

PARTICIPANT'S NAME

Betty Lou

VIII. Communication Skills

1. No level of communication skills.
2. Minimal level of communication skills.
3. Satisfactory level of communication skills, i.e., ability to talk and be heard as well as to listen and understand.
4. Consistent above average level of communication skills.
5. Maintains circular rapport on a regular basis.

IX. Knowledge of Music Theory

1. No understanding of musical notation.
2. Minimal understanding of musical notation.
3. Satisfactory understanding of musical notation and music theory.
4. Above average understanding of musical notation and music theory.
5. Thorough knowledge of musical notation and music theory.

X. Rehearsal Planning and Implementation Skills

1. No understanding of rehearsal planning and implementation techniques.
2. Minimal understanding of rehearsal planning and implementation techniques.
3. Plans and executes a satisfactory weekly rehearsal.
4. Plans and executes an effective weekly rehearsal.
5. Shows exceptional skills at planning and implementing the weekly rehearsal as a part of a long range educational program.

Attendance at director education events:

Regional

International

Comments:

Status:

Retained as: Applicant Director ✓  
Certified Director

Approved Director  
Master Director

Advanced to: Approved Director  
Master Director\*

Certified Director\*

\*Pending approval by Music Direction Committee

Signed:

, DMA #

Date

11/25



LAST NAME: COLEMAN

FIRST NAME: BETTY LOU

MI: \_\_\_\_\_

TITLE: MS

ADDRESS 1: 14015 BECKLEY TRACE

ADDRESS 2: \_\_\_\_\_

CITY: LOUISVILLE

STATE: KY

COUNTRY: USA

ZIP: 40223

PHONE (H): (502)245-5755

PHONE (A): (502)245-8836

REGION: 04

CHAPTER: PRIDE OF KENTUCKY

DIR/CO:   

ASST/ASSO: \_\_\_\_\_

CAND.: X

N/M:   

CHORUS: \_\_\_\_\_

APPLICANT: 08-87

APPROVED: \_\_\_\_\_

CERTIFIED: \_\_\_\_\_

MASTER: \_\_\_\_\_

TEST I: \_\_\_\_\_

TEST II: 8

TEST III: 10

TEST IV.I: \_\_\_\_\_

TEST IV.II: \_\_\_\_\_

TEST V.I: \_\_\_\_\_

TEST V.II: \_\_\_\_\_

TEST VI: 8

TEST VII: 10

TEST VIII.I: \_\_\_\_\_

TEST VIII.II: \_\_\_\_\_

TEST IX: \_\_\_\_\_

TEST X.I: \_\_\_\_\_

TEST X.II: \_\_\_\_\_

TOTAL: 36

M/T: 26

M/C: 10

REG SCORE: \_\_\_\_\_

INTL SCORE: \_\_\_\_\_

PROG RPT: 11-87

EDUCATION EVENT: \_\_\_\_\_

SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA I: CONDUCTING SKILLS

PARTICIPANT'S NAME Betty Lou Coleman CHAPTER Pride of Ky DATE \_\_\_\_\_

Classification: Director/Co-Director \_\_\_\_\_ Assoc./Ass't .Director X Candidate \_\_\_\_\_

Instructions to DMA: Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1-5 (5 = excellent: 1 = poor) for each item.

- |  |          |
|--|----------|
| 1. Demonstrates understanding of ictus through appropriate breath and downbeat.            | <u>5</u> |
| 2. Demonstrates ability to keep a steady tempo in an uptune.                               | <u>5</u> |
| 3. Demonstrates rubato technique appropriate to the interpretation of a barbershop ballad. | <u>5</u> |
| 4. Demonstrates ability to indicate attacks and releases clearly.                          | <u>5</u> |
| 5. Exhibits congruency between mouth posture and hand motions.                             | <u>5</u> |
| 6. Exhibits body posture appropriate for good singing.                                     | <u>5</u> |
| 7. Avoids body posture distractions.   | <u>5</u> |
| 8. Maintains eye contact with performing unit.   | <u>5</u> |
| 9. Exhibits facial posture appropriate for expressive singing.                             | <u>5</u> |
| 10. Demonstrates ability to communicate dynamics effectively.                              | <u>5</u> |

Evaluation based on (check one):

Actual observation ✓ Videotaped example \_\_\_\_\_

Total points 50 ÷ 5 = Score 10.

