

**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 7 Hills Region # 4 Date April 10, 2003
Name Kathleen M. Watkins Home Phone 513-774-0591
Address 6636 Ridgeview Ct. Work Phone Cell 513-235-6519
Loveland, OH 45140 Fax 513-271-1632 Email KMW20@hotmail.com

I am currently serving as a Sweet Adelines International chorus:

☐ Director/Co-director

☒ Associate/Assistant Director

☐ 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
- 1 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
- 1 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
- 4 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 1 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
- 5 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 2 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



SWEET ADELINES
INTERNATIONAL

... a worldwide organization
of women singers
committed to advancing
the musical art form of
barbershop harmony
through education
and performance.

INTERNATIONAL
HEADQUARTERS:

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

www.sweetadelineintl.org

February 14, 2003

Ms. Kathleen M. Watkins, AD
Seven Hills Chapter #0485
6636 Ridgeview Ct
Loveland OH 45140-8151

Dear Kathy:

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, in the envelope provide, to the Directors Certification Program Coordinator. 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,

Pat C. Berry
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED #04
Rita Tucker, DCPC #04

Memo

Date: February 14, 2003

To: Rita Tucker, DCPC #04

From: Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Kathy Watkins who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

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 let me know.

Enclosures

:pb

cc: Lynn Hartmuth, ED #04

Director Certification Program Application

Chapter Name Seven Hills Chapter # 0485 Region 4
Name Kathy Watkins Membership # 054391
Address 6636 Ridgeview Ct. Home Phone 513-774-0591
Loveland, OH 45140 Alternate Phone 513-235-6519
Fax 513-271-1632

Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name _____
☒ Associate/Assistant Director Chapter Name 7 Hills Chorus
☐ Candidate Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1972 Has your affiliation been continuous? no
Please list former chapter(s) and region(s): same chapter (7 Hills) took
leave from 1981-89 to raise children.

Sweet Adelines International Experience

☐ Chorus Director/Co-director
☒ Associate/Assistant Director
☒ Section Leader
☐ Regional Leader
☐ Arranger
☒ Other Income Coordinator
Board Member
Music Staff

☐ International Faculty
☐ Judge (_____ Category)
☒ Quartet Member
☐ Quartet Coach
☐ Chorus Coach

PAID

JAN 28 2003

CK# 3256 \$ 35

Musical Background

Formal education: piano lessons, guitar lessons, voice lessons

Other musical training: coaching by Tom Gentil, Jean Barford,
Dixie Dalke, IES classes + regional classes

Barbershop experience outside Sweet Adelines International: N/A quartet jobs

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

Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director

☒ Competing chorus member 12

☒ Spectator 1

Please list any international directors' seminars you have attended: IES 2002

I attended the class for assistant directors

Please list any regional training programs you have attended: most of the classes

I attended were for quartets

Please list regional educational event(s) you have attended in the last 12 months: Winter Meeting Region 4

Classes: The Healthy Voice, The Power of Performance

Personal Goals

What do you hope to gain from enrollment in this program? continuous education in musical skills and a better knowledge of directing. I also hope to gain instruction in directing and a practicum experience (observing & coaching & instruction of & by a master director). I hope to become a better assistant director.

Signature

Kathy Watkins

Date

Jan. 22, 2003

PLEASE NOTE: The application fee to enroll in the Director Certification Program does not include the DCP modules.

Please complete and return this application to international headquarters, along with the \$35 application fee in the form of a check or money order (U.S. funds) payable to Sweet Adelines International.

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



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

July 22, 2002

Kathy Watkins
6636 Ridgeview Ct.
Loveland, OH 45140

Dear Kathy,

Enclosed is information on the Director Certification Program (DCP) and an application form you requested at IES.

Once you submit the application with appropriate fee to International, they will send you a letter of acceptance into the program and a Self Evaluation Form that needs completed and sent to me.

I will be available or make arrangements for testing to be available at all regional meetings. As we discussed, Lynn Hartmuth can also be available to administer the tests.

Congratulations and good luck on taking this opportunity to advance your knowledge through Sweet Adelines Director Certification Program. I am looking forward to working with you to attain your goals.

In Harmony,

Rita Tucker
DCP Coordinator

cc: Lynn Hartmuth, Education Coordinator
file

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

Participant's Name KATHY Watkins
Chapter CINCINNATI SOUND Date 1-28-09
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.

