

Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

August 12, 2002

JERRI JAHN
121 SHAMROCK DR
MARIETTA, OH 45750-9462

Hi JERRI,

Education Coordinator, Lynn Hartmuth, has recently appointed me to coordinate the Director Certification Program for Region 4. Your name is included on the active DCP list for Region 4 as submitted by International.

If you have completed any module testing, I have included a current progress report for your review. As most of you know, the DCP is a self-directed program for anyone interested in expanding their general musical knowledge, as well as enhancing actual directing skills. Ten modules are completed through testing, regional music team evaluations and chorus evaluations. I have also included an explanation of the 10 DCP skill areas and requirements for advancement. The complete set of DCP modules is available through International Sales.

Testing will be made available at all regional meetings. If you are interested in completing any test, contact me ahead of any regional event to set up a time to meet. If several participants from an area would like to schedule testing, contact me to see if other arrangements can be made. Lynn Hartmuth, Education Coordinator, has also agreed to administer testing if it is more convenient to make arrangements with her.

I am looking forward to working with you on completing the DCP modules and attaining your goals. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Lynn Hartmuth, Education Coordinator
file

Sweet Adelines International
P.O. Box 470168 • Tulsa, Oklahoma 74147-0168

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your DMA/DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Currently Friendship VII / Name for local chorus not yet determined Region # 4 Date 3/11/99
Name JERRI D. JAHN Home Phone 740-374-9462
Address 121 SHAMROCK DRIVE Work Phone _____
MARIETTA, OH 45750-9426 Fax _____

I am currently serving as a Sweet Adelines International chorus:

- Director/Co-director Associate/Assistant Director Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 2 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 2 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 3 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 2 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 2 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 3 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 3 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 3 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 4 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

MEMO

Date: October 29, 1998

To: Mary Ellen Guntzelman, DCP Coordinator #4

From:  Patty Cooper, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Jerri Jahn 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.

pc

Enclosures



SWEET ADELINES
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

October 29, 1998

Jerri Jahn
Friendship VII Chorus #4
121 Shamrock Drive
Marietta, OH 45750

Dear Jerri:

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 & Implementation

Management/Communication

Organizational Knowledge & Director Resources
Teaching
Management
Communication

The DMA/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. This will provide the DMA/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 DMA/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Patty Cooper
Music Services Assistant/DCP

pc

cc: Charlene Staats, Regent #4
Toula Oberlies, MDR #4
Molly Huffman, DMA #4
Mary Ellen Guntzelman, DCPC #4

SWEET ADELINES, INTER'L

Oct 5 9 07 AM '98

FOR OFFICE USE	
BATCH #	13041
DIRECTOR/CO-DIRECTOR	
ASSOCIATE/ASSISTANT	
CANDIDATE	<input checked="" type="checkbox"/>
DATE PROCESSED	10/26/98

Director Certification Program Application

RECEIVED
INT'L HEADQUARTERS

Chapter Name FRIENDSHIP VII Chapter # 431 Region 4
 Name Jerri D Jahn Membership # 004776
 Address 121 Shamrock Dr Home Phone 740-374-9462
Marietta, Ohio 45750-9426 Alternate Phone _____
 Fax _____

Sweet Adelines International Title/Position

- Director/Co-director Chapter Name _____
- Associate/Assistant Director Chapter Name _____
- Candidate Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1982 Has your affiliation been continuous? yes
 Please list former chapter(s) and region(s): River Harmony (4)

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 type="checkbox"/> DMA or DMA Faculty | <input type="checkbox"/> Quartet Coach |
| <input type="checkbox"/> Arranger | <input type="checkbox"/> Chorus Coach |
| <input type="checkbox"/> Other _____ | |

Musical Background

Formal education: Musical instrument from 4 grad. thru Senior High
Private voice lessons
 Other musical training: _____

(over)

13041

22 July 1998

Jerri Jahn
121 Shamrock Drive
Marietta, OH 45750-4926

Dear Jerri,

Enclosed are two applications for the Directors Certification Program (DCP) which you requested at the Summer Sizzler. The applications need to be completed and mailed to Sweet Adelines International with the \$25.00 fee for each. Upon receipt, you will be registered in the program and asked to complete a self-evaluation form, and I will be notified of your registration.

As I mentioned to you, it will be very helpful if you can obtain from International the DCP resource manual "Forward Motion". This manual consists of ten modules which are directly related to the ten areas of covered in the DCP. Each of these modules can be obtained separately at a cost of \$10.00 each except for the first module which is \$25.00; if you purchase the entire set at one time, it is only \$90.00. There are video and audio tapes included.

I hope this will help to get you on your way. I wish you lots of luck and if you have any questions or any other way I can help, please call me at (614) 866-0369.

Sincerely,

Mary Ellen
Mary Ellen Guntzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213