Freshmen/Alumni Summer Internship Program
A Message from the Program Director

Thank you for your interest in recruiting MIT students through the Freshmen/Alumni Summer Internship Program (F/ASIP)!

Since 1997, F/ASIP has educated and supported first year students in their quest to identify challenging and meaningful summer internships. Our students look forward to contributing their technical skills and extraordinary talents to organizations such as yours through their summer employment, while they further develop their professional skills. F/ASIP attracts motivated and independent thinkers from diverse backgrounds who thrive on challenges both inside and outside the classroom, and helps them develop self-knowledge, communication skills and an understanding of what constitutes professional behavior in this credit-bearing course. The program brings a critical combination of technical and communication skills to organizations and gives students hands-on experiences in their fields of interest by preparing them for successful internship launch.

Many employers from a variety of industries have begun developing their relationships with MIT students through F/ASIP. Employers consistently praise the analytical skills, decision-making ability, and global mindset our students exhibit from the very first day on the job. Our program is unique in that F/ASIP students demonstrate their remarkable ability to identify and capture opportunity early on—a skill that is more important than ever in this challenging economic climate.

I invite you to get to know our remarkable students, who can deliver outstanding value to your organization, and I thank you for partnering with us to meet your needs. I look forward to working with you!

Best regards,

Tamara R. Menghi
Associate Director, Employer Relations and Career Programs
Program Director, Freshmen/Alumni Summer Internship Program (F/ASIP)
MIT Global Education & Career Development (GECD)
Welcome to the 2014-2015 F/ASIP recruiting season! F/ASIP looks forward to working with your organization to develop a strategy that best serves your needs. This guide highlights program details and recruiting guidelines which facilitate the process. Participating companies are encouraged to use this guide, our website, and CareerBridge to guide their recruiting. Also, please review and adhere to Career Service’s recruitment policies: http://gecd.mit.edu/employers/plan/policies.

What is F/ASIP?
F/ASIP is a graded seminar which students receive course credit. The program, started by an MIT faculty member, is now in its 16th year and has had over 1000 MIT freshmen participate since its inception. F/ASIP offers participating freshmen:
- Career development training, including self-assessment and career exploration, as well as resume writing, interviewing skills, internship search strategies, and more.
- Cultivation of professional skills, including networking, professional etiquette, and effective communication skills.
- Opportunities for finding a summer internship or research experience, helping students connect with companies in their field of interest.

Benefits of Being a F/ASIP Employer:
- Free F/ASIP Internship Postings on our CareerBridge system.
- Free marketing on our office Digital Display monitors.
- Access and early identification of the extreme talent coming out of the MIT pipeline.
  - F/ASIP students are the freshmen who are motivated to pursue internships early in their academic careers.
- Enhanced branding on MIT’s campus by building future ambassadors for your organization.
- Free interviewing space on-campus to recruit F/ASIP students for your summer internships.
- There is no cost and no commitment involved in being a participating employer.

BECOMING A F/ASIP EMPLOYER:

1. **Determine your eligibility for participation.** Eligibility criteria include:
   - Internship should provide the student with the opportunity for skill development.
   - Internship should be designed to provide value to both parties-the student and employer.

2. **Design a Summer Experience Position Description**
   - **Challenging work** - MIT students are highly motivated and are eager to make the most out of their summer experience. Students seek a balanced internship that offers a well-scoped, well-defined project and the independence to think strategically and creatively.
   - **Opportunity to apply analytical tools** - Think about areas where you could benefit from outside expertise and allow students to use and develop analytical skills.
   - **Mentoring relationship** - A mentor who is not the intern’s supervisor can give guidance or context to enhance the learning experience (MIT alums are preferred but not required).
• **Leadership development** - When developing your job description, illustrate how a student’s work fits into a bigger picture, and how he/she might be able to test his/her leadership skills.

3. **Establish a Funding Structure**
   • Set compensation appropriate with industry standards. Some exceptions apply to 501(c)(3) nonprofit organizations.

