



Undergraduate Practice Opportunities Program  
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## Recruiting Policies & Procedures:

The Undergraduate Practice Opportunities Program (UPOP) greatly values our relationships with all employers in our network. We strive to facilitate meaningful connections and employment prospects that are a good mutual fit for employers and for UPOP students. We not only provide high-touch support to our employer network members, but students also rely on our office's relationship with employers to advise them in navigating the internship and job search. We work closely with MIT students to advise them in their search for challenging, paid summer internships and full-time jobs, including guidance in the negotiation process as it aligns with MIT's general recruiting policies and guidelines. It is in the best interest of both students and employers when a student has enough time to make an informed decision about an internship or full-time job offer. A student who makes a hasty decision regarding employment due to short timeframes or without a formal offer letter often leads to students declining offers prematurely. In some cases, this can also lead to the student reneging on job offers – thus tarnishing a student's professional reputation, or an employer's reputation, at MIT. We ask all companies participating in recruiting activities with UPOP to comply with the Equal Employment Opportunity (EEO) guidelines and with the following minimum policies and guidelines established by MIT UPOP.

### New Employers: Join the UPOP Employer Network

There are multiple ways for organizations to engage with UPOP students as members of the UPOP Employer Network. Opportunities include posting jobs, hiring interns, supporting Milestone Workshop events, hosting information sessions or site visits, hosting a sponsored event, or attending the annual UPOP Employer Networking & Career Event. If you are not already a UPOP Employer Network member, please fill out this [brief form](#) (QR code above) to join the network and learn more about our engagement opportunities. If an employer foresees a challenge in being able to adhere to the UPOP recruiting policies outlined below, contact Janell Ciemiecki, Employer Relations Manager ([janellc@mit.edu](mailto:janellc@mit.edu) or 617-452-2856).

### Offers to Students

Our office offers guidance and services to assist UPOP students in evaluating and negotiating job offers. In order for UPOP students to make an informed decision regarding an employment offer, we ask that employers honor the following timeframes we outline for students in alignment with MIT's policies:

- Summer internship offers: We ask that employers provide students at least four (4) weeks to make a decision on internship offers. Internship offer deadlines should not be more than six (6) months prior to the start of the summer internship.
- Full-time job offers: We ask that employers provide students at least four (4) weeks to make a decision on full-time job offers, including internship conversion full-time job offers.

Recommended timeframe for deadline extensions: UPOP encourages students and employers to negotiate on a case-by-case basis once an official offer letter is provided. During peak recruiting times, UPOP encourages students to negotiate with each employer for a reasonable extension (1-4 weeks) past the initial offer acceptance deadline should the student require more time to make an informed decision.

If a student reaches out to our office to notify us that a UPOP employer has set a decision date prior to the recommended timeframe, or the company has not provided an official offer letter, or a negotiation has proven unsuccessful, UPOP may reach out to the employer to notify them about our policy. We will strive to reach a compromise that works for both student and employer.

### “Exploding Offers”

In alignment with MIT's policies, no special incentive should be held out to induce early acceptance of an offer, nor should a student be subjected to the terms of an exploding offer: i.e., a quick response time, reduction in offer package, abbreviated deadlines for accepting offers, or exploding salary bonuses and offers. We expect employers to honor all offers made to students and that the offer is not conditional (background checks and similar notwithstanding).

### Expectation of Written Offers

We ask that all employers extend official offers in writing.

### Full Disclosure of Start Date

We encourage students to request confirmation of a start date (or negotiate a start date, as necessary). Most MIT students are available to begin summer work following Memorial Day. Full-time candidates who interview with employers typically expect to start work after graduation and by mid-September at the latest.



### **Part-Time Positions & Unpaid Internships**

The majority of UPOP students seek paid, full-time (8–12 weeks) summer work. We do not encourage our students to accept unpaid internship offers. With few exceptions, UPOP does not publicize unpaid internships to students. However, if a student is contacted by an employer independent of the program with an unpaid offer, UPOP's policy remains in alignment with MIT's broad standards. We advise both student and employers as follows:

To ensure that an experience is educational, and thus eligible to be considered a legitimate internship by the MIT and NACE definition, all the following criteria must be met:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

### **Timely Communication**

We encourage employers to keep students informed of their status in the hiring process and to communicate hiring decisions within a reasonable timeframe.

### **UPOP's Expectations of Students**

UPOP expects students to remain proactive in negotiating job and internship offers with employers, as needed. UPOP expects students to follow up in a timely manner to all employer communication (within ~48 hours). UPOP discourages students from arbitrarily extending deadlines or asking for an unreasonable amount of time (ex: 8+ weeks) to make a final decision. UPOP discourages students from reneging on offers. UPOP expects students to notify our office if they accept an offer via a UPOP Employer Network connection.

### **UPOP Sponsoring Companies**

Companies involved in sponsoring any events with UPOP or providing donations in kind are subject to the same recruiting policies and guidelines as non-sponsoring UPOP employers.

### **Nondiscrimination Policy**

UPOP makes its services available to employers who do not unlawfully discriminate in the selection of employees on the basis of national origin, race, religion, sex, sexual orientation, age, disability, or any other basis prohibited by applicable law.

### **Alcohol Policy**

Alcohol is prohibited during the recruiting process of UPOP students (on- or off-campus events).

### **Confidentiality Policy**

All materials received from our students (letters, resumes, contact information, transcripts; via email or hard copy) should be shared only with people at your organization who are involved in the hiring process. Note that employers knowingly violating this policy may be denied access to our recruiting activities.

### **Third Party Representatives:**

UPOP can neither publicize nor promote internship or full-time positions on behalf of third-party firms for their client organizations. UPOP does not partner with third-party search firms for sponsorship opportunities within our program. UPOP is an educational, credit-bearing program at MIT; it remains a conflict of interest to provide our students' contact information (or ask our students to provide their contact information) to third-party representatives or organizations involved in third-party recruiting.

*Thank you in advance for adhering to the above policies. UPOP believes that when students have the opportunity to explore all of the options open to them in order to make an informed employment decision, and remain in timely, professional communication with companies, then both students and employers reap the benefits of an effective recruiting relationship.*