

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 2 EVALUATION
ANALYTICAL LISTENING SKILLS**

Participant's Name Jennifer Pelur
Chapter Metro Nashville Date 7/26/14
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Listen to each recorded example and circle the correct answer.

1. This selection would be greatly improved by:
- ☒ a. Better synch
 - ☐ b. Better forward motion
 - ☐ c. Better unity
 - ☐ d. Better note accuracy

2. The major problem with this part of the tag is:
- ☒ a. Clarity of words
 - ☐ b. Breath support
 - ☐ c. Over singing
 - ☐ d. Harmony accuracy

3. Your first priority to improve in this selection should be:
- ☒ a. Synchronization
 - ☐ b. Chord clarity
 - ☐ c. Dynamic variation
 - ☐ d. Phrase endings

4. This selection is a good example of:
- ☐ a. Inaccurate intervals
 - ☒ b. Consistent tempo
 - ☐ c. Unmatched vowels
 - ☐ d. Ringing chords

5. The balance problem in this selection is:
- ☐ a. Lack of bass
 - ☐ b. Lack of bari
 - ☒ c. Lack of lead
 - ☐ d. Lack of tenor

Sorry -
Should have
used a pencil!

6. This intro is a shining example of:
- a. Well developed vocal skills
 - b. Synchronization errors
 - c. Tuning problems
 - d. Over singing
7. In this example, to improve the balance you would:
- a. Strengthen the lead line
 - b. Strengthen the bari line
 - c. Strengthen the bass line
 - d. Tell the tenors to pipe down
8. The pitch-taking for this song could be described as:
- a. Strong and accurate
 - b. Tentative and weak
 - c. Out of tune
 - d. Good solid foundation to begin on
9. The quality of synchronization at the start of this selection:
- a. Is strong and together
 - b. Creates chord and word clarity issues
 - c. Impedes the forward motion
 - d. Sets the tempo
10. As the stomp section is begun:
- a. There is solidity in the sound
 - b. Basses are singing faster than the rest
 - c. The expression wanes
 - d. The vocal quality loses its resonance and depth

(Each correct answer is worth 1 point.)

Total points = 7 = TOTAL SCORE (maximum 10)

Evaluator *Darrell Cole* Date 9/28/14
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Jennifer Palus
Chapter Metro Nashville Chorus Date 6/14/14
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|---|---|
| A. Worldwide Liaison | X . Prospective Chapter Supervisor |
| B . Education Coordinator | K . <i>The Pitch Pipe</i> |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M . 3 |
| E . International Board of Directors | N . The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P . Copyright holders |
| H . Membership Coordinator | Q . Music Services Department |
| X . Music Education Committee | R. Arrangers |

- E 1. The governing body of Sweet Adelines International
- D 2. Who is responsible for overseeing the musical excellence of the region?
- ~~X~~ I 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every ____ years in order to renew its charter.
- ~~H~~ H 6. One of the two elected members of the Regional Management Team.
- N 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect ____.
- K 9. What is the name of the official publication of Sweet Adelines International?
- ~~X~~ J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to educate
its members in the singing of barbershop Harmony
- X 12. What is the name of the International President? was Renee' Porzel... now Linda Davis
13. What is your Communications Coordinator's name? Bethany Grate
14. What is your ED's name? Jennifer Cooke
15. What is your Events Coordinator's name? Jamie [?] (she's new, ☹)
16. What is the name of the international program designed to introduce young women to the barbershop art form? YWHA Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
- a. approval of chapter standing rules? Team Coor.
 - b. help in finding a coach? Education Coor
 - c. help with membership retention? Membership Coor

Participant: Leave the rest of this page blank.

17 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 8.5 TOTAL SCORE (maximum 10)

Evaluator Karam K. Ales Date 6/15/14
ED Signature _____ Date _____

? 17 ÷ 2 = 8.5

#5

2

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 5 EVALUATION — PART 2
MANAGEMENT SKILLS**

Participant's Name Jennifer Palus
Chapter Metro Nashville Chorus Date 6/14/14
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X
Skill Area 5 Evaluation — Part 2 is to be completed by all classifications.

