

## Catalyst Chicago Chicago, IL

**1** Please describe your organization briefly, including mission statement, activities, size, etc.

Catalyst is a monthly (9 times per year) publication that covers urban education in Chicago Public Schools, the third-largest school district in the country. Our role is to provide analytical, in-depth journalism that informs policy-makers, parents, civic leaders, school staff, education experts, researchers and others about the progress and politics of school reform. The publication was launched in 1990, prompted by changes in state law that created local school councils to oversee individual schools.

We currently have a staff of three editors, two full-time and one part-time writer, a designer and a part-time office assistant, plus a rotating staff of interns.

Catalyst is published by the Community Renewal Society, which helps advocacy groups and community organizations work for social change. In total, the CRS staff is about 50.

**2** Describe **in detail** the work or project an intern will do, **please be as specific as possible**.

Our Princeton interns, like all our interns, do a variety of tasks related to the production of the print and web issues. We are always particularly interested in interns who have expertise with Excel or other database programs.

Typical duties include:

1. Fact-checking stories before publication. This involves verifying names, dates, data and other factual information either by phone, on the web, within an in-house database or by some other method.
2. Covering School Board meetings. This requires good listening and good note-taking skills.
3. Compiling information for Grant Briefs and Comings and Goings sections. These tasks require collecting a lot of fairly detailed information through interviews and document-gathering.
4. Databases. During the summer, which is our slower time, we focus on preparing for the upcoming production year (along with producing two website-only issues). This may involve creating databases in Excel or another program.
5. Interviewing/reporting. Conducting phone and in-person interviews to develop stories. Attend meetings and conferences as assigned.

**3** Describe any particular skills, background, or qualities you are seeking in an intern

As mentioned above, we are always interested in interns who have skills with Excel and, in general, the ability to analyze numbers.

Since we are a publication, we look for interns with interest or background in journalism, and the ability to conduct good phone interviews (with guidance as needed).

Interest in urban education and public policy is also a plus.

We also look for interns who are self-starters and are willing to ask questions.

There are required dates for this internship. Internship must start on \_\_\_\_\_ and end on \_\_\_\_\_ or most include the period \_\_\_\_\_.

Start and end dates for the internship are flexible.

The expected working schedule for this internship:

Begin \_\_9\_\_ a.m. End \_\_5\_\_p.m.

Lunch break: Length 1 hr\_\_\_\_\_ specific time\_\_flexible\_\_\_\_\_