

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 director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months
- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a 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, and must have been the chorus' director for at least one year

23.0 Total score received in musical/technical skills

11.8 Total score received in management/communication skills

34.8 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director retreat 11/05
Region winter meeting 1/06

COMMENTS BY DCP COORDINATOR: _____

STATUS

4/7/05 Date applied to DCP

1/29/05 Date reaffirmed at current status

Date: 1/29/05 Signed: Lita A. Jurew Region # 4
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

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



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

January 30, 2006

Shirlie Holmes
1319 Jefferson
Mt. Vernon, IN 47620

Dear Shirley,

Enclosed is your progress report for DCP module testing completed at Winter Warmup 2006. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Let me remind you that any module test can be retaken in order to improve your score. If a module is completed more than once, the highest score is used to calculate your totals.

Enclosed is a copy of module #1, Conducting. Lynn Hartmuth told me to send you one so your coach can complete the evaluation for you. Modules 5, 8 and 10 are only half your score. The other half will be the scores from evaluations that need completed by your chorus members. Let me know when you would like the chorus to complete these evaluations, and I will send them to your chorus president or team manager.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 200 5 - 200 6

CONFIDENTIAL

DCP Member's Name SHIRLIE HOLMES Region # 4
Chorus Name Spirit of Evansville

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

 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:

8.0 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: 7-21-05

1.7 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: 11-11-05

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

Date of exam: 11-11-05

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

Date of exam: 11-11-05

 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: 11-11-05

Score Part 1: Score Part 2: 3.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

 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:

 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:

Score Part 1: Score Part 2:

(Max. 10 pts.)

(Max. 5 pts.)

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

 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: 11-11-05

Score Part 1: Score Part 2: 2.8

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

 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: 11-11-05

Score Part 1: Score Part 2: 3.5

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

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- Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a 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, and must have been the chorus' director for at least one year

21.8 Total score received in musical/technical skills

6.3 Total score received in management/communication skills

28.1 Total score received in all skills

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region director seminar 11/05

COMMENTS BY DCP COORDINATOR: _____

STATUS

4-7-05 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: 11-13-05 Signed: Lita Q. Jackson Region # 4

DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____ Chapter # _____

DCP Member _____ Chapter President _____

Address _____ Address _____



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

November 27, 2005

Shirley Holmes
1319 Jefferson
Mt. Vernon, IN 47620

Dear Shirley,

Enclosed is your progress report for DCP module testing completed at Director's Retreat in November. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Let me remind you that any module test can be retaken in order to improve your score. If a module is completed more than once, the highest score is used to calculate your totals.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director 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 DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Spirit 2 Evansville Region # 4 Date 11-11-04

Name Shirley Holmes Home Phone 812 838-4920
Address 1319 Jefferson Work Phone 812-760-8991 Cell Phone
Mr. Vernon, In. 47620 Fax Email Shirleyh@SBCGlobal.net

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:

- 3 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 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
- 3.5 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3.5 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 3 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
- 3 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

April 10, 2006

Ms. Shirlie Holmes
1319 Jefferson
Mt Vernon, IN 47620

Dear Shirlie:

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
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 to the Directors Certification Program Coordinator in your region. 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,

Wanda Hartman
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED # 4
Rita Tucker, DCPC # 4

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

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

Chorus Name Spirit of Evansville Chorus Region # 4 Date 10-2-05

Name Shirley Holmes Home Phone 812-838-4920

Address 1319 Jefferson Work Phone -

7771. Verm. IN 47620 Fax - Email Shirleyh @ SAGGlobal.net

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:

- 3 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 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
- 2 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
- 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
- 3.5 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 3.5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

*Postcard
04/08/05*

Director Certification Program Application

Chapter Name Spirit of Evansville Chapter # 0443 Region 4
 Name Shirley Holmes Membership # 71202
 Address 1319 Jefferson Home Phone 812-838-4920
Mt. Vernon, Alternate Phone 812-760-8991 CELL
Indiana Zip 47620 Fax _____ Email SHH13436@aol.com

Current Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name _____
☒ Associate/Assistant Director Chapter Name Spirit of Evansville
☐ Candidate Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1993 Has your affiliation been continuous? Yes

Please list former chapter(s) and region(s): I also for two years was a
dual member with Region 5 Danville Chorus and
Completed 2 yrs & them.

Sweet Adelines International Experience

☐ Chorus Director/Co-director ☐ International Faculty
☒ Associate/Assistant Director ☐ Judge (_____ Category)
☒ Section Leader
☒ Quartet Member

PAID

APR 07 2005

☐ Quartet Coach
☐ Chorus Coach _____
☐ Regional Leader
☐ Arranger

Musical Background

Formal education: _____

Other musical training: I use to teach organ long time ago

Barbershop experience outside Sweet Adelines International: N/A

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

CR# VISA \$ 50-

Sweet Adelines International Educational Background

How many regional competitions have you attended as a: since 1993 And Two yrs. in Region 5
AS dues member

☐ Competing chorus director ☒ Competing chorus member ☐ Spectator

Please list any international directors' seminars you have attended: 2004 in Indianapolis, Ind

Please list any regional training programs you have attended: That is hard up until last 2 yrs. I have attended every thing, I did do Leaders Retreat 2004

Please list regional educational event(s) you have attended in the last 12 months: Leaders Retreat 2004,

Personal Goals

What do you hope to gain from enrollment in this program? I hope to further my knowledge of Barbering and to be able to extend my knowledge to others.

Signature Shirley Holmes Date 4-2-05

Please complete and return this application to international headquarters, along with the \$50 application fee by check, money order (U.S. funds) payable to Sweet Adelines International or credit card. (This fee is non-refundable and non-transferrable.)

PLEASE NOTE: The application fee to enroll in the Director Certification Program does not include the DCP modules.

Please complete the following if using a credit card:

☒ VISA ☐ MasterCard ☐ Discover Card

Signature Shirley Holmes Expiration Date Nov 07

Sweet Adelines International • P.O. Box 470168 • Tulsa, Oklahoma 74147-0168
 918-622-1444 • 800-992-7464 • Fax 918-665-0894 • Internet: sweetadelinesintl.org

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

Participant's Name SHIRLIE HOLMES
Chapter Spirit of EVANSVILLE Date 03/12/06
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ Candidate ☐

Instructions to Evaluator:

Evaluation based on (check one):

☒ actual observation ☐ videotaped example

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

- 4 Demonstrates understanding of ictus through appropriate breaths and downbeats
- 5 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
- 5 Exhibits body posture appropriate for good singing
- 4 Avoids body posture distractions
- 5 Maintains eye contact with the performing unit
- 5 Exhibits facial posture appropriate for expressive singing
- 4 Demonstrates ability to communicate dynamics effectively

Her hands
often get
in the way,
but she's
improving!

42 Total points

Divide total points by 5 = 8.4 TOTAL SCORE (maximum 10)

Evaluator Susan Martin Date 03/12/06

ED Signature _____ Date _____

#04

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 2 EVALUATION
ANALYTICAL LISTENING SKILLS

Participant's Name Shirley Halmer
Chapter Spirit of Evansville Chorus Date 7-21-05
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