

ARKANSAS COMMITTEE  
**NATIONAL MUSEUM  
OF WOMEN IN THE ARTS**

**ACNMWA Internship Program**

**Frequently Asked Questions (FAQ)**

**Who is eligible to apply for the ACNMWA Internship?**

Applicants must be women who are Arkansas residents and currently enrolled at an Arkansas college or university. The internship project must relate to the applicant's art, fine art, or closely related Program of Study.

**Can I apply if I or my institution received the internship last year?**

No. Neither an individual applicant nor a collaborating institution may receive the ACNMWA Internship award in consecutive years.

**What types of organizations qualify as institutional partners?**

Eligible partners include Arkansas-based museums, galleries, and arts or cultural organizations. The institution must be able to provide meaningful mentorship and support for the proposed internship.

**Do I need to contact the organization before applying?**

Yes. Applicants are required to contact and collaborate with the partnering institution before applying. The internship proposal should be developed collaboratively and clearly reflect the organization's involvement and support.

**What information do I need to provide about the institutional mentor?**

You must identify the individual who will supervise and mentor you during the internship. This includes their name, title, email address, and phone number. This confirms institutional availability and participation.

## **What makes a strong internship proposal?**

Strong proposals clearly demonstrate:

- How the internship will further your academic program or professional goals
- A mutually beneficial project for both the student and the organization
- Specific deliverables, responsibilities, and outcomes
- Evidence of thoughtful planning and communication with the host institution

Specificity is key—detailed project descriptions are preferred.

## **What are “deliverables”?**

Deliverables are the tangible or measurable outcomes of your internship. Examples may include works of art, curated exhibitions, educational programs, research materials, catalogs, lesson plans, digital content, archival work, or other clearly defined products or contributions.

## **How can the internship stipend be used?**

The student stipend is intended to cover the intern’s expenses related to completing the internship. The stipend may not be used as a donation to the cooperating institution or to purchase supplies for the organization.

## **Does the partnering institution receive funding?**

Yes. The cooperating institution or organization will receive a separate \$500 stipend from ACNMWA in recognition of its participation and mentorship.

## **When must the internship be completed?**

The internship project must be completed within the calendar year in which the award is received.

## **Are there reporting requirements after the internship?**

Yes. Internship recipients are required to:

- Submit a written report to the ACNMWA Internship Committee detailing how the stipend was used and summarizing the internship outcomes
- Present an oral report to the ACNMWA Board of Directors upon completion of the project

**What should I include in my biographical statement?**

Your biographical statement should include your academic major and Program of Study, your motivation for pursuing the internship, and an explanation of how the experience will support your academic, professional, or artistic development.

**Who should I list as references?**

Applicants must provide two personal references. At least one reference must be affiliated with your major or Program of Study (such as a faculty member or academic advisor).

**Where can I find a list of suggested partner institutions?**

A list of suggested Arkansas cultural institutions is available at:

<https://acnmwa.org/programs/college-internship>

Applicants are not limited to this list.

**Who can I contact if I have additional questions?**

For additional questions or clarification, applicants are encouraged to contact Dr. Gayle Seymour, ACNMWA Internship Committee chair directly at [gayles@uca.edu](mailto:gayles@uca.edu) before submitting their application.