

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

CONFIDENTIAL

Report for fiscal year 200__ - 200__

CONFIDENTIAL

DCP Member's Name

Lynette Pope

Region #

23

Chorus Name

HARMONY HILLS + TUNETOWN

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: _____

8.8 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: 6/7/08

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

Date of exam: 9/13/08

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

Date of exam: 6/7/08

____ 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: _____ Score Part 2: _____

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

8.5 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: 9/13/08

____ 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: _____

Score Part 1: _____ Score Part 2: _____

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

5.0 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: 9/14/08

Score Part 1: _____ Score Part 2: 5.0

(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 chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

23.10 Total score received in musical/technical skills
13.50 Total score received in management/communication skills
36.6 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: Fall Fling - Sept 12-14, 2008

COMMENTS BY DCP COORDINATOR: _____

STATUS

11/13/07 Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
9/16/08 Date recommended to Master Director
Date reaffirmed at current status

Date: 9/16/08 Signed: Conica Ramsey DCP Coordinator Region # 23

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

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

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

Participant's Name Lynette Pope Date 9/14/09
Chapter _____
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

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)

⑤ directing - hands/stance/posture

② facial Expression/Eyes

③ Verbal - clear instruction, use visuals, diagrams/hands complement so they know when it's "right"

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)

talk the Section Leader to assure ^{she} ~~there~~ is aware
offer a PVI

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)

~~she would~~ hold sectionals, ~~per~~ do the warm-ups + vocal Exercises

Direct repertoire, ^{songs} ~~ask her perspective and~~

give PVI's, ~~bring her down~~ in front of the chorus, ask her perspective, give her a chance

Participant: Leave the rest of this page blank. to stand out front and listen

10 total points

Divide total points by 2 = 5.0 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Conita Roney Date 9/16/08

ED Signature _____ Date _____

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

Participant's Name Lynette Pope
Chapter Harmony Hills Date 9/13/08
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

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 5. A chapter must compete at least once every ____ years in order to renew its charter.
- H 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?
- D 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 / train
its members in the singing of 4-part A cappella Harmony Barbershop Style
12. What is the name of the International President? Peggy Gram
13. What is your Communications/Technology Coordinator's name? Ginny Karsnik
14. What is your ED's name? Sue Ann Justus
15. What is your Events Coordinator's name? Natalie Allen
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? Robin Hanson
 - b. help in finding a coach? Education Dir
 - ✓ c. help with membership retention? Marketing / Membership

Participant: Leave the rest of this page blank.

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

Divide total points by 2 = 8.5 TOTAL SCORE (maximum 10)

Evaluator

Erica Ramey

Date

9/16/08

ED Signature

Date

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 7 EVALUATION
VOCAL PRODUCTION**

Participant's Name Lynette Pope
Chapter _____ Date _____
Classification: Director/Co-director _____ Assoc/Asst. dir. _____ Candidate X

Instructions to participant:

Write the letter of the correct answer in each blank.

- ✓ e 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the:
a. epiglottis b. larynx c. soft palate
d. glottis e. cricoids
- ✓ b 2. The primary resonator in the human voice is the:
a. hyoid bone b. larynx c. pharynx
d. diaphragm e. external and internal intercostals
- a 3. In singing, muscles that interfere with vocal freedom are the _____ muscles.
a. swallowing b. abdominal c. intercostals
d. diaphragm e. sternum
- b 4. For proper resonation, the _____ must be lifted.
a. vocal cords b. soft palate c. intercostals
d. larynx e. diaphragm
- ✓ c ~~X~~ 5. The "lid" that closes off the windpipe when we swallow is called the:
a. cricoid cartilage b. epiglottis c. glottis
d. sphincter e. soft palate
- d 6. Amplification of the voice is called:
a. phonation b. articulation c. vibrato
d. resonation e. harmonics
- d 7. Muscles that are *not* involved in breathing include:
a. intercostals b. diaphragm c. epigastrium
d. mylohyoid e. abdominal

- ✓ c 8. Proper phonation is achieved by lifting the:
a. abdominal muscles b. jaw c. phrenic nerve
d. larynx e. epiglottis
- ✓ d 9. Closure of the vocal cords is called:
a. resonance b. articulation c. relaxation
d. interference e. approximation
- c 10. For correct vocal production the _____ must be relaxed and free.
a. intercostal muscles b. vagus nerve c. jaw
d. hyoid bone e. sternum
- b 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a vibrator and a resonator suitable to the frequency or pitch produced.
a. articulator b. vibrator c. reflex action
d. approximator e. transmitter
- d 12. Vowels are formed primarily with the:
a. jaw b. soft palate c. vocal cords
d. tongue e. cheek muscles
- a 13. Intercostal muscles are the muscles that control the:
a. ribcage expansion b. diaphragm c. abdominal lift
d. shoulders e. vocal cords
- ✓ c 14. Which of the following is *not* an articulator?
a. lips b. tongue c. jaw
d. teeth e. hard palate
- ? ~~d~~ 15. The vocal cords are attached to the:
a. soft palate b. hyoid bone c. pharynx
d. epiglottis e. thyroid cartilage
- a 16. The "middle voice" is used for producing tones:
a. between middle C and the C an octave higher
b. below middle C
c. above middle C
- b 17. The area of the pharynx that is closed by the soft palate is the:
a. laryngo-pharynx b. naso-pharynx c. oro-pharynx

- b 18. The ventricular bands are:
a. vocal cords b. false vocal cords c. tongue muscles
d. jaw muscles e. transverse abdominal muscles
- C 19. The part of the body not involved in the swallowing mechanism is the:
a. jaw b. tongue c. diaphragm
d. lips e. larynx
- C 20. Proper posture for singing is an upright stance with body weight primarily:
a. on the outside (downstage) foot
b. on the heels with the legs relaxed
c. forward on the balls of the feet

Participant: Leave the rest of this page blank.

13 total points (maximum 20 total points)

Divide total points by 2 = 6.5 TOTAL SCORE (maximum 10)

Evaluator Emica Ramey Date 9/16/08
ED Signature _____ Date _____

November 15, 2007

Ms. Lynette Pope
2307 Buckingham Plac
Helena, AL 35080

Dear Lynette:

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: Sue Ann Justus, ED #23
Portia Little, DC #23
Enrica Ramey, DCPC #23

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 Harmony Hills & TuneTown Show Region # 23 Date 11/17/2007

Name Lynette Pope Home Phone: 205 664 9234 205 616 7960
Address 2307 Buckingham Place Work Phone: 205 444 8329
Helena, AL 35080 Fax _____ Email lptenorlead@gmail.com

I am currently serving as a Sweet Adelines International chorus:

☐ G Director/Co-director

☐ G Associate/Assistant Director

☒ X 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

2 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

4 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology

1 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style

1 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

2 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

1 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning