



As with all binding agreements, the contract phase helps establish the parameters of the apprenticeship and specifies **terms and conditions** under which both parties are held liable. Defined **roles and responsibilities**, as well as **benchmarks to evaluate success**, are important areas to review and articulate in this phase.

For the student, the contract protects their rights as an employee/apprentice and also spells out the work environment. It also clearly states the proposed outcomes of the apprenticeship. Here are key issues/areas to review prior to accepting an apprenticeship:

Performance Expectations

- What kind of duties will I perform during the course of the apprenticeship?
- What type of training will I receive as part of the apprenticeship?
- How will my performance be evaluated?

Work Environment

- Am I expected to work in a home studio, office or other business environment?
- Will I have my own workspace?
- What is the dress code?
- Is it a smoke-free environment?
- What amenities are available on premises? parking, lockers, cafeteria/lunch area
- Will I be allowed to use the studio independently, during free time outside of work?
- If so, will I be charged for use of studio equipment or materials? If yes, at cost or a pro-rated fee?

Compensation/Administration

- Will I be paid for the apprenticeship? If so, how much?
- Will I be expected to travel as part of the apprenticeship? If so, will the artist pay expenses directly or will I need to pay my share and then submit receipts for reimbursement?
- For tax purposes, am I considered an independent contractor(1099 misc), part-time or full-time employee?
- What benefits, if any, are provided during my apprenticeship?
- Am I provided sick leave, holidays or any personal leave during the apprenticeship?

Prior to accepting any apprenticeship, the student should understand and accept the terms and conditions of the arrangement – whether the specifics are articulated via a formal contract or just an acceptance letter. This step will help ensure that the expectations of both parties are met.