- 4 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
- 5 Exhibits congruency between mouth posture and hand motions
- 5 Exhibits body posture appropriate for good singing
- 4 Avoids body posture distractions
- 4 Maintains eye contact with the performing unit
- 5 Exhibits facial posture appropriate for expressive singing
- 4 Demonstrates ability to communicate dynamics effectively

44 Total points

Divide total points by 5 = 8.8 TOTAL SCORE (maximum 10)

Evaluator MOLLY HUFFMAN Date 1-28-09
ED Signature _____ Date _____

Reg # 4

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 2 EVALUATION
ANALYTICAL LISTENING SKILLS

Participant's Name

Chapter

Classification: Director/Co-director

Assoc/Asst. dir.

Date

Candidate

Listen to each taped example and circle the correct answer.

1. The lack of tuning on the "way" chords is primarily a result of:
☒ a. verticality of tonal line
☒ b. unmatched vowels
c. lack of sufficient breath support
d. (a) and (b) only
e. (b) and (c) only
2. The chord on "rain-BOWS" in this section doesn't lock because:
☒ a. the bari is too heavy
☒ b. the vowel is unmatched
c. the song is in the wrong key
d. the song is beyond the skill of the chorus
e. the chord is not being sung in correct balance
3. The major problem with the singing of this introduction is:
a. expressive sound
b. forward motion
☒ c. harmony accuracy
d. dynamic variation
e. balance
4. In this selection, chord clarity and lock-and-ring are affected by:
a. balance problems
b. insufficiently developed vocal skills
c. inaccurate intervals
☒ d. all of the above
e. (b) and (c) only
5. In this selection, dropped phrase endings are usually caused by:
☒ a. lack of sufficient breath support
☒ b. poor ear training
c. tight-throated singing
d. peppy tempos
e. lack of attention to director

6. The pitch-taking technique for this song could be described as:
- ☒ a. out of tune
 - ☐ b. solid
 - ☐ c. strong and accurate
 - ☒ d. strong and inaccurate
 - ☒ e. (a) and (d)
7. Besides work on individual vocal production, what is the best sequence of skill development for this chorus in sound?
- ☒ a. tuning, accurate notes and intervals, chord balancing, synchronization
 - ☐ b. chord balancing, accurate notes and intervals, tuning, synchronization
 - ☐ c. accurate notes and intervals, tuning, synchronization, chord balancing
 - ☐ d. synchronization, tuning, accurate notes and intervals, chord balancing
 - ☒ e. accurate notes and intervals, synchronization, tuning, chord balancing
8. This introduction:
- ☐ a. is generally in tune
 - ☐ b. has good phrase flow
 - ☐ c. demonstrates appropriate forward motion
 - ☐ d. features strong bass singing
 - ☒ e. all of the above
9. The singing here represents all of these practices *except*:
- ☐ a. inaccurate intervals
 - ☒ b. overly conservative tempo
 - ☐ c. underdeveloped vocal skills
 - ☐ d. individual voice parts apparent
 - ☐ e. wrong notes
10. This tag is a good example of:
- ☐ a. oversinging
 - ☒ b. lack of synchronization
 - ☐ c. good balance
 - ☒ d. good tuning
 - ☐ e. lack of forward motion

Total points = 6 = TOTAL SCORE (maximum 10)

Evaluator

Lita A. Jucker

Date 8/18/03

ED Signature

Date

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

Participant's Name Kathy Watkins
Chapter Cincinnati
Classification: Director/Co-director Sound Chorus Date 5-16-08
Assoc/Asst. dir. Assoc 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?
- X I 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.
- 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
12. What is the name of the International President? Pat DeNegen (Vez)
13. What is your Communications/Technology Coordinator's name? Rachel Cox
- X 14. What is your ED's name? Amanda Kaufman
- X 15. What is your Events Coordinator's name? Darlene Hase
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:
- X a. approval of chapter standing rules? Chapter Coordinator
- b. help in finding a coach? Education Coordinator
- c. help with membership retention? Marketing / Membership Coordinator

Participant: Leave the rest of this page blank.

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

Divide total points by 2 = 8 TOTAL SCORE (maximum 10)

Evaluator Lita A. Jackson Date 5/30/08

ED Signature _____ Date _____