

Total score received in Musical/Technical Skills areas: 9.5

Total score received in Management/Communications Skills areas: _____

Total scores received in all skill areas: 9.5Scores required

Approved Director:

Combined scores of at least 50 points in all ten skill areas.

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 areas, and at least 26 points in Management/Communications areas.

DMA: List attendance at regional or WW director education training sessions or an international chorus director's seminar in the last 12 months.

Attended Regional Vocal Production Trg., Jul 97

COMMENTS BY DMA:

Status: Applicant as of date: 10-31-96

Advanced to Approved status by DMA on date: _____

Recommended for Certified status on date: _____

Reaffirmed at current status on date: _____

SIGNED:

Director of Musical Activities

Mary Ellen Kuntzleman, DCPC #4

DATE:

7-15-97

Distribution:

DCP Participant
International Headquarters
DMA

FOR OFFICE USE ONLY:

Approval Date: _____

22 July 1998

Mary Madsen, President
River Magic Chorus
424 N. Blvd W.
Huntington, WV 25701

Dear Mary,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills for Sweet Adelines International directors, potential directors, and musical leaders. Your director, Beverly Miller is enrolled in the DCP and has already tested successfully in two of the required ten modules.

Four areas of the DCP testing require completion of questionnaires by twelve members of the chorus. Six of the those members are to be selected by you and the other six by Beverly. A copy of each of these forms is to be completed by each of the twelve selected members and the completed forms are to be returned to me for tabulation. You can collect the completed forms and mail them to me or each person can mail them individually. I must stress that the information provided on the forms is confidential and is not to be discussed. The four areas covered by the questionnaire relate to Beverly's teaching skills, management skills, communication skills and rehearsal planning and implementation.

We appreciate the support you provide to Beverly in her training and development as a chorus director. You all will benefit from these efforts. If you have any questions, please do not hesitate to call me at (614) 866-0369.

Sincerely,



Mary Ellen Guntzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213

cc: Beverly Miller

DCP-SE

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS: Please complete this form and forward it to your DMA. You may retain a copy for your personal files, if you so desire.

NAME BEVERLY A. MILLER CHAPTER RIVER MAGIC REGION IV
ADDRESS 168 HONEYSUCKLE LANE PHONE (304) 523-3245 DATE 1/4/97
HUNTINGTON WV 25701 (304) 697-5700 (w)

Currently serving as: Sweet Adelines International chorus Director/Co-Director ☒
Associate/Assistant Director ☐ Section Leader ☐ Other ☐

Using a numerical rating from 1-5 (1=low; 5=high), rate your level of proficiency in each of the following skill areas:

3 I. CONDUCTING SKILLS

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

3 II. ANALYTICAL LISTENING SKILLS

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 III. ORGANIZATIONAL KNOWLEDGE

Knowledge of International and regional structure, including appointees, elected officials, committees, and their duties; includes understanding of organizational philosophy, policies, and terminology.

4 IV. TEACHING SKILLS

Includes presentation style and methods of teaching music, vocal skills, section unity, and barbershop style.

4 V. MANAGEMENT SKILLS

Includes the selection, training, and utilization of musical leaders and working with chapter administration.

(continued)

PARTICIPANT'S NAME BEVERLY A. MILLER

3 VI. KNOWLEDGE OF THE JUDGING CATEGORIES

Includes knowledge and application of the four judging categories as outlined in the Judging Category Description Book.

4 VII. VOCAL PRODUCTION KNOWLEDGE

Includes understanding and practical application of the components of good vocal skills.

4 VIII. COMMUNICATION SKILLS

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

4 IX. KNOWLEDGE OF MUSIC THEORY

Includes understanding of music notation, key signatures, time signatures, intervals, and chord structures.

4 X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS

Includes understanding of time scheduling, rehearsal pacing, variety, and long-range planning.

COMMENTS:

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

Participant's Name Beverly Miller
Chapter River Magic Chorus Date 9-26-98
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.

- 5 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
- 5 Demonstrates ability to indicate attacks and releases clearly
- 4 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

45 Total points

Divide total points by 5 = 9 TOTAL SCORE (maximum 10)

Evaluator Norma Rash Date 9-26-98
DMA Signature Marilyn Blaylock Date 9-29-98

MEMO

Date: October 31, 1996

To: Mary Ellen Guntzelman, DCP Coordinator #4

From: *Patty* Patty Cooper, Music Services Assistant for DCP

Re: Director Certification Program

Enclosed is information on Beverly Miller who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region. Our DCP members need to know there is a leader in the region they can contact should they have any questions.

