



**Advanced Internship Program Application**  
**Applications are due on September 12, 2025**  
**Please email to [jen@fefinc.org](mailto:jen@fefinc.org)**

**Company Name:**

**Contact Person (need name, email and phone):**

**Company Address:**

**City, State Zip:**

**What is your current employee headcount?**

**Description of critical project(s) (hands-on, real-world) intern will be part of:**

**Explanation of additional skills needed by the intern for critical projects:**

**Which Department(s) will the intern be assigned to?**

**Mentor/Supervisor assigned:**

**Orientation training to be received:**

**Length of Internship (number of weeks):**

**Rate of Pay for Internship:**

**Does the Internship include housing or a housing stipend – at what level?**

**Is your internship program an established program, or will this be your first intern?**

**Would you be interested in hiring a 1<sup>st</sup> or 2<sup>nd</sup> year student as a second intern?**

**Are you able to attend the FEF College Industry Conference job fair in Chicago, IL, on November 20, 2025?**

**Additional opportunities that might be provided to the student:**



## 2026 Advanced Internship Summer Program Goals and Expectations

### **Goals of Program:**

Foundry Educational Foundation (FEF) has received funding for a second year to **support an internship program** to increase exposure of students at all levels to metal-manufacturing, incentivize companies to recruit interns, and create interest in developing a robust internship program throughout the metal-manufacturing industry.

- The 2026 “**Advanced Internship Program**” will recruit up to 25 partner companies who will hire interns for the summer of 2026.
- Companies selected will receive reimbursement for one-half of the full-time cost of **one intern**. Maximum total reimbursement is **\$8,500** for the intern for the summer period.
- FEF, on a limited basis, will offer companies additional funding at the maximum level of **\$9,500** for those who are interested in hiring a 1<sup>st</sup> or 2<sup>nd</sup> year student as a **second** intern.
- Companies selected will be those looking to expand, revitalize, or start an internship program.
- FEF will work with the company and our FEF Key Professors to assist in recruiting interns, including an expectation of attendance at our College Industry Conference (CIC) in November.
  - **NOTE** – for those companies who attend CIC and hire a student delegate from the conference, FEF will reimburse \$1,000 of the conference registration fee to the company. This “rebate” will occur upon receipt of the first invoice (June 2026).
- FEF will also assist the company through the use of our FEF CastCrawler job site. The FEF Cast Crawler will connect with the job posting for an intern on the company site and directly email the post to our current FEF students.
- Companies are encouraged to recruit all interns from FEF universities as their first choice to fill their internship openings.
- Companies will be required to submit an application to apply for the program.
- Companies will submit reports to FEF on the internship (one mid-stream, one at the end).

### **Internship Criteria**

#### **Requirements:**

- Companies will attend the November FEF College Industry Conference as a critical piece of their recruitment activity of the internship program. (NOTE: FEF encourages companies to hire all their interns from our FEF Schools)
- Companies will be tasked with developing “hands-on” experiences that assure exposure for students to metal-manufacturing and have real-world activities and advanced learning experiences.
- Companies must also develop an action plan for the internship – defining the project(s) the student(s) will work on, goals, and how it will assist the company.
- Companies will assign a mentor and/or supervisor who will work with the intern throughout the timeframe.
- Companies will provide additional training as necessary to ensure a successful internship.

- Companies will be required to offer housing or a housing stipend, if needed by the student (***the funding from FEF can be used to cover housing costs***)
- Companies will develop a job description – defining project(s) and technical skills. The job description will be sent to the students and Key Professors and be posted on the company job site. The FEF CastCrawler will allow the job description to be sent directly to all students and Key Professors as long as the description is posted on the company's job board.
- Companies will submit two one-page reports – one at the midpoint of the internship and one at the end of the internship. These reports will define how the student achieved (or is achieving) the plan submitted.
- Companies will assist the intern in applying for the FEF Internship Scholarship (deadline to apply is Oct 1, 2026) (ONLY FEF STUDENTS ARE ELIGIBLE)
- Payments from FEF are *cost-reimbursable*. Companies can invoice monthly by the 20<sup>th</sup> of June, Jul, Aug, and Sep. The invoice should include hours worked per week.

**1<sup>st</sup> and 2<sup>nd</sup> year students as second reimbursed interns:**

- The company will receive reimbursement for more than one-half of the full-time cost of the **1<sup>st</sup> year intern**. Maximum total reimbursement is **\$9,500** for the intern for the summer period.
- Required - 1<sup>st</sup> year intern has already completed 2 full semesters at an FEF school.
- Required – 2<sup>nd</sup> year student has some experience in metalcasting – either in the lab or in the classroom.

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