

**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 \_\_\_\_\_  
Name KIM LAWRENCE Home Phone 614-889-8667  
Address 6036 DUBLIN RD. DUBLIN, OH 43017 Work Phone \_\_\_\_\_  
Fax \_\_\_\_\_ Email k2@columbus.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:

2 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions

4 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

3 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

December 19, 2006

Ms. Kim Lawrence  
6036 Dublin Rd  
Dublin, OH 43017

Dear Kim:

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 Chapter # 0417 Region 4  
Name KIM LAWRENCE Membership # 63077  
Address 6036 DUBLIN RD. Home Phone 614-889-8667  
DUBLIN Alternate Phone 614-638-3866  
OH 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 COLUMBUS

## Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1976 Has your affiliation been continuous? NO  
Please list former chapter(s) and region(s): RIVER MAGIC #4

## 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

## Musical Background

Formal education: SAXOPHONE - ELEMENTARY THROUGH COLLEGE

CK # 4443 \$ 35 -

Other musical training: INSTRUMENTAL GROUPS - HIGH SCHOOL AND COLLEGE,  
ACAPPELLA SINGING - CHURCH

Barbershop experience outside Sweet Adelines International: N/A

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

## Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director

☒ Competing chorus member 20

☒ Spectator 2

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

Please list any regional training programs you have attended: WORKSHOPS: VOCAL PRODUCTION, QUARTET SECTION LEADER

Please list regional educational event(s) you have attended in the last 12 months: MID AND LARGE CHORUS COACHING W/ DALE SYVERSON

## Personal Goals

What do you hope to gain from enrollment in this program? BY PARTICIPATION IN THIS PROGRAM I HOPE TO EXPAND MY BARBERSHOP SKILLS IN ORDER TO:

- ① FURTHER MY PERSONAL GROWTH AS A SINGER AND CHORUS MEMBER
- ② EQUIP MYSELF TO BECOME A MORE EFFECTIVE SECTION LEADER
- ③ BECOME A RELIABLE RESOURCE FOR MY CHORUS DIRECTOR

Signature

Kim Lawrence

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  
SKILL AREA 1 EVALUATION  
DIRECTING SKILLS**

Participant's Name KIM LAWRENCE  
Chapter COMMONS Date 06/29/08  
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
- 4 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
- 4 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

47 Total points

Divide total points by 5 = 9.5 TOTAL SCORE (maximum 10)

Evaluator Molly Huffman Date 6-29-08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Participant's Name KIM LAWRENCE  
Chapter COLUMBUS Date 06/29/08  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X Candidate \_\_\_\_\_

*Listen to each recorded example and circle the correct answer.*

- C 1. This selection would be greatly improved if:
- a. It were in synch
  - b. Forward motion was evident throughout
  - c. Individual voices didn't pop out
  - d. The tempo was faster
- X 2. The major problem with this part of the tag is:
- a. Clarity of words
  - b. Breath support
  - c. Over singing
  - d. Harmony accuracy
- C 3. Your first priority to improve in this selection should be:
- a. Synchronization
  - b. Chord clarity
  - c. Dynamic variation
  - d. Phrase endings
- C 4. This selection is a good example of:
- a. Inaccurate intervals
  - b. Consistent tempo
  - c. Unmatched vowels
  - d. Ringing chords
- C 5. The balance problem in this selection is:
- a. Bass predominance
  - b. Bari predominance
  - c. Tenor predominance
  - d. Lead predominance

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

Participant's Name KIM LAWRENCE  
Chapter COLUMBUS  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. \_\_\_\_\_ Date 01/19/07  
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. <i>The Pitch Pipe</i>          |
| 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
- 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 educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 3 5. A chapter must compete at least once every \_\_\_\_ years in order to renew its charter.
- L 6. One of the three elected members of the Regional Management Team.
- N 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?
- H 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 BARBERSHOP MUSIC/HARMONY
12. What is the name of the International President? PAT LEVICH
13. What is your Communications/Technology Coordinator's name? RACHEL COX
14. What is your ED's name? LYNN HARTMUTH
15. What is your Events Coordinator's name? ROXY
16. What is the name of the international program designed to introduce young women to the barbershop art form? YOUNG WOMEN IN HARMONY
17. Of the eight regional leaders, to whom would you go for:
  - a. approval of chapter standing rules? RMT ANGIE
  - b. help in finding a coach? EL LYNN
  - c. help with membership retention? MARKETING/MEMBERSHIP COORDINATOR

Participant: Leave the rest of this page blank.

