

SKILL AREA 8, PART 1: COMMUNICATION SKILLS
COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Kim Lawrence
Chapter Columbus Chorus Date 8/10/08
Skill Area 8, Part 1 is to be completed by 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 points	divided by	no. of responses	ITEM SCORE
Handles input from chorus members in a positive manner.	<u>5 5 4 5 4 5 5 5 5 5 5 4 = 49</u>	<u>÷</u>	<u>12</u>	<u>= 4.1</u>
Gives clear instructions and communicates expectations.	<u>5 4 4 5 3 4 5 5 4 5 5 5 = 54</u>	<u>÷</u>	<u>12</u>	<u>= 4.5</u>
Communicates in a positive manner.	<u>5 5 4 5 4 5 5 5 5 5 5 5 = 58</u>	<u>÷</u>	<u>12</u>	<u>= 4.8</u>
Exhibits enthusiasm.	<u>5 5 5 5 4 5 5 5 5 5 5 5 = 59</u>	<u>÷</u>	<u>12</u>	<u>= 4.9</u>
Demonstrates ability to work with a coach (or other outside assistance), to accept suggestions and to work effectively with the chorus in such a situation.	<u>5 5 4 5 4 4 5 5 5 = 54</u>	<u>÷</u>	<u>11</u>	<u>= 4.6</u>
Has consistent communication signals (i.e., eye contact, body language, voice).	<u>5 5 3 5 3 5 5 5 5 5 5 4 = 55</u>	<u>÷</u>	<u>12</u>	<u>= 4.6</u>
Offers positive reinforcement.	<u>5 5 5 5 4 5 5 5 5 5 5 5 = 59</u>	<u>÷</u>	<u>12</u>	<u>= 4.9</u>
Exhibits security and confidence in the position of director/co-director or associate/assistant director (whichever is applicable).	<u>5 5 4 5 4 4 5 5 4 = 53</u>	<u>÷</u>	<u>11</u>	<u>= 4.5</u>
Accepts constructive criticism well.	<u>5 = 4 5 4 5 5 5 5 = 54</u>	<u>÷</u>	<u>10</u>	<u>= 4.7</u>
Communicates positive expectations that the chorus can reach its goals.	<u>5 5 4 = 4 5 5 5 5 ÷ = 54</u>	<u>= 47</u>	<u>10</u>	<u>4.7</u>

Maximum total score is 5 points.

Sum ITEM SCORES = 46.3 ÷ 10 = 4.6 TOTAL SCORE, Skill Area 8, Part 1

Evaluator R. Jucker Date 8/10/08

ED Signature _____ Date _____

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

Participant's Name KIM LAWRENCE
Chapter COLUMBUS Date 05/16/08
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)

x3
1. ACTIVE LISTENING 3. BODY LANGUAGE
2. VERBAL DIRECTION 4. TOUCH
AND QUESTIONING 5. FEEDBACK

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)

x3
IN A PRIVATE SETTING I WOULD PRESENT THE PROBLEM —
SINGING PROBLEMS, NOT PERSON PROBLEM. I WOULD DISCUSS THE
WORK DONE BY CHORUS — AND THIS SINGER — TO CREATE THE BEST MUSICAL
PRODUCT. I WOULD ENCOURAGE HER TO CORRECT ON HER OWN OR TO

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)

x2
I WOULD SET UP A SAFE DIRECTING EXPERIENCE, i.e. HELP FROM
DIRECTING THE MUSIC TEAM IN A SEPARATE ROOM. AS MUSIC TEAM
SHE WORKS WITH THE GROUP I WOULD GIVE FEEDBACK —
REINFORCING HER STRENGTHS AND KINDLY INDICATING AREAS FOR
IMPROVEMENT, GIVING SUGGESTIONS
FOR HER TO TRY.

Participant: Leave the rest of this page blank.

