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# TRANSTRIA INTERNSHIP PACKET

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**Transtria, LLC**  
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[www.transtria.com](http://www.transtria.com)



### **Vision**

“Uniting people, places and policies to revolutionize public health.”

### **Mission statement**

“Our mission is to *translate evidence* to enhance public health decision-making; *transfer skills* to sustain public health research and practice efforts; and *transform health* through policy, environmental, economic and social change.”

## INTRODUCTION

Transtria announces an opportunity for creative and self-motivated students seeking internships in public health research and consulting. The purpose of our internship program is to provide students with an opportunity to apply what they have learned in the classroom in “real world” projects. Specifically, our internships allow students to experience different aspects of consulting engagements and ongoing research initiatives underway at Transtria. Interns will gain experience in the application of classroom-based knowledge and insight into the varied roles of research within our consulting group.

## INTERNSHIP APPROACH

The Transtria team approaches each engagement as a partnership and learning experience for all participants. Whether we are working with community organizations, academic institutions, government agencies, large foundations or local public health groups, our primary aim is to understand our clients’ needs and help them achieve their goals. We value opportunities for reciprocal learning and reflection in our partnership approach to empowering communities and organizations.

Similarly, we approach internships as partnerships. We build a learning environment for interns by fostering a sense of collaboration and making leadership opportunities available. An intern’s ideas and perspectives are expected and encouraged.

## INTERNSHIP ORGANIZATION

Our internship is based on the requirements of, but not limited to, a typical 3-credit hour internship program at graduate schools of public health. We work with students and, if appropriate, their academic advisor to tailor the internship timeline and objectives to find a match between the needs of the student as well as the project.

During the first phase of the internship, students meet with the Transtria preceptor and other team members. The intern is introduced to the company and its current projects. Internship goals, activities and meeting schedules are established.

During the second phase of the internship, students work towards completion of their primary internship assignment. Students begin research and tasks working toward project goals and the development of an abstract summarizing their internship experience. In many cases, the intern’s contribution to the project deliverable serves as complete documentation of the experience.

During the third phase of the internship, students complete the primary internship assignment, finalize the internship abstract/report/ and formally present results to the project team. A confidential assessment report is provided to each intern.

## INTERNSHIP QUESTION & ANSWERS

### ◀ **What does a Transtria Internship offer students in Public Health?**

Transtria offers hands-on experiences with an emphasis on student input and participation. Each internship includes 1) an opportunity for students to engage with Transtria clients, 2) a leadership role on some aspect of a Transtria project, and 3) experience participating as one member of a team to address project goals and objectives.

### ◀ **When and where are the internships offered?**

Transtria offers either Full- (10-weeks) or Part-time (20-weeks) Internships throughout the year. Internship activities will be carried out primarily at the Transtria office in south St. Louis City.

### ◀ **Are these internships paid?**

Yes. Transtria interns are typically paid a stipend of \$2,000, depending on the project, for approximately 360 hours. Stipend payments are allocated over the length of the internship on a monthly basis.

### ◀ **Who may apply?**

Any master's level student studying in a public health-related field, Behavioral Science, Epidemiology, etc.

### ◀ **How do I apply?**

Complete and send the Internship Program Application and related materials to:  
Transtria LLC, Attn: Internship Program, 6514 Lansdowne Avenue; St. Louis, MO; 63109

### ◀ **Who do I contact with questions?**

Julie Claus, Chief Operating Officer: [julie@transtria.com](mailto:julie@transtria.com)

### ◀ **How are interns selected?**

Transtria selects interns using a two-phase review process. During Phase I, Transtria staff review applications on quality of writing sample and professor recommendations. Applicants who are approved based on Phase I review, are invited to come in for a personal interview. During Phase II, Transtria staff review applicants on the strength of their personal interview.

### ◀ **When should applicants expect to be notified?**

Transtria will notify all applicants of results of the review within 2 weeks of the personal interview. Applicants chosen to participate in the internship program will receive instructions on how to formalize their acceptance.



## Internship Program Application

<b>Applicant Information</b>
<b>Name:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>last</span> <span>first</span> <span>middle</span> </div>
<b>Current address:</b> _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>number</span> <span>street</span> <span>apartment</span> </div> _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>city</span> <span>state</span> <span>zip code</span> </div>
<b>Telephone:</b> home ( _____ ) - _____ - _____ work ( _____ ) - _____ - _____ other ( _____ ) - _____ - _____
<b>E-mail Address:</b> _____
<b>Social Security Number:</b> _____ - _____ - _____
<b>Are you a U.S. citizen?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Internship format:</b> <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Either
<b>Internship Start Date:</b> ____ / ____ / _____
<b>Academic Information</b>
<b>Name of Academic Institution:</b> _____
<b>Department:</b> _____
<b>Address:</b> _____ address line 1 _____ address line 2 _____ <div style="display: flex; justify-content: space-between; width: 100%; font-size: small;"> <span>city</span> <span>state</span> <span>zip code</span> </div>
<b>Date of Graduation or Anticipated Graduation:</b> ____ / ____ / _____
<b>Degree:</b> _____
<b>Faculty Advisor:</b> _____
<input type="checkbox"/> <b>Send transcript.</b>
<input type="checkbox"/> <b>Send one personal letter of recommendation.</b>
<input type="checkbox"/> <b>Attach resume.</b>
<input type="checkbox"/> <b>Please provide a short writing sample. This may be a copy of part of a previously developed paper or a personal essay.</b>
<input type="checkbox"/> <b>Mail to:</b> Transtria, LLC, attn: Internship Program, 6514 Lansdowne Avenue, St. Louis, MO 63109

