

WHAT IS THE DIFFERENCE BETWEEN.....



| Question | Job Shadowing | Volunteering | Internship |
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| <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. May only do this once, or could be ongoing with the same person, or can try to arrange various shadowing experiences. | 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. "Pre-professional." |
| <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 or Pitt Commons (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 Internship Agreement & Code of Conduct. Class Permission Override also needed. |
| <i>Who Supervises me?</i> | Professional you are observing or possibly 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 & chance to network! | 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 suggestions through: hpso.com OR proliability.com | Your own if the person or organization requires it. Affordable coverage through: hpso.com OR proliability.com | University of Pittsburgh's liability insurance policy—processed once internship offer is made & Agreement is submitted to Internship Coordinator. |
| <i>Is it paid?</i> | No | No | Depends on the site or if there are any external funding resources to apply to. |
| <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

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