Evaluator: DEBBIE HITE Date 10-15-96

Signed: Mary Ellen Guntzelman, DMA # 4 Date 11-14-96  
DCP Coord for



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA II: ANALYTICAL LISTENING SKILLS  
(To be completed by Program Participant)PARTICIPANT'S NAME Betty Lou Coleman CHAPTER Side of Kentucky DATE 6-7-96Classification: Director \_\_\_\_\_ Ass't./Assoc. ✓ Other \_\_\_\_\_

INSTRUCTIONS: Listen to each taped example and circle the correct answer.

1. WILD AND WOOLY GIRLS OF THE WEST

One section is not fulfilling its barbershop balance responsibilities. Which section is it?

tenor                      lead                      baritone                      bass2. I KNOW WHAT IT MEANS TO BE LONELY

The area needing the most work for this chorus to improve its score in the sound category is:

harmony accuracy                      expressive sound                      forward motion                      balance~~X~~ WHITE CLIFFS OF DOVER

This chorus sings softs:

well focused                      resonated                      breathy                      out of balance4. WHEN THE BAND PLAYS

Chord clarity is most affected by:

inaccurate interval singing                      balance problems                      poor vocal production5. SO TIRED AND LONELY

Serious difficulties with which section affect the barbershop balance?

tenor                      lead                      baritone                      bass~~X~~ HOW YA GONNA KEEP 'EM DOWN ON THE FARM

Forward motion is hampered by:

inappropriate tempo                      unsupported phrase endings                      dynamic variance  
synchronization                      finesse

(continued)



7. OLD VAUDEVILLE DAYS

Continuous sound is hampered by:

balance problems      synchronization      breathy tones      choppy word delivery

8. DON'T CRY LITTLE GIRL

In addition to inaccurate interval singing, what factor is affecting chord accuracy?

synchronization problems      dynamic problems  
tempo problems      resonance problems

9. WHO'LL TAKE MY PLACE

These singers demonstrate this general approach to the song:

pop style      solo style      barbershop style

10. HELLO, MY BABY

The primary concern of this performance is:

inaccurate singing      poor resonation      breathy singing      choppy directing

Score = 7

Signed: Mary Ellen Gutzelman, DCP Coord., DMA # 4 Date 6-9-96



## HARMONY INTERNATIONAL

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA III: ORGANIZATIONAL KNOWLEDGE

(To be completed by program participant.)

PARTICIPANT'S NAME Betty Lou Coleman CHAPTER Pike of Kentucky DATE 6-7-96Classification: Director \_\_\_\_\_ Ass't./Assoc. ✓ Other \_\_\_\_\_

- A. Write the letter identifying the term in the list below which correctly matches each of the following descriptions. No term is used more than once. (1 point for each correct answer)

- |   |  |
|---|--|
| <del>A.</del> Worldwide Management Committee        | J. Tucson, Arizona                                 |
| <del>B.</del> Director of Musical Activities        | K. Prospective Chapter Supervisor                  |
| C. Coronet Club                                     | <del>L.</del> Queens of Harmony                    |
| D. 2  | M. Regent  |
| <del>E.</del> International Board of Directors      | N. 3   |
| F. Leadership Development Committee                 | <del>O.</del> Tulsa, Oklahoma                      |
| G. Education Direction Committee                    | P. 26  |
| <del>H.</del> Membership Development Representative | Q. 27  |
| I. Music Education Committee                        | <del>R.</del> Worldwide Region Chapter Supervisors |

- E 1. The governing body of Harmony International.
- B 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 administrative programs of Harmony International?
- P 4. The number of geographic regions in Harmony International, including the Worldwide Region.
- N 5. A chapter must compete at least once every \_\_\_\_\_ years in order to renew its charter.
- M 6. The chief elected officer in the region.
- O 7. The location of International Headquarters.
- A 8. Who is responsible for planning, supervising, and evaluating the administrative and musical programs of all chapters outside the North American continent?
- L 9. The title given to International quartet champions.
- H 10. Who is responsible for supervising the internal development of prospective chapters in the region?

(continued)



B. Answer each of the following as indicated. (2 points for answering each numbered item correctly; no partial credit.)

1. The purpose of Harmony International is to educate  
its members in the singing of barbershop style music.
2. What is the name of the International President? Julie Hendrick.
3. What is your Regent's name? Charlene Staats.
4. What is your DMA's name? Molly Huffman.
5. What is the name of the Executive Director of the International Headquarters staff? Sharon Green.

