

Reply	Forward	Action	Delete	Spam
-------	---------	--------	--------	------

FW: DCP tests reminder[Print](#)Linda Rightor to you and k2 - Jan 11 [More Details](#)

Rita,

Per Zoe's suggestion, I just want to let you know that Kim Lawrence, Kathy Larkins and myself were appointed assistant director of the Columbus Chapter last year. As we continue to work toward certification, we want to be sure we can get credit for all our test scores.

In Harmony,
Linda Rightor

Date: Fri, 11 Jan 2008 12:45:24 -0800
From: rzhagy@yahoo.com
Subject: Re: FW: DCP tests reminder
To: rightorl@hotmail.com

Great. I will forward your request to Rachel who is teaching.....Actually, you need to let Rachel know that the 3 of you want to take the class as she is working it out for beginners and advanced and will need to ask you questions etc. Rachel's e-mail is www.rachelcox71@fuse.net

You might let Rita Tucker know that you are "official" now. She has your applications and all that info. Her e-mail is www.ritatuck@aol.com Congratulations!!!

Thanks and we'll see you all at WW!!!!
Zoe

Never miss a thing. [Make Yahoo your homepage.](#)

Put your friends on the big screen with Windows Vista® + Windows Live™. [Start now!](#) =

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

CONFIDENTIAL

Report for fiscal year 2006 - 2007

CONFIDENTIAL

DCP Member's Name Kathy Larkins Region # 4
Chorus Name Columbus Chorus

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:

 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. **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:

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

Date of exam:

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

Date of exam:

 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:

Score Part 1: 4.9 Score Part 2:

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

10.0 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: 11/19/07

 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: 4.9 Score Part 2:
(Max. 10 pts.) (Max. 5 pts.)

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

4.6 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: 11/19/07

Score Part 1: 4.9 Score Part 2: 4.6
(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:

Score Part 1: 4.9 Score Part 2:
(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 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

0 Total score received in musical/technical skills
14.6 Total score received in management/communication skills
14.6 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:**

Winter Warmup, Region 4, 1/2007

COMMENTS BY DCP COORDINATOR: _____

STATUS

12-5-06 Date applied to DCP
_____ Date advanced to Approved Director
_____ Date recommended to Certified Director
2-11-07 Date recommended to Master Director
_____ Date reaffirmed at current status

Date: 2-11-07 Signed: Lita A. 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

February 14, 2007

KATHRYN LARKINS
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KATHRYN,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the scores you received on the modules completed and the modules yet to complete. The original progress report is submitted to International in order to keep track of your DCP progress.

Module #1, Conducting, is an evaluation that needs to be completed by a member of the music staff or a person approved by Lynn Hartmuth, Education Coordinator. The evaluation can be done in person or by video. Contact Lynn or me when you are ready to complete this conducting evaluation.

Testing is available at most regional meetings. The next available testing date will be leaders retreat, June 15-16. The education committee, Zoe and I are planning a session on the judging category. Watch the regional publications for more details on the session and testing times. If you wish to complete other testing during the retreat week end, please let me know so I can have the appropriate testing materials.

I look forward to working with you to attain your goal of Approved or Certified Director. 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: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file



RITA TUCKER, DCP COORDINATOR
62832 RANGE RD.
LORE CITY, OH 43755
740-489-5811
ritatuck@aol.com

January 1, 2007

KATHRYN LARKINS
6036 DUBLIN RD
DUBLIN, OH 43017

Hi KATHRYN,

Happy New Year! I have received your letter of acceptance into the Director Certification Program (DCP) from the Music Services Department at Sweet Adelines International.

As you may 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 included with this letter 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, and Zoe Hagy, Director Coordinator have also agreed to administer testing if it is more convenient to make arrangements with them.

I am unable to attend Winter Warmup later this month; however, Zoe has arranged for DCP classes on Friday evening with testing available. I have not received the details of the classes, so watch the winter warmup bulletins for more information on what is being offered.

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: Suzanna Runyan, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file

December 19, 2006

Ms. Kathryn Lou Larkins
6036 Dublin Rd
Dublin, OH 43017

Dear Kathryn:

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,

Suzanna Runyan
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED #4
Zoe Hagy, DC #4
Rita Tucker, DCPC #4

Director Certification Program Application

Chapter Name Columbus Chorus Chapter # 0417 Region 4
Name Kathy Larkins Membership # 42868
Address 6036 Dublin Rd. Home Phone (614) 889-8667
Dublin Alternate Phone (614) 226-8667 cell
Ohio Zip 43017 Fax _____ Email K2@columbus.rr.com

Current 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: 1985 Has your affiliation been continuous? No

Please list former chapter(s) and region(s): Always w/ Columbus Chorus

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 checked="" type="checkbox"/> Section Leader | <input checked="" type="checkbox"/> Quartet Member |
| <input type="checkbox"/> Regional Leader | <input checked="" type="checkbox"/> Quartet Coach |
| <input type="checkbox"/> Arranger | <input type="checkbox"/> Chorus Coach |
| <input type="checkbox"/> Other _____ | |

PAID

DEC 05 2006

Ck # 4443 \$ 35 -

Musical Background

Formal education: Piano lessons K-7th / Flute 3rd-12th / Pipe Organ 7th-12th
BME Ohio State University 1979 major-pipe organ minor-voice

Other musical training: Swing Choir, Choirs, Marching Band
Chapel Choir - Capital University

Barbershop experience outside Sweet Adelines International: N/A

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

Delta Omicron - Music Fraternity for Women

Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director

☒ Competing chorus member 15

☐ Spectator

Please list any international directors' seminars you have attended: N/A

Please list any regional training programs you have attended: Quartet Workshops
Vocal Production Workshops

Please list regional educational event(s) you have attended in the last 12 months: Mid - large size
Chorus coaching with Dale Syverson

Personal Goals

What do you hope to gain from enrollment in this program? I want to reawaken
my music skills and learn to direct Parkershop style.
I want to improve my teaching skills so I can help
my fellow chorus members be the best they want to be. Most
importantly I want to be a support to my chorus director

Signature Kathy Lukens Date 11.29.06

Please complete and return this application to international headquarters, along with the \$35 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 _____

☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐☐

Expiration Date _____

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

For office use only

Date processed: _____

☐ Director/Co-Director

☐ Associate/Assistant Director

☐ Candidate

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 Columbus Chorus Region # 4
Date 1.7.07

Name Kathy Larkins Home Phone 614 889-8667
Address 6036 Dublin Rd. Dublin, OH 43017 Work Phone _____
Fax _____ Email K2 @Columbus.rr.com

I am currently serving as a Sweet Adelines International chorus:

☐ G Director/Co-director

☐ G Associate/Assistant Director

☒ G 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*
- 4 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 4 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

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 1 EVALUATION
DIRECTING SKILLS

Participant's Name KATHY LARKINS
Chapter COLUMBUS Date 6-29-08
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.

- 5 Demonstrates understanding of ictus through appropriate breaths and downbeats
- 5 Demonstrates ability to keep a steady tempo in an uptune
- 5 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
- 5 Demonstrates ability to indicate attacks and releases clearly
- 5 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
- 5 Demonstrates ability to communicate dynamics effectively

49 Total points

Divide total points by 5 = 9.8 TOTAL SCORE (maximum 10)

Evaluator MOLLY HUFFMAN Date 6-29-08
ED Signature _____ Date _____