8 total points

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

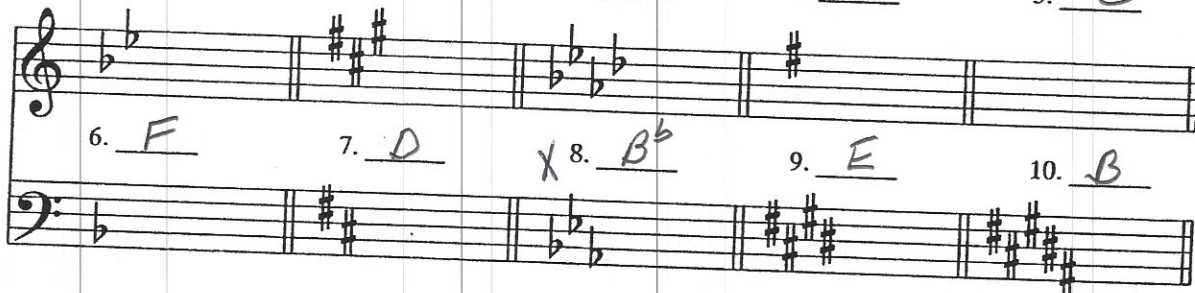
Evaluator Kate A. Juan Date 5-30-08
ED Signature _____ Date _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 9 EVALUATION
MUSIC THEORY**

Participant's Name KIM LAWRENCE
Chapter COLUMBUS
Classification: Director/Co-director _____ Assoc/Asst. dir. X Date 01/18/08
Candidate _____

PART I — KEY SIGNATURES: Identify each key signature. Write the correct answer in the blank above each key signature (major keys only).

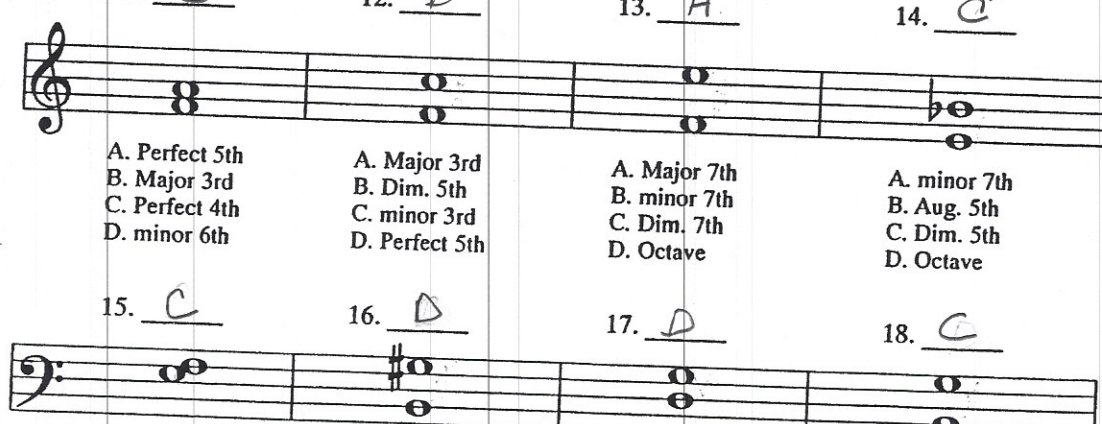
1. B^b 2. A 3. A^b 4. G 5. C



6. F 7. D X 8. B^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

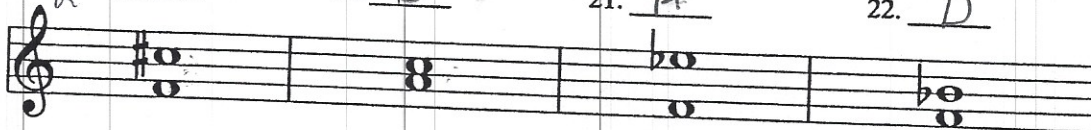


A. Perfect 5th A. Major 3rd A. Major 7th A. minor 7th
B. Major 3rd B. Dim. 5th B. minor 7th B. Aug. 5th
C. Perfect 4th C. minor 3rd C. Dim. 7th C. Dim. 5th
D. minor 6th D. Perfect 5th D. Octave D. Octave

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. D 20. B 21. A 22. D



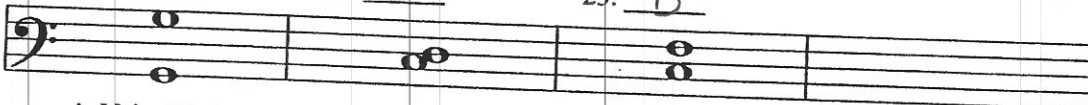
- A. Aug. 5th
B. Dim. 5th
C. Perfect 5th
D. minor 6th