To be completed by DMA :

Total points 20  $\div$  2 = Score 10

Signed: Mary Ellen Guntzelman, DCP DMA # 4 Date 6-9-96



SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/PART I  
(FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T DIRECTOR)

COMPILATION OF RESULTS  
(To be completed by DMA)

PARTICIPANT'S NAME Betty Lou Coleman Chapter Pride of Ky Date 11-14-96

Classification: Director/Co-Director \_\_\_\_\_ Assoc./Ass't. Director X

INSTRUCTIONS: Evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS.	NUMBER OF RESPONSES	SCORE
1. Methods of teaching:			
a. A song	<u>50</u>	<u>÷ 11</u>	= <u>4.54</u>
b. Vocal skills	<u>51</u>	<u>÷ 11</u>	= <u>4.63</u>
c. Section work	<u>49</u>	<u>÷ 11</u>	= <u>4.45</u>
2. Clarity of language	<u>52</u>	<u>÷ 11</u>	= <u>4.72</u>
3. Logical progression of learning	<u>50</u>	<u>÷ 11</u>	= <u>4.54</u>
4. Vocal inflection	<u>52</u>	<u>÷ 11</u>	= <u>4.72</u>
5. Body language	<u>53</u>	<u>÷ 11</u>	= <u>4.81</u>
6. Facial expression	<u>53</u>	<u>÷ 11</u>	= <u>4.81</u>
7. Maintains attention and control of the group	<u>51</u>	<u>÷ 11</u>	= <u>4.63</u>
8. Presentation of material is appropriate to the level of the group.	<u>51</u>	<u>÷ 11</u>	= <u>4.63</u>
			<u>46.48</u>

Total 46.48 ÷ 5 = Score 9.29

Signed: Mary Ellen Gutzelman, DCP Coord DMA # 4 Date 11-14-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS



SWEET ADELINES INTERNATIONAL  
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR)

COMPILATION OF RESULTS  
(To be completed by DMA)

PARTICIPANT'S NAME Betty Lou Coleman CHAPTER Pride of Ky DATE 11-14-96

Classification: Director/Co-Director \_\_\_\_\_ Assoc./Ass't. Director X

INSTRUCTIONS: Evaluate the participant's management skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	TOTAL PTS	NUMBER OF RESPONSES	SCORE
1. The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>49</u>	<u>÷ 11</u>	<u>= 4.45</u>
2. The participant provides training for the music staff members.	<u>50</u>	<u>÷ 11</u>	<u>= 4.54</u>
3. The participant delegates duties to members showing strength in special areas.	<u>49</u>	<u>÷ 11</u>	<u>= 4.45</u>
4. The participant works effectively with chapter administration.	<u>48</u>	<u>÷ 11</u>	<u>= 4.36</u>
5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.	<u>45</u>	<u>÷ 10</u>	<u>= 4.50</u>
	TOTAL		<u>22.30</u>

Total 22.30 ÷ 5 = Score, Part I 4.46

Signed: Mary Ellen Gutzelman, DCP Coord for, DMA <sup>#4</sup> Date 11-14-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I 4.46 + Score, Part II 5 = TOTAL SCORE 9.46



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART II: To be completed by all program participants and evaluated by DMA.

NOTE: Part I is available for directors and ass't./assoc. directors only.

PARTICIPANT'S NAME Bettyhou Coleman CHAPTER Pride of Kentucky DATE 6-7-96Classification: Director \_\_\_\_\_ Ass't./Assoc. Director ✓ Other \_\_\_\_\_

INSTRUCTIONS: Respond to each of the following items as indicated.

1. List five (5) ways you could assist your director if you were an assistant director of a 40-voice chorus. (5 points possible) +5

Support the director's Programs.  
 Work with small groups on vocal production.  
 Teach and execute follow through for effective vocal exercises.  
 Be able to direct all of the chorus' repertoire.  
 Encourage individual responsibility for all the facets of  
 good singing, performing and general musicianship from each member.

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus. (3 points possible) +3

Become familiar with the talents of all your members, before  
 you begin to choose a team.  
 Consider the attitude for learning and teaching of each candidate.  
 Make sure they are aware of the importance of attendance.  
 Select people that understand the basics of good vocal production.

3. What are the key ingredients of a good working relationship between the chorus director and board of directors? (2 points possible)

Communication !!!  
 Open mindedness!  
 Trust!  
 Support!  
 Respect!

+2Total points, Part II 10 ÷ 2 = Score, Part II 5