A complete set of blank tests (feel free to make copies if you need more) and other forms are also enclosed. Please make arrangements for administering tests and/or evaluations. You will also want to make certain that each participant is notified when training or classes for directors are being held.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please notify the music services department at international headquarters.

pc

Enclosures



SWEET ADELINES
INTERNATIONAL

*... an educational
organization promoting
four-part harmony,
barbershop style,
for women*

INTERNATIONAL
HEADQUARTERS:
P.O. Box 470168
Tulsa, OK 74147-0168
918-622-1444
FAX 918-665-0894
800-992-7464

October 31, 1996

Beverly Miller
River Magic Chorus #4
168 Honeysuckle Lane
Huntington, WV 25701

Dear Beverly:

Thank you for your application and \$25.00 fee. You are now enrolled as an applicant in the Director Certification Program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Both you and your chorus will benefit from your participation in the program. Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement will be based on your proficiency in the following components of a Sweet Adelines International chorus director's responsibilities:

Musical/Technical

Conducting
Analytical Listening
Judging Categories
Vocal Production
Music Theory
Rehearsal Planning and Implementation

Management/Communication

Organizational Knowledge
Teaching
Management
Communication

In order to provide both the DMA or DCP Coordinator and you a basis against which to measure your progress, we are asking you to complete the enclosed self-evaluation form and return it in the envelope provided. The information on the self-evaluation form is considered confidential.

Please feel free to call on your DMA or DCP Coordinator if you have any questions regarding the DCP.

Sincerely,

Patty Cooper
Music Services Assistant for DCP

pc

cc: Charlene Staats, Regent #4
Molly Huffman, DMA #4
Mary Ellen Guntzelman, DCP Coordinator #4

SWEET ADELINES INTERNATIONAL

OCT 7 9 21 AM '96

RECEIVED
INT'L HEADQUARTERS

PAID

OCT 07 1996

CK# 1645 \$ 25.00

* FOR OFFICE USE *
* Director/Co. ☒ *
* Assoc./Ass't. _____ *
* Candidate _____ *
* Date processed 10/31/96 *

APPLICATION FOR INTERNATIONAL DIRECTOR CERTIFICATION PROGRAM

I. NAME BEVERLY A. MILLER I.D. 057027 CHAPTER RIVER MAGIC ⁰⁴⁸¹ REGION IV
ADDRESS 168 HONEYSUCKLE LANE PHONE (304) 523-3245 (H)
HUNTINGTON, WV 25701 PHONE (304) 697-5700 (O)

I am a Sweet Adelines International:

Director/Co-Director ☒ Chorus RIVER MAGIC CHAPTER

Assoc./Ass't Director _____ Chorus _____

Candidate _____ Chorus _____

II. SWEET ADELINE MEMBERSHIP DATA:

Year joined Sweet Adelines International 1989

Has your affiliation been continuous since that time? YES

Other chapter(s) and region(s) to which you have belonged? N/A

Check areas of Sweet Adelines International in which you have experience:

Chorus Director/Co-Director ☒ International Faculty _____

Assoc./Ass't Director ☒ Judge in _____ Category

Section Leader ☒ Quartet Member ☒

DMA or DMA Faculty _____ Quartet Coach ☒

Arranger _____ Chorus Coach ☒

Other REGION IV BOARD OF DIRECTORS

III. MUSICAL BACKGROUND

Formal Education THREE YEARS COMPLETED TOWARD MUSIC ED. DEGREE - MARSHALL UNIV.

Other Musical Training PRIVATE VOCAL TRAINING

III. MUSICAL BACKGROUND (continued)

Barbershop experience outside Sweet Adelines International VOCAL COACH
FOR KANAWHA WORDSMEN, SPEBQSA

Membership in professional music applications, i.e., MENC, ACDA, NATS?

DELTA OMICRON

IV. SWEET ADELINES EDUCATION BACKGROUND

How many regional competitions have you attended as:

Competing chorus director 1 Competing chorus member 7 Spectator 1

Which Internationally sponsored Chorus Director Seminars have you attended?

NONE - PLANNING FOR CHICAGO IN 1997

How many regional chorus director training programs have you participated in?

ONE

How many regional educational events have you attended in the last 3 years?

SIX

List the regional educational event(s) you have attended in the last 12 months? DIRECTOR'S SEMINAR, SUMMER MEETING.

V. PERSONAL GOALS

What do you hope to gain from enrollment in this program? TO IMPROVE
MY MUSICAL AND DIRECTING SKILLS FOR THE BENEFIT
OF THE CHORUS, AND REGION IV. ALSO, SINCE CHORUS
MEMBERS DON'T LEARN THE SAME WAY, AT THE SAME PACE, I
HOPE TO LEARN TO COMMUNICATE IDEAS IN DIFFERENT WAYS.

Signature

Beverly A. Miller

Date 10/31/96

Enclose application fee of \$25.00 and mail to:

Music Services Department
Sweet Adelines International
P.O. Box 470168
Tulsa, Oklahoma 74147-0168

18 July 1996

Beverly Miller
168 Honeysuckle Drive
Huntington, WV 25701

Dear Beverly,

Enclosed is an application for enrollment in the Director Certification Program (DCP). Note that the completed form should be sent to Sweet Adelines International Headquarters in Tulsa accompanied by a \$25.00 check. When your application is received and approved, they will notify you and send to me the forms needed to accomplish the required testing.

Thanks for your interest in the DCP. Please let me know if you have any questions.

Sincerely,

Mary Ellen

Mary Ellen Guntzelman
DCP Coordinator #4
P. O. Box 13081
Columbus, OH 43213