

WHAT IS THE DIFFERENCE BETWEEN.....



Question	Job Shadowing	Volunteering	Internship
<i>What do these terms mean?</i>	An opportunity to follow a professional in your career of interest to observe their profession and determine if you like it.	Spending your free time doing work for an organization to learn more about an organization or career field.	An opportunity to gain hands on, real life experience within the field you are studying in or interested in. Consider this a chance to "test drive" your ideal career and explore your interests before graduating.
<i>How many hours are required?</i>	This can last anywhere from an hour, a day, or ongoing for a short period of time. Depends on the agreement with the professional and/or organization.	Usually whatever amount of time you are able to offer and/or is worked out with the organization.	Whatever is agreed upon with supervisor at internship site, or is required from the University if completing for academic credit.
<i>How do I start the process?</i>	Utilize resources to find someone: Company or organization's website, networking, Career Services, friends, family, Handshake (accessed through my.pitt.edu)	Identify a volunteer site and apply or reach out to the organization. Also utilize same resources as listed under Job Shadow	Completed through Career Services and Faculty from your Dept. /Identify internship site and apply. Once you have approval and internship, complete Class Permission Override & Internship Agreement
<i>Who Supervises me?</i>	Professional you are observing or Human Resources contact	Volunteer Coordinator or a Human Resources contact	On site supervisor
<i>What coursework is required in addition to work at the site?</i>	None Job Shadowing is commonly done during Freshman or Sophomore year.	None Great resume booster.	Depends on your major and sometimes what the internship site is requiring. Typically internships are completed Sophomore, Junior or Senior year.
<i>What insurance am I covered by?</i>	Your own if the person or organization requires it. Affordable coverage through: hpsso.com OR proliability.com	Your own if the person or organization requires it. Affordable coverage through: hpsso.com OR proliability.com	University of Pittsburgh's liability insurance policy
<i>Is it paid?</i>	No	No	Depends on the site
<i>GPA requirement?</i>	No	No	Check with your faculty sponsor Can also depend on the internship site.

For questions, contact Internship Coordinator, Kristen M. Stratton: kms298@pitt.edu, 724.836.7575