Instructions to participant:

Write a brief response to each question. Each question is worth 5 points.

1. List five (5) ways you could assist your director if you were an associate/assistant director of a 40-voice chorus.
 1. do warm ups
 2. supervise Audition process
 3. run rehearsal in her absence
 4. maintain rise placement diagram
 5. work with singers who need help
2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus.
 - Establish org chart of section leaders, Assistant S.L., choreographer
 - Create job descriptions for various roles
 - Share long term vision (incorporating M.T. input) + Goals
 - Collaborate on short + Long-term strategies + tactics to achieve goals.
 - Create consistent + efficient MT meeting plan/agenda
3. What are the key ingredients of a good working relationship between the chorus director and board of directors?
 - Communication
 - Respect
 - Honesty
 - Shared vision + goals
 - clearly defined roles + responsibilities
 - Flexibility
 - Keep "good of the chorus" primary as filter in all decisions

4. Briefly describe the two different types of chapter administration:

(1) Board of Directors and (2) Integrated Chapter Management.

1. BOD - 6 or 12 ^{elected} member BOD, uses Roberts Rules to discuss + decide. Must have President, VP, Treasurer, corresponding sec, recording sec. Director is not a voting member, but may attend meetings. BOD members serve 2 year terms; may serve 2 terms consecutively.
 2. MT - min Director + 5 elected members - may add combo elected or appt'd to total of 12, as defined in standing rules. Director must be member. Decisions reached thru consensus. members serve 1-year terms, standing rules set # of Allowed consecutive terms.
5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

Similarities

- work closely with Pres or TL to align musical and admin goals
- Input to all decisions, regardless of who owns
- Communication + Respectfully challenging one another is key

Differences

- Director never member BOD; Always member MT
- Director involved in meetings as desired in BOD; Always MT
- In BOD, Director might "stand against" A BOD decision, but in MT, she is one voice in MT consensus

25 total points

Divide total points by 5 = 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator

ED Signature

Date

Date

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 6 EVALUATION
JUDGING CATEGORIES & COMPETITION**

Participant's Name Jennifer Palvo
Chapter Metw Nashville Chorus Date 9/26/14
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Instructions to participant:

Write the correct answer in each blank. Each answer worth four (4) points, except where noted.

1. In the sound category, 30 % of your score relates to artistic sound.
2. In the music category, 30 % of your score has to do with the arrangement.
3. In the expression category, technical elements and artistic interpretive plan accounts for 100 % of your score.
4. In the showmanship category, 70% of your score is focused on Performance.
5. Describe the importance of unity and how it relates to *each category*.
3 pts
Unity ensures the chords are aligned in barbershop lock-and-ring.
Sound - unity creates clean intervals and accurate ~~chords~~ chords
Music - unity ensures the arranger's plan is executed and conveys barbershop style
Expression - unity creates solid/aligned vowels, diphthongs and conveys meaning consistently
Showmanship - unity provides excitement and draws audience into performance
6. The total points available for a two-song performance in a regional competition is 800.
7. List two ways a director might detract from the visual performance as described in the showmanship category. (Each part worth 4 points.)
 - a. Turning to face audience but using Asynchronous/Awkward moves
 - b. Too much arm waving in a gentle part of ballad
8. How many categories are affected by harmony accuracy? 24
9. Which category scoresheet has a picture of the barbershop cone? Sound
10. In case of a tie score, the score in the Sound category breaks the tie.
11. Who is the only judge evaluating how a chorus takes pitch? Showmanship

12. Describe the major identifying characteristics of the barbershop sound as it differs from other types of vocal music.
- interior melody
 - cone Δ shape balance
 - overtone series generated by distinctive chords
13. List at least three elements necessary to create the barbershop "lock and ring." (Each part worth 4 points.)
- a. vowel alignment
 - b. interval accuracy
 - c. balance between parts
14. List the three types of lyrics that are unacceptable in competition and subject to penalty. (Each part worth 4 points.)
- a. patriotic
 - b. European
 - c. Liturgical
15. List at least three aspects of an arrangement to be considered when selecting a competition song for your chorus. (Each part worth 4 points.)
- a. range + difficulty of melody line
 - b. extreme spaced chords (or lack thereof!)
 - c. Rhythms aligned to technical skill of ensemble
+ arrangement
16. List at least three elements that impede the forward motion in musical phrasing. (Each part worth 4 points.)
- a. slow breathing between phrases
 - b. Chord "worship" — holding each chord too long
 - c. unmatched diphthongs, not using vowels to propel song

Participant: Leave the rest of this page blank.