- 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

23. C 24. D 25. B




- 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 4/4 B 3/4 C 12/8

- A 5/8 B 3/4 C 12/8

- A 2/2 B 4/4 C 12/8

29. A 30. C



- A 6/8 B 4/4 C 3/2

- A 5/8 B 6/8 C 3/8

PART IV — CHORD RECOGNITION: Identify each chord. Select the correct answer and place its *letter* in the blank above the measure.

X 31. D X 32. A X 33. C X 34. A X 35.

- A. Dominant 7th
B. Major 7th
C. minor 3rd
D. minor 7th

- A. Major triad
B. Major 9th
C. minor triad
D. Dominant 9th

- A. Dominant 7th
B. minor 7th
C. Major 6th
D. Dominant 9th

- A. minor triad
B. Major 9th
C. minor 7th
D. Major 7th

- A. Dominant 7th
B. Major triad -
C. minor 6th
D. Diminished 7th

X 36. X 37. 38. C X 39. X 40.

- A. Dim. 7th
B. minor 7th
C. Dominant 7th
D. Major 7th

- A. Major triad
B. Dominant 7th
C. Major 7th
D. minor triad

- A. Major 7th
B. minor 7th
C. Dominant 7th
D. Dim. 7th

- A. Major triad
B. Major 9th
C. minor 7th
D. minor 6th

- A. Dominant 7th
B. minor triad
C. Major 7th
D. Major triad

PART V — PARTS OF CHORDS: In each chord, an arrowhead points to one part of the chord. Select the correct answer and place its *letter* in the blank above the chord.

X 41. X 42. X 43. 44. A X 45.

- A. Root
B. Third
C. Fifth
D. Seventh

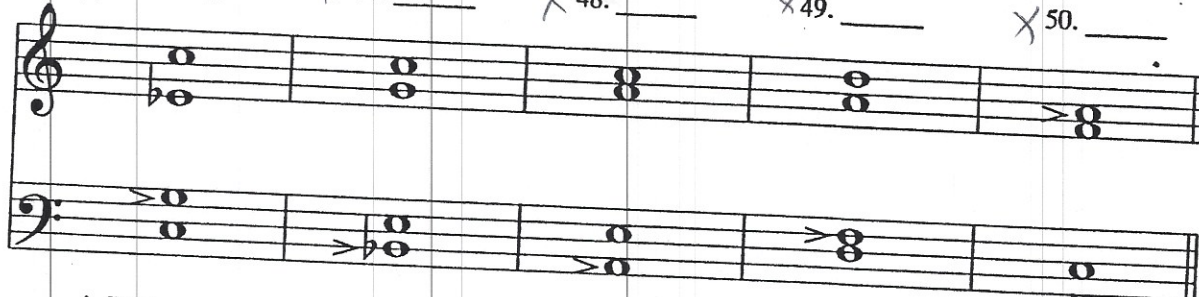
- A. Root
B. Third
C. Fifth
D. Seventh

- A. Root
B. Third
C. Fifth
D. Seventh

- A. Root
B. Third
C. Fifth
D. Seventh

- A. Root
B. Third
C. Fifth
D. Seventh

X 46. _____ X 47. _____ X 48. _____ X 49. _____ X 50. _____



A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

A. Root
B. Third
C. Fifth
D. Seventh

Participant: Leave the rest of this page blank.

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

Divide total points by 5 = 6.0 TOTAL SCORE (maximum 10)

