

Memo

Date: February 23, 2000

To: Lynn S. Hartmuth, DCP Coordinator #04

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

Re: Director Certification Program

Enclosed is information on Judy Wilson 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.

pb

Enclosures

Cc: Norma Rash, ED #04

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

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

Chorus Name Almost Heaven Region # 4 Date 2/28/00
Name Judy Wilson Home Phone ³⁰⁴ 768-4913
Address 904 Glen Way Work Phone 342-1184
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:

- 4 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
- 5 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 3 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 5 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*
- 5 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 5 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 4 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



**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

February 23, 2000

Ms. Judy Wilson, CD
Almost Heaven Chapter, #04
904 Glen Way
So. Charleston, W. VA 25309

Dear Judy,

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. 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

Enclosures

Cc: Norma Rash, Education Coordinator #04
Lynn S. Hartmuth, DCP Coordinator #04

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

Participant's Name Judy Wilson
Chapter Almost Heaven Date 1/17/03
Classification: Director/Co-director _____ Assoc/Asst. dir. ☒ Candidate _____

Listen to each taped example and circle the correct answer.

1. The lack of tuning on the "way" chords is primarily a result of:
 - a. verticality of tonal line
 - b. unmatched vowels
 - c. lack of sufficient breath support
 - d. (a) and (b) only
 - ☒ e. (b) and (c) only
- ☒ 2. The chord on "rain-BOWS" in this section doesn't lock because:
 - a. the bari is too heavy
 - ☒ b. the vowel is unmatched
 - c. the song is in the wrong key
 - d. the song is beyond the skill of the chorus
 - e. the chord is not being sung in correct balance
- ☒ 3. The major problem with the singing of this introduction is:
 - a. expressive sound
 - ☒ b. forward motion
 - c. harmony accuracy
 - d. dynamic variation
 - e. balance
4. In this selection, chord clarity and lock-and-ring are affected by:
 - a. balance problems
 - b. insufficiently developed vocal skills
 - c. inaccurate intervals
 - ☒ d. all of the above
 - e. (b) and (c) only
5. In this selection, dropped phrase endings are usually caused by:
 - ☒ a. lack of sufficient breath support
 - b. poor ear training
 - c. tight-throated singing
 - d. peppy tempos
 - e. lack of attention to director

6. The pitch-taking technique for this song could be described as:
- a. out of tune
 - b. solid
 - c. strong and accurate
 - d. strong and inaccurate
 - ☒ e. (a) and (d)
7. Besides work on individual vocal production, what is the best sequence of skill development for this chorus in sound?
- a. tuning, accurate notes and intervals, chord balancing, synchronization
 - b. chord balancing, accurate notes and intervals, tuning, synchronization
 - ☒ c. accurate notes and intervals, tuning, synchronization, chord balancing
 - d. synchronization, tuning, accurate notes and intervals, chord balancing
 - e. accurate notes and intervals, synchronization, tuning, chord balancing
8. This introduction:
- a. is generally in tune
 - b. has good phrase flow
 - c. demonstrates appropriate forward motion
 - d. features strong bass singing
 - ☒ e. all of the above
9. The singing here represents all of these practices *except*:
- a. inaccurate intervals
 - b. overly conservative tempo
 - c. underdeveloped vocal skills
 - ☒ d. individual voice parts apparent
 - e. wrong notes
10. This tag is a good example of:
- ☒ a. oversinging
 - b. lack of synchronization
 - c. good balance
 - d. good tuning
 - e. lack of forward motion

(Each correct answer is worth 1 point.)

Total points = 7.0 = TOTAL SCORE (maximum 10)

Evaluator

Lita D. Jackson

Date

1/17/03

ED Signature

Date

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

Participant's Name Judy Wilson
Chapter Almost Heaven Date 8-4-00
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____

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 | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. The Pitch Pipe |
| 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. Marketing/Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- E 1. The governing body of Sweet Adelines International
- I ~~X~~ 2. Who is responsible for overseeing the musical excellence of the region?
- G 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 3 years in order to renew its charter.
- # ~~X~~ 6. One of the three elected members of the Regional Management Team.
- D ~~X~~ 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?
- B ~~X~~ 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 Four Part Barbershop harmony
- ☒ 12. What is the name of the International President? —
- ☒ 13. What is your Communications/Technology Coordinator's name? —
- ☒ 14. What is your ED's name? —
- ☒ 15. What is your Events Coordinator's name? —
16. What is the name of the international program designed to introduce young women to the barbershop art form? Young women 2nd harmony
17. Of the eight regional leaders, to whom would you go for:
- ☒ a. approval of chapter standing rules? Ed. Director
- b. help in finding a coach? DMA
- ☒ c. help with membership retention? —

Participant: Leave the rest of this page blank.

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

Divide total points by 2 = 4.5 TOTAL SCORE (maximum 10)

Evaluator [Signature] Date 3-4-00

ED Signature Norma Rest Date 3-5-00

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

Participant's Name Judy Wilson
Chapter Almost Heaven Date 8-4-00
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate _____

Instructions to participant:

Write the letter of the correct answer in each blank.