96 total points (maximum 100 total points)

Divide total points by 10 = 9.6 TOTAL SCORE (maximum 10)

Evaluator

Catalina Celis

Date

9/28/14

ED Signature

Date

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 7 EVALUATION
VOCAL PRODUCTION**

Participant's Name Jennifer Pelus
Chapter Metro Nashville Date 9/26/14
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Instructions to participant:

Write the letter of the correct answer in each blank.

- D 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the:
a. epiglottis b. larynx c. soft palate
d. glottis e. cricoids
- C 2. The primary resonator in the human voice is the:
a. hyoid bone b. larynx c. pharynx
d. diaphragm e. external and internal intercostals
- A 3. In singing, muscles that interfere with vocal freedom are the _____ muscles.
a. swallowing b. abdominal c. intercostals
d. diaphragm e. sternum
- B 4. For proper resonance, the _____ must be lifted.
a. vocal cords b. soft palate c. intercostals
d. larynx e. diaphragm
- B 5. The "lid" that closes off the windpipe when we swallow is called the:
a. cricoid cartilage b. epiglottis c. glottis
d. sphincter e. soft palate
- D 6. Amplification of the voice is called:
a. phonation b. articulation c. vibrato
d. resonation e. harmonics
- D 7. Muscles that are *not* involved in breathing include:
a. intercostals b. diaphragm c. epigastrium
d. mylohyoid e. abdominal

A 8. Proper phonation is achieved by lifting the:

- a. abdominal muscles b. jaw c. phrenic nerve
d. larynx e. epiglottis

E ~~A~~ 9. Closure of the vocal cords is called:

- a. resonance b. articulation c. relaxation
d. interference e. approximation

*hmm...
I thought
phonation.
Silly me.*

C 10. For correct vocal production the _____ must be relaxed and free.

- a. intercostal muscles b. vagus nerve c. jaw
d. hyoid bone e. sternum

B 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a _____ and a resonator suitable to the frequency or pitch produced.

- a. articulator b. vibrator c. reflex action
d. approximator e. transmitter

D 12. Vowels are formed primarily with the:

- a. jaw b. soft palate c. vocal cords
d. tongue e. cheek muscles

A 13. Intercostal muscles are the muscles that control the:

- a. ribcage expansion b. diaphragm c. abdominal lift
d. shoulders e. vocal cords

E 14. Which of the following is *not* an articulator?

- a. lips b. tongue c. jaw
d. teeth e. hard palate

B 15. The vocal cords are attached to the:

- a. soft palate b. hyoid bone c. pharynx
d. epiglottis e. thyroid cartilage

A 16. The "middle voice" is used for producing tones:

- a. between middle C and the C an octave higher
b. below middle C
c. above middle C

B 17. The area of the pharynx that is closed by the soft palate is the:

- a. laryngo-pharynx b. naso-pharynx c. oro-pharynx

- B 18. The ventricular bands are:
a. vocal cords b. false vocal cords c. tongue muscles
d. jaw muscles e. transverse abdominal muscles
- C 19. The part of the body not involved in the swallowing mechanism is the:
a. jaw b. tongue c. diaphragm
d. lips e. larynx
- C 20. Proper posture for singing is an upright stance with body weight primarily:
a. on the outside (downstage) foot
b. on the heels with the legs relaxed
c. forward on the balls of the feet

Participant: Leave the rest of this page blank.