Evaluator Lita D. Juan Date 2-2-08
ED Signature _____ Date _____

SKILL AREA 10, PART 1: REHEARSAL PLANNING & IMPLEMENTATION COMPILATION OF RESULTS OF CHORUS EVALUATION

Participant's Name Kim Lawrence
Chapter Columbus Chorus Date 8/10/08
Skill Area 10, 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 points	divided by	no. of responses	ITEM SCORE
Begins rehearsal on time.	<u>5 3 = 5 4 5 5 4 5 = 5 4 = 45</u>	÷	<u>10</u>	= <u>4.5</u>
Includes time for the associate/assistant director(s) and choreographers, as needed.	<u>5 = = 5 3 5 5 = 5 = = 4 = 32</u>	÷	<u>7</u>	= <u>4.6</u>
Provides sufficient vocal warm-up.	<u>5 3 4 5 4 5 5 4 5 5 5 4 = 54</u>	÷	<u>12</u>	= <u>4.5</u>
Planned schedule for rehearsals is evident.	<u>5 4 = 5 3 5 5 5 5 5 5 5 = 49</u>	÷	<u>11</u>	= <u>4.5</u>
Provides a challenging pace and variety for the rehearsal format.	<u>5 = 4 5 3 4 5 5 5 = 5 4 = 45</u>	÷	<u>10</u>	= <u>4.5</u>
Rehearses existing repertoire.	<u>5 = = 5 3 4 5 = 4 5 5 3 = 35</u>	÷	<u>9</u>	= <u>3.9</u>
Works on new repertoire.	<u>5 = 4 5 3 5 5 = 4 5 5 4 = 42</u>	÷	<u>10</u>	= <u>4.2</u>
Provides time for introduction and acknowledgment of guests.	<u>5 = 5 5 3 5 5 5 5 5 = 5 = 48</u>	÷	<u>10</u>	= <u>4.8</u>
Appears to know the music thoroughly.	<u>5 4 4 5 3 5 5 4 4 5 5 5 = 51</u>	÷	<u>12</u>	= <u>4.5</u>
Ends rehearsal on time.	<u>5 = = 5 4 5 5 = 5 = = 4 = 33</u>	÷	<u>7</u>	= <u>4.7</u>

(tabulation sheet continued on next page)

Gives criticism and praise appropriately.

$$55454555554 = 57 \div 12 = 4.8$$

Seems to spend the proper amount of time on each activity.

$$54-544544554 = 46 \div 11 = 4.2$$

Demands an appropriate level of achievement from the chorus.

$$544544554554 = 54 \div 12 = 4.5$$

Provides appropriate rest periods.

$$54-545553555 = 51 \div 11 = 4.6$$

Maintains an even temperament.

$$544545555554 = 56 \div 12 = 4.7$$

Maximum total is 5 points.

Sum ITEM SCORES = 67.5 $\div 15 = 4.5$ TOTAL SCORE, Skill Area 10, Part 1

Evaluator

L. Jackson

Date

8/10/08

ED Signature

Date

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION — PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Kim LAWRENCE
Chapter COLUMBUS Date 05/16/08
Skill Area 10 Evaluation — Part 2 is to be completed by all classifications.
Classification: Director/Co-director _____ Assoc/Asst. dir. X Candidate _____

Instructions to participant:

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

1. PHYSICAL WARM-UP
2. VOCAL WARM-UP
3. 2 RUN THROUGH'S OF CONTEST PACKAGE, REINFORCING CHANGES
EMBELLISHMENTS ADDED AT THE RECENT RETREAT - TWEAK
4. CONTEST CHOREO RUN THROUGH OF UPTUNE - NO WORDS -
AH'S INSTEAD -
5. 3RD CONTEST PACKAGE RUN THROUGH
6. SECTION REHEARSAL - WORK ON 2 LAST SONGS TO LEARN FOR
SHOW
7. CHORUS TOGETHER AGAIN - WORK SONGS FROM SECTION REHEARSAL
8. RUN THROUGH SONGS FROM 1ST HALF OF SHOW - TWEAK
9. CONTEST PACKAGE - 3 BACK TO BACK RUN THROUGH'S.
10. MEETING - SHOW 2ND

(Possible points = 5) 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Lita A. Juan Date 5-30-08
ED Signature _____ Date _____



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

January 1, 2007

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Hi KIM,

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



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

February 14, 2007

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

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

February 18, 2008

KIM LAWRENCE
6036 DUBLIN RD
DUBLIN, OH 43017

Dear KIM,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the module completed at Winter Warmup in January.

Testing is available at most regional meetings. The next session is Leader's Retreat and I am planning to attend. Maybe we can set something up for then.

I look forward to working with you to attain your goal of Approved 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