

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

CONFIDENTIAL

Report for fiscal year 20 17 - 20 18

CONFIDENTIAL

DCP Member's Name Colleen Hedtke
Chorus Name K-Town Sound

Region # 4

Classification:

☐ Director/Co-Director

☒ Associate/Assistant Director

☐ Candidate

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

7 **1. Directing** - 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: 9/21/17

7 **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: 6/14/14

8.4 **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: 6/12/17

8.5 **7. Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 6/12/17

9.2 **9. Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 8/26/17

9.68 **10. Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates - take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.
Date of evaluation: 8/10/17
Score Part 1: 4.68 (8/10/17) Score Part 2: 5 (6/12/17)
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

7 **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: 6/14/14

8.9 **4. Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.
Date of evaluation: 8/10/17
Score Part 1: 8.9 Score Part 2: _____
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. **Do not total both scores.**

9.38 **5. Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.
Date of evaluation: 8/10/17
Score Part 1: 4.38 (8/10/17) Score Part 2: 5 (6/10/16)
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

8.6 **8. Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.
Date of evaluation: 8/10/17 & 8/26/17
Score Part 1: 4.6 (8/10/17) Score Part 2: 4 (8/26/17)
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 1 EVALUATION
DIRECTING SKILLS**

Participant's Name Colleen Hedtke
Chapter K-Town Sound Date 9-17-17
Classification: Director/Co-director _____ Assoc/Asst. dir. ☒ Candidate _____

Instructions to Evaluator:

Evaluation based on (check one):
_____ actual observation _____ videorecorded example

Based on your observation, evaluate the participant's directing skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

- 3 Demonstrates understanding of ictus through appropriate breaths and downbeats
- 4 Demonstrates ability to keep a steady tempo in an uptune
- 4 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
- 3 Demonstrates ability to indicate attacks and releases clearly
- 3 Exhibits congruency between mouth posture and hand motions
- 3 Exhibits body posture appropriate for good singing
- 4 Avoids body posture distractions
- 4 Maintains eye contact with the performing unit
- 4 Exhibits facial posture appropriate for expressive singing
- 3 Demonstrates ability to communicate dynamics effectively

35 Total points

Divide total points by 5 = 7 TOTAL SCORE (maximum 10)

Evaluator Molly Huffman Date 9-17-17
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 1 EVALUATION
DIRECTING SKILLS**

Participant's Name Colleen Hedtke
Chapter K-Town Sound Date 9-17-17
Classification: Director/Co-director _____ Assoc/Asst. dir. ☒ Candidate _____

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Evaluator Molly Huffman Date 9-17-17
ED Signature _____ Date _____

emailed 8/31/17

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DCP Member's Name Colleen Hedtke
Chorus Name K-Town Sound

Region # 4

Classification:

☐ Director/Co-Director

☒ Associate/Assistant Director

☐ Candidate

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Date of evaluation: 6/14/14

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Date of exam: 8/26/17

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Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

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Date of exam: 6/14/14

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Date of evaluation: 8/10/17
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(Max. 10 pts.) (Max. 5 pts.)
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Score Part 1: 4.6 (8/10/17) Score Part 2: 4 (8/26/17)
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional or international educational event within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 7 points in the area of directing skills, a combined minimum score in the five remaining musical/technical areas of at least 33 points and a minimum of 6 points in each area, and at least 26 points in management/communications skills with a minimum of 4 points in each area; must have attended a regional or international educational event during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

42.78 Total score received in musical/technical skills

33.88 Total score received in management/communication skills

76.66 Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: _____

COMMENTS BY DCP COORDINATOR: Colleen needs to complete & pass the directing module to obtain her director certification.

STATUS

3/22/17 Date applied to DCP
_____ Date advanced to Approved Director
_____ Date recommended to Certified Director
_____ Date recommended to Master Director
_____ Date reaffirmed at current status

Date: 8/14/17

Signed: Debra A. Bringman
DCP Coordinator

Region # 4

cc: DCP Participant
Music Services
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____

emailed 8/14/17

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DCP Member's Name Colleen Hedtke

Region # 4

Chorus Name K-Town Sound

Classification:

☐ Director/Co-Director

☒ Associate/Assistant Director

☐ Candidate

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.

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Date of exam: 6/12/17

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Date of exam: 6/12/17

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Date of exam: 8/26/17

9.68 **10. Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates- take Part 2 only. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: 8/10/17

Score Part 1: 4.68 (8/10/17)

Score Part 2: 5 (6/12/17)

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

7 **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: 6/14/14

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Date of evaluation: 8/10/17

Score Part 1: 8.9

Score Part 2: _____

(Max. 10 pts.)

(Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

9.38 **5. Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: 8/10/17

Score Part 1: 4.38 (8/10/17)

Score Part 2: 5 (6/10/16)

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

8.6 **8. Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: 8/10/17

Score Part 1: 4.6

Score Part 2: 4

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

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42.78
33.58 + 9.2
33.88
29.88 + 4.0
63.46 76.66

Total score received in musical/technical skills

Total score received in management/communication skills

Total score received in all skills

List attendance at regional/international education events in the last 12 months.

Please give specific dates for each event: _____

COMMENTS BY DCP COORDINATOR: _____

STATUS

3/22/17 _____ Date applied to DCP
_____ Date advanced to Approved Director
_____ Date recommended to Certified Director
_____ Date recommended to Master Director
_____ Date reaffirmed at current status

Date: 8/14/17 _____ Signed: Debra A. Bringman _____ Region # 4
DCP Coordinator

cc: DCP Participant
Music Services
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____
Rev 10/15 _____

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

Participant's Name Colleen Hedtke
Chapter K-Town Sound Date 8-26-17
Classification: Director/Co-director _____ Assoc/Asst. dir. X 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)
1. Listen Actively - really hear what the member is saying. 2. Make Eye Contact - Show them that you care about them. 3. Display enthusiasm while working with Chorus - It encourages enthusiasm. 4. Touch - appropriate of course. 5. Have confident posture - encourages confidence.
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 Give feedback - not constructive criticism. Be kind, yet strong in letting her know that she is singing wrong notes, but let her know that you believe in her and she will eventually succeed. Emphasize positives and monitor results, not member.
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 know you are confident with her. Put her in positions where she will succeed. Give Feedback as needed.

Participant: Leave the rest of this page blank.

8 total points

Divide total points by 2 = 4 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Debra A Brunjma Date 8/31/17
ED Signature _____ Date _____

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 9 EVALUATION
MUSIC THEORY

Participant's Name Colleen Hedtke
Chapter K-Town Sound Show Chorus Date 8-26-17
Classification: Director/Co-director _____ Assoc/Asst. dir. X Candidate _____

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 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. C 16. D 17. D 18. C

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. B 21. A 22. D

23. C 24. D 25. B

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

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 A B C A B C

4 3 12 5 3 12 2 4 12

4 4 8 8 4 8 2 4 8

29. A 30. C

A B C A B C

6 4 3 5 6 3

8 4 2 8 8 8