19 total points (maximum 20 total points)

Divide total points by 2 = 9.5 TOTAL SCORE (maximum 10)

Evaluator *Matthew K. Allen* Date 9/28/14

ED Signature _____ Date _____

DIRECTOR CERTIFICATION PROGRAM **SKILL AREA 8 EVALUATION — PART 2** **COMMUNICATION SKILLS**

Participant's Name Jennifer Palvo
 Chapter Metro Nashville Chorus Date 6/14/14
 Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X
 Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

Instructions to participant:

Write a brief response to each question.

Note: *
 Question is
 not clear -
 do they want
 methods of
 communication
 (eg email) or
 style/technique
 (eg "empathy")
 Hope I answered
 correctly :)

- List five (5) ^{*}ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)
 1. Discussion during rehearsal - provide education + direction
 2. email recap of coaching session - reinforce key learnings
 3. PVI - 1:1 help on vocal skills; connect with individual
 4. Social interaction in group - have fun w/ members
 5. Demonstration - show rather than tell to increase understanding
- An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)
 - empathy - explain that everyone has struggled at some point
 - encouragement - demonstrate confidence in her ability to solve
 - accountability - restate expectations for improvement and how her issue impacts others
 - support - offer to help where possible
- As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)
 - provide opp in lower stress situations - eg leading sectionals, directing an ensemble, doing warmups
 - Give feedback (pos + neg) to help her increase skills/confidence
 - Demonstrate my faith in her by giving her ownership + responsibilities
 - Praise her publicly; give feedback privately

Participant: Leave the rest of this page blank.

10 total points

Divide total points by 2 = 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Nataniel Allen Date 6/15/14
 ED Signature _____ Date _____

#9

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 9 EVALUATION
MUSIC THEORY

Participant's Name Jennifer Palvo
Chapter Metro NASHVILLE Date 6-12-15
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

PART I — KEY SIGNATURES: Identify each key signature. Write the correct answer in the blank above each key signature (major keys only).

✓ 1. B^b ✓ 2. A ✓ 3. A^b ✓ 4. G ✓ 5. C

✓ 6. F ✓ 7. D ✓ 8. E^b ✓ 9. E ✓ 10. B

PART II — INTERVALS: Identify each interval. Select the correct answer and place its letter in the blank above each interval.

✓ 11. B ✓ 12. D ✓ 13. A ✓ 14. C

A. Perfect 5th
B. Major 3rd-
C. Perfect 4th
D. minor 6th

A. Major 3rd
B. Dim. 5th
C. minor 3rd
D. Perfect 5th

A. Major 7th-
B. minor 7th
C. Dim. 7th
D. Octave

A. minor 7th
B. Aug. 5th
C. Dim. 5th-
D. Octave

✓ 15. C ✓ 16. D ✓ 17. D ✓ 18. C

A. Major 3rd
B. Major 2nd
C. minor 2nd
D. Octave

A. Major 9th
B. minor 7th
C. minor 6th
D. Major 6th

A. Major 3rd
B. minor 3rd
C. Aug. 5th
D. Perfect 4th

A. minor 7th
B. minor 3rd
C. minor 6th
D. Major 6th

19. A 20. B 21. A 22. D

- A. Aug. 5th
B. Dim. 5th
C. Perfect 5th
D. minor 6th

- A. Major 3rd
B. minor 3rd
C. Major 2nd
D. minor 2nd

- A. minor 7th
B. Octave
C. Major 7th
D. Major 6th

- A. minor 3rd
B. Major 3rd
C. Perfect 5th
D. Perfect 4th

23. C 24. D 25. B

- A. Major 9th
B. minor 7th
C. Octave
D. Major 7th

- A. Perfect 3rd
B. Octave
C. minor 2nd
D. Major 2nd

- A. Perfect 5th
B. Perfect 4th
C. Major 3rd
D. Aug. 4th

PART III — TIME SIGNATURES: Identify each time signature. Select the correct answer and place its *letter* in the blank above the passage.

26. A 27. B 28. C

- A B C
4 3 12
4 4 8

- A B C
5 3 12
8 4 8

- A B C
2 4 12
2 4 8

29. A 30. C

- A B C
6 4 3
8 4 2

- A B C
5 6 3
8 8 8

PART IV — CHORD RECOGNITION: Identify each chord. Select the correct answer and place its *letter* in the blank above the measure.

