

**Sweet Adelines International  
Director Certification Program  
Progress Report**

**CONFIDENTIAL**

Report for fiscal year 2001 - 2002

**CONFIDENTIAL**

DCP Member's Name Mary Coleman

Region # 23

Chorus Name Scenic City

Classification: Director/Co-Director Associate/Assistant Director X Candidate

**DMA/DCP Coordinator:** Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

**MUSICAL/TECHNICAL SKILLS**

**MANAGEMENT/COMMUNICATION SKILLS**

0.0 1. Conducting - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation: \_\_\_\_\_

0.0 3. Organizational Knowledge & Director Resources: 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties, organizational philosophy, policies, terminology.

Date of exam: \_\_\_\_\_

7.0 2. Analytical Listening - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 07/27/01

0.0 4. Teaching - 10 points possible for director/co-director and associate/assistant director classifications, 5 points possible for candidates. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: \_\_\_\_\_

0.0 6. Judging Categories & Competition - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: \_\_\_\_\_

Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
Enter total score above.

0.0 7. Vocal Production - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: \_\_\_\_\_

0.0 5. Management - 10 points possible for director/co-director and associate/assistant director classifications. 5 points possible for candidates. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: \_\_\_\_\_

0.0 9. Music Theory - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: \_\_\_\_\_

Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
Enter total score above.

0.0 10. Rehearsal Planning & Implementation - 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for Candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: \_\_\_\_\_

0.0 8. Communication - 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: \_\_\_\_\_

Score Part I \_\_\_\_\_ Score Part 2: \_\_\_\_\_

Enter total score above.

Score Part I \_\_\_\_\_ Score Part 2 \_\_\_\_\_  
Enter total score above.

**Sweet Adelines International - Heart of Dixie Region 23**  
**August 29, 2001**

Mary Coleman  
1703 Sea Gull Ln.  
Hixon, TN 37343

Hi Mary,

I'm FINally starting to "catch up" with correspondence! Seems like it takes so long to get organized after being away from home!! Sorry for the delay in getting your score to you; I know how important knowing the result of a test is!

I always give hints on how to improve the score in case you might want to take the test again although, scoring a 7 on Analytical Listening is darn GOOD! So...to improve you need to listen for lack of tuning caused by verticality of tonal line and unmatched vowels; dropped phrase endings caused by tight-throated singing; and, besides work on individual vocal production, the best sequence of skill development for that particular chorus in sound is accurate notes and intervals, tuning, synchronization,, chord balancing. Must have the right notes and intervals before anything else can "come together".

You've done very well for your first experience with the DCP, Mary! I *know* you're an asset to your chorus and CONGRATULATIONS on becoming bari sections leader!!

In harmony,



Pat Estok  
DCP Manager #23

cc: Barbara Hansen, Education Coordinator #23; Pat Berry, International, DCP

## DIRECTORS CERTIFICATION PROGRAM TEST SCORES

DATE: August 29, 2001  
FROM: Pat Estok, DCP Manager #23  
TO: Mary Coleman, Scenic City Chorus

TEST	POSSIBLE SCORE	TEST DATE	SCORE
D1: *Conducting Skills	10		
D2: *Analytical Listening Skills	10	7/27/01	7.0
D3: **Organizational Knowledge	10		
D4a: **Teaching Skills A (Directors/Asst.)	10		
D4b: **Teaching Skills B (Other)	10		
D5a: **Management Skills (Directors/Asst)	5	N/A	
D5b: **Management Skills (All)	5		
D6: *Judging Categories	10		
D7: *Vocal Production	10		
D8a: **Communication Skills(Directors/Asst)	5		
D8b: **Communication Skills (All)	5		
D9: *Music Theory	10		
D10-1 *Rehearsal Planning I (Directors/Asst)	5		
D10-2 *Rehearsal Planning II (All)	5		
	*Musical/Technical		7.0
	**Management/Communication		0.0
	TOTAL		7.0

### NOTE ABOUT RE-TESTING:

If you have re-tested and the "date of test" did not change in an area where you re-tested, you did not make a higher score.

cc: Barbara Hansen, Education Coordinator #23, Pat Berry, International DCP

# Memo

Date: August 17, 2001

To: Pat Estok, DCPC #23

From: *Pat* Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Mary Craig Coleman who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

Enclosures

:pb

cc: Barbara Hansen, ED #23



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INTERNATIONAL

... a worldwide organization  
of women singers  
committed to advancing  
the musical art form of  
barbershop harmony  
through education  
and performance.

INTERNATIONAL  
HEADQUARTERS:

P.O. Box 470168  
Tulsa, OK 74147-0168

918-622-1444

FAX 918-665-0894

800-992-7464

Internet: [sweetadelineintl.org](http://sweetadelineintl.org)

August 20, 2001

Ms. Mary Craig Coleman  
Scenic City Chapter #23  
1703 Sea Gull Ln  
Hixson TN 37343

Dear Mary:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

**Musical/Technical**

Conducting  
Analytical Listening  
Judging Categories & Competition  
Vocal Production  
Music Theory  
Rehearsal Planning and Implementation

**Management/Communication**

Organizational Knowledge & Director  
Resources  
Teaching  
Management  
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it, in the envelope provided, to the Directors Certification Program Coordinator. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

*Pat C. Berry*  
Pat C. Berry

Music Services Assistant/DCP

cc: Pat Estok, DCPC #23  
Barbara Hansen, ED #23

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cc: Barbara Hansen, Education Coordinator #23, Pat Berry, International DCP

# Director Certification Program Application

Chapter Name Scenic City Chorus  
Region

Chapter # 23

Name Mary Craig Coleman

Membership # 126693

Address 1703 Sea Gull Lane

Home Phone 423-847-1643

Hixson, TN

Alternate Phone 423-400-7610

Zip 37343 Fax \_\_\_\_\_ Email pncsr@vol.com

## Current Sweet Adelines International Title/Position

- |   |                    |
|---|--------------------|
| <input type="checkbox"/> Director/Co-director         | Chapter Name _____ |
| <input type="checkbox"/> Associate/Assistant Director | Chapter Name _____ |
| <input type="checkbox"/> <u>Candidate</u>             | Chapter Name _____ |

## Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 2000

Has your affiliation been continuous?

Please list former chapter(s) and region(s):

## Sweet Adelines International Experience

- |   |  |
|---|--|
| <input type="checkbox"/> Chorus Director/Co-director  | <input type="checkbox"/> International Faculty   |
| <input type="checkbox"/> Associate/Assistant Director | <input type="checkbox"/> Judge ( _____ Category) |
| <input type="checkbox"/> Section Leader               | <input type="checkbox"/> Quartet Member          |
| <input checked="" type="checkbox"/> Regional Leader   | <input type="checkbox"/> Quartet Coach           |
| <input type="checkbox"/> Arranger                     | <input type="checkbox"/> Chorus Coach            |
| <input type="checkbox"/> Other _____                  |  |

## Musical Background

Formal education: Church Music Major/Music Education (Westminster Choir College, Princeton, NJ & Lebanon Valley College, Annville, PA respectively) No degree

Other musical training: Piano and voice lessons. I have been a church piano accompanist for 20 + years.

Barbershop experience outside Sweet Adelines International:

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS):

## Sweet Adelines International Educational Background



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Fax \_\_\_\_\_ Email

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| <input type="checkbox"/> Director/Co-director         | Chapter Name |
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