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
2. The primary resonator in the human voice is the:
a. hyoid bone b. larynx c. pharynx
d. diaphragm e. external and internal intercostals
3. In singing, muscles that interfere with vocal freedom are the intercostals muscles.
a. swallowing b. abdominal c. intercostals
d. diaphragm e. sternum
4. For proper resonance, the _____ must be lifted.
a. vocal cords b. soft palate c. intercostals
d. larynx e. diaphragm
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
6. Amplification of the voice is called:
a. phonation b. articulation c. vibrato
d. resonance e. harmonics
7. Muscles that are *not* involved in breathing include:
a. intercostals b. diaphragm c. epigastrium
d. mylohyoid e. abdominal

- / 8. Proper phonation is achieved by lifting the:
a. abdominal muscles ~~b. jaw~~ c. phrenic nerve
d. larynx e. epiglottis
- / 9. Closure of the vocal cords is called:
~~a. resonance~~ b. articulation c. relaxation
~~d. interference~~ e. approximation
10. For correct vocal production the _____ must be relaxed and free.
a. intercostal muscles b. vagus nerve ~~c. jaw~~
d. hyoid bone e. sternum
- / 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
12. Vowels are formed primarily with the:
a. jaw b. soft palate c. vocal cords
~~d. tongue~~ e. cheek muscles
- / 13. Intercostal muscles are the muscles that control the:
~~a. ribcage expansion~~ b. diaphragm ~~c. abdominal lift~~
d. shoulders e. vocal cords
- / 14. Which of the following is *not* an articulator?
a. lips b. tongue c. jaw
~~d. teeth~~ e. hard palate
- / 15. The vocal cords are attached to the:
a. soft palate b. hyoid bone ~~c. pharynx~~
d. epiglottis e. thyroid cartilage
- / 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~~
- / 17. The area of the pharynx that is closed by the soft palate is the:
~~a. laryngo-pharynx~~ b. naso-pharynx c. oro-pharynx

- ___ 18. The ventricular bands are:
a. vocal cords ☒ b. false vocal cords c. tongue muscles
d. jaw muscles e. transverse abdominal muscles
- ___ 19. The part of the body not involved in the swallowing mechanism is the:
a. jaw b. tongue ☒ c. diaphragm
d. lips e. larynx
- ___ 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.

8 total points (maximum 20 total points)

Divide total points by 2 = 4 TOTAL SCORE (maximum 10)

Evaluator [Signature] Date 8-4-00
ED Signature Nerna Resh Date 8-5-00

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

Participant's Name Jenny Wilson
Chapter Almost Heaven Date 8-4-00
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____
Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

Instructions to participant:

Write a brief response to each question.

1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

4 Behonest make it fun
listen body language
look them in the eye

2. 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)

3 Speak with her in private
Behonest with her. Tell her she is making mistakes
See if you can help. or find someone to help. Let
her know that we can fix the problem

3. 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)

2 let her do warm ups
let her direct, give her material to read

Participant: Leave the rest of this page blank.

9 total points

Divide total points by 2 = 4.5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lynn Hartman Date 8-4-00
ED Signature Norma Kest Date 8-5-00

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 9 EVALUATION
MUSIC THEORY

Participant's Name Judy Wilson

Chapter Almost Heaven

Classification: Director/Co-director _____ Assoc/Asst. dir. X Date 1-19-07 Candidate _____

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

1. Bb 2. C# ✓ 3. Ab 4. G# ✓ 5. C

6. Gb ✓ 7. A# ✓ 8. Eb 9. C# ✓ 10. F# ✓

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

11. B 12. A ✓ 13. A 14. C

A. Perfect 5th A. Major 3rd A. Major 7th A. minor 7th
B. Major 3rd B. Dim. 5th B. minor 7th B. Aug. 5th
C. Perfect 4th C. minor 3rd C. Dim. 7th C. Dim. 5th
D. minor 6th D. Perfect 5th D. Octave D. Octave

15. B ✓ 16. D 17. A ✓ 18. A ✓

A. Major 3rd A. Major 9th A. Major 3rd A. minor 7th
B. Major 2nd B. minor 7th B. minor 3rd B. minor 3rd
C. minor 2nd C. minor 6th C. Aug. 5th C. minor 6th
D. Octave D. Major 6th D. Perfect 4th D. Major 6th

19. A 20. C ✓ 21. A 22. A ✓

- 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. C ✓

- 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. A ✓

- A 4/4 B 3/4 C 12/8

- A 5/8 B 3/4 C 12/8

- A 2/2 B 4/4 C 12/8

29. C ✓ 30. C

- A 6/8 B 4/4 C 3/2

- A 5/8 B 6/8 C 3/8

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

Participant's Name Judy Wilson
Chapter Almost Heaven Date 8-4-00
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____

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.

1 7:00 } warm ups
7:30 }

7:30 } Business
7:45 }

1 7:45 } section practice to ✓ balance, vowels
8:45 } words & notes.

8:50 } Break
9:00 }

1 9:00 } clean up up time
9:30 }

9:30 } clean up Ballad
10:00 }
10:00 close

(Possible points = 5) 3 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lynn Hartman Date 8-4-00
ED Signature Norma M. Red Date 8-5-00