31. A 32. AC 33. C 34. C 35. B

36. BA 37. C 38. C 39. A 40. D

A. Dominant 7th
B. Major 7th
C. minor 3rd
D. minor 7th

A. Major triad
B. Major 9th
C. minor triad
D. Dominant 9th

A. Dominant 7th
B. minor 7th
C. Major 6th
D. Dominant 9th

A. minor triad
B. Major 9th
C. minor 7th
D. Major 7th

A. Dominant 7th
B. Major triad
C. minor 6th
D. Diminished 7th

A. Dim. 7th
B. minor 7th
C. Dominant 7th
D. Major 7th

A. Major triad
B. Dominant 7th
C. Major 7th
D. minor triad

A. Major 7th
B. minor 7th
C. Dominant 7th
D. Dim. 7th

A. Major triad
B. Major 9th
C. minor 7th
D. minor 6th

A. Dominant 7th
B. minor triad
C. Major 7th
D. Major triad

PART V — PARTS OF CHORDS: In each chord, an arrowhead points to one part of the chord. Select the correct answer and place its *letter* in the blank above the chord.

41. C 42. A 43. B 44. A 45. C

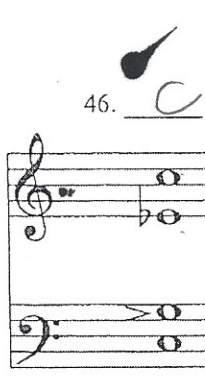
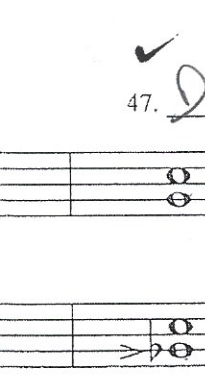
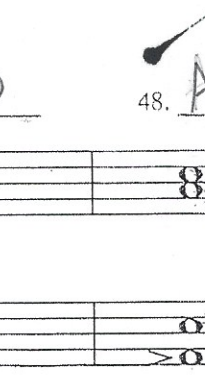
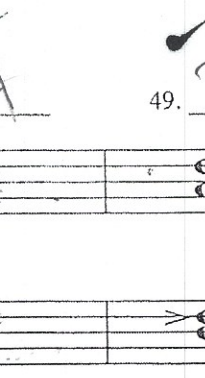
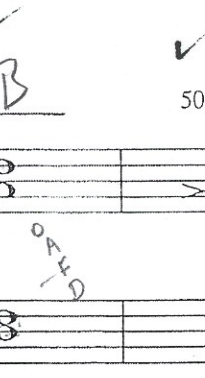
A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

46.  47.  48.  49.  50. 

- A. Root
B. Third
✓ C. Fifth
D. Seventh

- A. Root
B. Third
C. Fifth
✓ D. Seventh

- ✓ A. Root
B. Third
C. Fifth
D. Seventh

- ✓ A. Root
B. Third
C. Fifth
D. Seventh

- ✓ A. Root
B. Third
C. Fifth
D. Seventh

Participant: Leave the rest of this page blank.

48 total points (Each correct answer is worth 1 point.)

Divide total points by 5 = 9.6 TOTAL SCORE (maximum 10)

Evaluator

Kathleen Allen

Date

6/15/15

ED Signature

Date

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION — PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Jennifer Palus
Chapter Metro Nashville Date 6-12-15
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Instructions to participant:

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

- 0:10 Physical warm-ups
- 0:30 Vocal warmups; welcome my guests
- 0:15 Run contest package in performance mode
- 0:15 Discuss + work specific issues/areas of contest set that needs attention
- 0:15 Run contest set again
- 0:30 work Rep songs for upcoming show
- 0:30 work on visual plan for show songs - do some partner/mirroring work on performance skills - off riser
- 0:15 Back on mixer to incorporate visual to songs
- 0:20 Final thoughts + chorus business/announcements

(Possible points = 5)

5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator

Latacia K Allen

Date

6/15/15

ED Signature

Date