



Ramon Reinoso
Internship Coordinator
Good Shepherds Services, Room 307
718-804-6800 Ext. 3076



1700 Fulton Street
Brooklyn, New York, 11213
Phone: 718- 804-6800 Ext. 3891
Fax: 718-804-6801
ResearchandService@gmail.com
www.ResearchandServiceHS.org

Dear Future Partner,

The Learning to Work (LTW) program is an initiative of the New York City Department of Education in partnership with Good Shepherd Services. It places high school students, between the ages of 16 and 21 in high quality internships in the public, private, and non-profit sectors. The initiative aims to expand students' knowledge of college and career options, and foster valuable workplace skills to help them both finish high school and prepare for future success.

To participate in the LTW program, a student must be in good academic standing, maintain good attendance at school, and be available to work between 5 and 15 hours per week. All students who are placed in internships receive in-depth job-readiness and career exploration workshops that train them in basic professional skills. After students have been matched with an internship site and begin work, they take part in a weekly group seminar with our Internship Coordinators to discuss any work related issues, progress, and learning.

There is NO financial cost to the businesses or organizations where students are placed. Good Shepherd Services pays each student a stipend for their internship hours. In addition, our staff provides ongoing supervision and regularly follows up with participants' workplace supervisors to check on their progress, offer advice, and help resolve any issues that may arise. As our students attend class during the day our LTW interns are available to work shifts afterschool and weekends depending on your needs.

All of the students involved in this initiative are highly motivated to work and learn. Because of various challenging life situations, most of them have had far less exposure to careers and the working world than other young people. By partnering with us in the Learning to Work program, you can help our young people maximize their potential for independent, successful adulthood.