

Alumni Advisors Hub Community Code of Conduct and Professional Responsibility Agreement

As a participant on the MIT Alumni Advisors Hub Community, powered by Firsthand, I acknowledge that this platform is for professional networking and that I will be held to high ethical standards and responsibility. I also acknowledge that Massachusetts Institute of Technology (MIT) and Firsthand also hold themselves and their constituents to the highest level of professional integrity and social responsibility.

Networking Terms and Conditions

I understand that advisors on the platform are volunteers who may have busy work and personal schedules. Their support is based on a desire to help MIT students and alumni in their professional journeys and career paths. In the spirit of respect and good community practices, the Alumni Association asks that advisees and advisors attend any confirmed appointments, or provide a courtesy cancellation with as much advance notice as possible.

As a participant on the MIT Alumni Advisors Hub platform, I agree to the policies and principles stated here, which have been established to ensure professionalism while interacting with others on the platform.

Honesty and Integrity

I recognize that my actions reflect upon me, fellow participants, and MIT. I will provide accurate information during my networking, communications, career-related activities, and all other interactions on the Alumni Advisors Hub platform.

Professional Code of Conduct

I will communicate and present myself professionally and be courteous and respectful in all interactions in person, in writing, by phone, or video chat, including the following:

- Ensure that my digital identity and information, including my LinkedIn account and other related online and social activities, are professional and appropriate
- Abide by [MIT's Relations and Responsibilities Within the MIT Community \(9.0\) and MIT's Policy on Harassment \(9.4\)](#)
- Agree to the MIT Alumni Association's guidelines on [volunteer expectations and responsibilities](#)
- Acknowledge invitation requests and emails and respond appropriately and in a timely manner (ideally within 48 hours)
- Attend all scheduled one-on-one consultations with my advisor or advisee, or notify the other party as far in advance as possible to avoid a "no-show" status. (Accumulated no-shows may cause the loss of platform privileges)

Advisee Consultation Preparation

In general, as an advisee seeking guidance and advice, we strongly recommend that you do some research or a quick Google search to prepare yourself with basic information before each confirmed consultation with an alumni advisor. Take some time to think about what you might need to know. For example, asking an alum at McKinsey basic/general questions like "What is management consulting?" is not a good use of the advisor's time or yours. That is basic information you should have gleaned on your own before your consultation/conversation with an advisor. The idea of asking for advice or networking is to use the time with the advisor strategically—to ask questions you could not answer with an internet search. Consider seeking the advisor's perspectives, opinions, experiences, and what they think could be of value for you to know or learn more about now to better position yourself for your future.

Do's and Don'ts

I understand and will abide by the following conditions:

- **Do** ask for advice, and gather information and explore.
- **Do** send a brief thank-you note after each consultation with an advisor.

- **Do** conduct yourself as a professional.
- **Do** attend consultations on time.
- **Do** provide as much notice as possible when canceling a consultation.
- **Do** use the platform to attend scheduled conversations. (**Please note:** Connecting for scheduled consultations outside the platform may cause no-show status for appointments.)
- **Don't** immediately ask advisors for a job or internship.
- **Don't** expect advisors to automatically share their network or contacts with you. That is not networking.
- **Don't** spam a user with information or service offerings outside the scope of service of this platform.

Cancellations and No-Shows

Cancellations will happen, but please be considerate of each other's time and commitments and provide as much notice as possible when canceling a consultation. Accumulated no-shows or tardiness can result in the loss of platform privileges.

By checking the box below, I agree I will adhere to the community code of conduct above, and I acknowledge the consequences of any inappropriate conduct may include a loss of platform privileges.