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

Divide total points by 2 = 10.0 TOTAL SCORE (maximum 10)

Evaluator Rita A. Jackson

Date 2/11/07

ED Signature \_\_\_\_\_

Date \_\_\_\_\_



# SKILL AREA 4, PART 1: TEACHING SKILLS

## COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Kim Lawrence  
Chapter Columbus Chorus Date 8/10/08  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. X  
To be completed for Director/Co-director or Assoc/Asst. director only

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

|   | total<br>points                     | divided<br>by | no. of<br>responses | ITEM<br>SCORE |
|---|-------------------------------------|---------------|---------------------|---------------|
| Methods of teaching a song  | <u>5 5 4 5 4 4 5 5 5 5 5 4 = 56</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.7</u>  |
| Methods of teaching vocal skills  | <u>5 3 4 5 4 4 5 4 5 5 5 4 = 53</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.4</u>  |
| Methods of teaching section work  | <u>5 5 4 5 4 4 5 5 5 5 5 4 = 56</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.7</u>  |
| Methods of teaching barbershop craft and style  | <u>5 5 4 5 4 4 5 4 5 5 5 4 = 55</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.6</u>  |
| Clarity of language   | <u>5 5 5 5 4 4 5 5 5 5 5 4 = 57</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.8</u>  |
| Follows a logical progression and pacing in teaching and rehearsal planning   | <u>5 5 4 5 4 4 5 5 5 5 5 5 = 57</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.8</u>  |
| Vocal inflection  | <u>5 4 4 5 4 5 5 5 5 5 5 5 = 57</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.8</u>  |
| Body language and energy, including facial expression   | <u>5 5 4 5 4 5 4 5 5 = 52</u>       | <u>÷</u>      | <u>11</u>           | <u>= 4.7</u>  |
| Maintains attention and control of the group  | <u>5 5 4 5 4 5 5 5 5 5 5 5 = 58</u> | <u>÷</u>      | <u>12</u>           | <u>= 4.8</u>  |
| Presentation of material is appropriate to the level of the group and meets the needs of the various learning styles of the group | <u>5 5 4 5 4 4 5 = 52</u>           | <u>÷</u>      | <u>11</u>           | <u>= 4.7</u>  |

Maximum total score is 10 points.

Sum ITEM SCORES = 47 ÷ 5 = 9.4 TOTAL SCORE, Skill Area 4

Evaluator K. Archer Date 8/10/08

ED Signature \_\_\_\_\_ Date \_\_\_\_\_

# SKILL AREA 5, PART 1: MANAGEMENT SKILLS

## COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Kim Lawrence  
Chapter Columbus Chorus Date 8/10/08  
Skill Area 5, Part 1 is to be completed for Director/Co-director and Assoc/Asst. director only.  
Classification: Director/Co-director \_\_\_\_\_ Assoc/Asst. dir. ✓

1. Enter the corresponding value from each individual evaluation.
2. Add all values to get total points.
3. Divide by the number of non-blank responses (12 or fewer) to get the score for each item.

|  | total<br>points                     | divided<br>by | no. of<br>responses | ITEM<br>SCORE |
|--|-------------------------------------|---------------|---------------------|---------------|
| The participant selects and utilizes chorus members to assist her in the chapter's musical program.  | <u>5 5 4 5 4 5 5 5 4 5 5 5 = 57</u> | ÷             | <u>12</u>           | = <u>4.8</u>  |
| The participant provides training for the music staff members.   | <u>5 - - 5 4 4 5 - 4 - 5 4 = 36</u> | ÷             | <u>8</u>            | = <u>4.5</u>  |
| The participant delegates duties to members showing strength in special areas.   | <u>5 - 4 5 4 5 5 5 3 5 - 5 = 46</u> | ÷             | <u>10</u>           | = <u>4.6</u>  |
| The participant works effectively with chapter administration.   | <u>5 5 4 5 4 5 5 5 5 5 5 5 = 53</u> | ÷             | <u>12</u>           | = <u>4.4</u>  |
| The participant develops, trains and utilizes a music team that makes it possible for each chorus member to receive individual assistance. | <u>5 - - 5 4 5 5 5 3 - - 4 = 36</u> | ÷             | <u>8</u>            | = <u>4.5</u>  |

Maximum total score, Skill Area 5 — Part 1 is 5 points.

Sum ITEM SCORES = 22.8 ÷ 5 = 4.6 TOTAL SCORE, Skill Area 5, Part 1

Evaluator L. Jucker Date 8/10/08  
ED Signature \_\_\_\_\_ Date \_\_\_\_\_