

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

**ACNMWA Internship Program Guidelines**

The ACNMWA Internship Program supports Arkansas women students pursuing academic and professional experience in museums, galleries, and arts organizations. Applicants should carefully review the following guidelines before applying.

**Eligibility and Award Limitations**

- Neither an individual applicant nor a collaborating institution may receive the ACNMWA Internship award in two consecutive years.
- Applicants must be women students who are Arkansas residents and currently enrolled at an Arkansas college or university.
- The internship project must clearly demonstrate how it will further the applicant's Program of Study or contribute meaningfully to her knowledge base in an art, fine art, or closely related discipline.

**Internship Planning and Institutional Collaboration**

- Applicants are required to contact and collaborate with the partnering arts organization prior to applying.
- Proof of institutional availability and participation must be provided in the application.
- The applicant must clearly identify the institutional mentor who will supervise and guide the internship. This includes providing the mentor's name, title, and contact information.
- The proposed internship should reflect thoughtful planning and clear communication between the applicant and the collaborating institution.

**Internship Project and Deliverables**

- The internship proposal must clearly outline expected deliverables, including:
  - Specific tasks and responsibilities of the intern

- Areas of participation and level of involvement
- The intern's role within the organization or project
- Ways the intern will assist or contribute to the arts organization
- Specific, detailed descriptions are strongly encouraged and demonstrate that the applicant has actively engaged with the collaborating institution.
- The project must be mutually beneficial, providing meaningful professional experience for the student while supporting the mission and needs of the host organization.
- Applicants should also demonstrate a record of academic responsibility, initiative, and achievement.

### **Stipend Use and Institutional Support**

- The internship stipend awarded to the student is intended for 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 or materials for the organization.
- The collaborating institution or organization will receive a separate \$500 stipend from ACNMWA in recognition of its participation.

### **Completion and Reporting Requirements**

- Recipients must complete the internship project within the calendar year in which the stipend is awarded.
- Recipients are required to submit a written report to the ACNMWA Internship Committee detailing:
  - How the stipend funds were used
  - The outcomes and impact of the internship experience
- Upon completion of the project, recipients must present an oral report to the ACNMWA Board of Directors.

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