4. **Post a Position**

   F/ASIP uses CareerBridge to manage our freshmen specific internship postings annually. CareerBridge is an online career management system where employers are able to search and view student resumes, post jobs and internships, participate in career events, manage on-campus recruiting schedules and report MIT hires. To post a F/ASIP internship, please do the following:

   I. Log into or create your CareerBridge account. To create a new account:
   • Go to CareerBridge and select “Click here to register!”
   • Once there, the system will ask you to “Find Your Organization.” Type in your organization to make sure no one else has already registered your company.
   • Select either “Can’t Find Your Organization” or “Continue” to complete the registration form. You must register your account with a company email address, not a personal one. For example: firstname.lastname@companyname.com
   • Once completed, GEC will review your company’s information for approval. Once approved, you’ll be able to post positions, search resumes and sign up for on-campus interviews. **Please allow up to 2 days for approval.**

   II. Enter your new posting
   • Once approved, you will see the "post a job/internship" tab along the top of the page. Hover over “post a job/internship” and select “New Job”.
   • Enter all the information on your internship. Please be sure to give as much detail as possible and answer all the required fields. **When posting your position title please preface and label it as “F/ASIP”:** For example: F/ASIP: Software Engineering Intern.
   • When you get to the credit card information section, do NOT pay. Click the “Home” tab and log out of the system.
   • Upon completion, you **must** email the F/ASIP staff at fasip@mit.edu. We will then enter into the system and waive the posting fee.

5. **Complete your interviews and recruiting process based on your preferred timeline**
   • Once you’ve collected enough resumes, schedule interviews and make offers. One benefit of posting a F/ASIP only position is free on-campus interview space. To take advantage of this benefit, please contact the F/ASIP staff by emailing fasip@mit.edu.

**Important Notice:** F/ASIP does not place students into internships. Employers interview candidates that are the best fit and make their offer to the one they like. Because F/ASIP does not place students, they are not guaranteed a summer position. Similarly, we do not guarantee to our employers that students will be interested in their company or internships.
**PARTICIPATION TIMELINE**

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| January through May  | • Employers express their interest in recruiting F/ASIP students by post their positions via CareerBridge.  
                          • Students begin to attend seminars and look at the postings starting in January and apply through CareerBridge.  
                          • Although employers can post at times that works best for their recruiting process, most F/ASIP students will apply for internships between January and prior to the end of the spring semester in May. |
| February through April| • Interviews occur on-campus, via phone, Skype, or on-site and employers make offers. |
| June through August  | • F/ASIP students participate in internship experiences - schedule determined by employers and students.  
                          • Supervisors complete an internship Goals & Objectives Form with the student at the beginning of the internship, and submit a student evaluation at the conclusion of the internship. |

**OTHER OPPORTUNITIES FOR F/ASIP INVOLVEMENT**

Employers can be involved with F/ASIP by participating in Mock Interview Nights, or speaking at our F/ASIP Symposium in January or at a F/ASIP seminar during the spring semester. Through these events employers will have the opportunity to develop greater visibility on campus while connecting with potential intern candidates! If you are interested in participating in either of these activities, email the F/ASIP team at fasip@mit.edu.

**COMPENSATION**

Typical internship wages range from $9 - $25/hr depending on the geographical location and the industry of the internship. If you are unsure about appropriate salary structure or need guidance, please contact us at fasip@mit.edu or refer to the annual Summer Experience Survey. Although not required, companies sometimes provide housing and/or transportation. At a minimum, we recommend that employers aid interns in their housing search, by pointing them in the general direction of resources in the area.

**All salary negotiations occur directly between the student and the employer**

**Reminder:** The recommended deadline for students to apply to F/ASIP positions is no later than May 1, 2015. It is recommended that positions be posted starting in January, as most F/ASIP students will be applying to internships between mid-January and May.
EMPLOYER TESTIMONIALS
Responses from the 2014 F/ASIP Employer Survey

One hundred percent of employers stated they were **very satisfied** with their F/ASIP Intern and they would be interested in hiring a F/ASIP intern next year.

**When asked about benefits of hiring a F/ASIP student, our employers stated:**

“Excellent technical contribution to our research” – Sami Asmar, Jet Propulsion Lab

“We learned a lot from [our F/ASIP intern]. She was patient with our students and willing to go an extra mile.” – Benjamin Feng, Transpacific Institute

“We made an important advance in the project our F/ASIP Student was assigned to. She launched from scratch a self-study platform. We are still working on content, but thanks to her contribution the whole structure for this project is already online.” – María S. Martínez, Universidad de Guadalajara

“Advanced my [academic] research and writing of manuscripts”
– S.P. Kothari, Gordon Y Billard Professor in Management at MIT Sloan School of Management

**QUESTIONS?**

If you have questions regarding your organization’s eligibility, creating an internship description, posting a position or other general questions please contact the F/ASIP team at fasip@mit.edu.