** [Optional; proceed with caution]: CDO advises you to get approval from your Sponsor prior to posting any media
  - **Start Date and End Date:** Dates should align with transcript and resume.
  - **Contributors** [Optional]: If you add your MFin teammates for the project, their names will appear on your LinkedIn profile with regards to this project and vice versa. This is a unique way to increase your visibility across networks and show teamwork.
  - **Associated with** [Optional]: Select your MIT Sloan education experience.
- 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.

