

SWEET ADELINES, INC.

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/A
(FOR DIRECTOR OR ASS'T./ASSOC. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Molly Huffman CHAPTER Spirit of Evansville DATE 7-18-96

Classification: Director X Ass't./Assoc. Director _____

INSTRUCTIONS: Evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	Tot. Pts.	# of responses	Score
1. Methods of teaching:			
a. A song	<u>42</u>	<u>9</u>	= <u>4.66</u>
b. Vocal skills	<u>43</u>	<u>9</u>	= <u>4.77</u>
c. Section work	<u>40</u>	<u>9</u>	= <u>4.44</u>
2. Clarity of language	<u>43</u>	<u>9</u>	= <u>4.77</u>
3. Logical progression of learning	<u>43</u>	<u>9</u>	= <u>4.77</u>
4. Vocal inflection	<u>44</u>	<u>9</u>	= <u>4.88</u>
5. Body language	<u>44</u>	<u>9</u>	= <u>4.88</u>
6. Facial expression	<u>44</u>	<u>9</u>	= <u>4.88</u>
7. Maintains attention and control of the group	<u>42</u>	<u>9</u>	= <u>4.66</u>
8. Presentation of material is appropriate to the level of the group	<u>44</u>	<u>9</u>	= <u>4.88</u>
		TOTAL	<u>47.59</u>

Total 47.59 ÷ 5 = Score 9.51

Signed: Mary Ellen Gutzelman DCP, DMA # 4 Date 7-18-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS

DIRECTOR CERTIFICATION SKILLS

SKILL AREA V: MANAGEMENT SKILLS

PART I: (FOR DIRECTOR OR ASS'T./ASSOC. DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Molly Huffman CHAPTER Spirit of Evansville DATE 7-18-96
 Classification: Director X Ass't./Assoc. Director _____

INSTRUCTIONS: Evaluate the participant's management skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	Tot. # of Pts. responses	Score
1. The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>41</u> ÷ <u>9</u>	= <u>4.55</u>
2. The participant provides training for the music staff members.	<u>39</u> ÷ <u>9</u>	= <u>4.33</u>
3. The participant delegates duties to members showing strength in special areas.	<u>39</u> ÷ <u>9</u>	= <u>4.33</u>
4. The participant works effectively with chapter administration.	<u>39</u> ÷ <u>9</u>	= <u>4.33</u>
5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.	<u>38</u> ÷ <u>9</u>	= <u>4.22</u>
Total <u>21.76</u> ÷ 5 = Score, Part I <u>4.35</u>	Total <u>21.76</u>	

Signed: Mary Ellen Gutzelman, DCP Coord for, DMA # 4 Date 7-18-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I 4.35 + Score, Part II _____ = Total Score _____

SWEET ADELINES, INC.

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART II: To be completed by all program participants and evaluated by DMA.

NOTE: Part I is available for directors and ass't./assoc. directors only.

PARTICIPANT'S NAME MOLLY HUFFMAN CHAPTER CAPITAL CITY DATE 7-22-96Classification: Director ☒ Ass't./Assoc. Director ☐ Other ☐

INSTRUCTIONS: Respond to each of the following items as indicated.

1. List five (5) ways you could assist your director if you were an assistant director of a 40-voice chorus. (5 points possible)

(5)

- 1) I WOULD HELP HER WITH A SECTION OR SECTIONS.
- 2) I WOULD ASSIST HER WITH THE VOCAL EXERCISE PERIOD.
- 3) I WOULD ASSIST HER WITH THE TAPING PROGRAM.
- 4) I WOULD TEACH SONGS/CLASSES AS REQUESTED BY THE DIRECTOR.
- 5) I WOULD DIRECT PERFORMANCES/CONDUCT REHEARSALS AS REQUESTED BY THE DIRECTOR.

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus. (3 points possible)

(3)

- 1) I WOULD SELECT TWO SECTION LEADERS FOR EACH SECTION BASED ON MUSIC/TEACHING SKILLS
- 2) I WOULD HAVE ONGOING TRAINING FOR SECTION LEADERS
- 3) I WOULD TRAIN A GROUP OF TAPING ASSISTANTS IN ADDITION TO THE SECTION LEADERS.
- 4) I WOULD UTILIZE ONE OR TWO ASSISTANT DIRECTORS. THEY WOULD ASSIST IN MUSIC SELECTION, OVERSEE THE SECTION LEADERS, ASSIST IN PLANNING REHEARSALS AND SHOWS AND TEACH/DIRECT SONGS WHEN REQUESTED.

3. What are the key ingredients of a good working relationship between the chorus director and board of directors? (2 points possible)

(2)

COMMUNICATION!

Total points, Part II 10 ÷ 2 = Score, Part II 5

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES
(To be completed by program participant)

PARTICIPANT'S NAME MOLLY HUFFMAN CHAPTER CAPITAL CITY DATE 6-28-96

Classification: Director/Co-Director _____ Assoc./Ass't. Director _____ Candidate _____

INSTRUCTIONS: Write the correct answer in each blank.

1. In the music category, 40 % of your score has to do with the arrangement.
2. In the sound category, 30 % of your score relates to artistic sound.
3. In the expression category, lyric interpretation accounts for 60 % of your score.
4. In the showmanship category, 70% of your score is focused on Performance.
5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 11.
6. The number of total points available for a two-song performance in a regional competition is 800.
7. In order to be eligible for an International award at your regional competition, your total score must be 360 points or above.
8. How many categories are affected by harmony accuracy? all four.
9. Which category scoresheet has a picture of the barbershop cone? Sound.
10. In case of a tie score, the score in the music category breaks the tie.

To be completed by DMA:

Total correct answers 10 Score 10

Signed: Mary Ellen Gutzelman, DCP Coord, DMA4, Date 6-28-96

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME Mosley Huffman CHAPTER Capital City DATE 7/22/90
Classification: Director _____ Ass't./Assoc. _____ Other _____

INSTRUCTIONS: Write the letter of the correct answer in the blank to the left of each of the following items:

- d 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
- C 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 open.
a. vocal cords b. soft palate c. intercostals d. larynx
e. diaphragm
- b 5. When we swallow, the "lid" that closes off the windpipe 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
- C 7. One of the muscles of inhalation is the _____
a. abdominal muscle b. vagus c. internal intercostals d. jaw
e. diaphragm
- a 8. Proper phonation is achieved by lifting the _____
a. abdominal muscles b. jaw c. phrenic nerve d. larynx
e. epiglottis
- db 9. Closure of the vocal cords is called _____
a. resonation b. articulation c. relaxation d. interference
e. approximation

- C 10. For good 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 _____, 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 which control the
- a. ribcage expansion b. diaphragm c. drop/lift d. shoulders
e. vocal cords
- b 14. The laryngo-pharynx is the area where pitches _____ are resonated.
- a. between middle "C" and the "C" an octave higher b. below middle "C"
c. above the "C" above middle "C"
- C 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"
- C 17. The area of the pharynx that is closed by the soft palate is
- a. laryngo-pharynx b. naso-pharynx c. oro-pharynx
- b 18. The ventricular bands are
- a. vocal cords b. false vocal cords c. transverse abdominal muscles
d. tongue muscles e. jaw muscles
- C 19. The part of the body not involved in the swallowing mechanism is
- 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. evenly distributed on both feet
 - b. on the heels with the legs relaxed
 - c. forward on the balls of the feet.

To be completed by the DMA

Total points 17 ÷ 2 = Score 8.5

Signed: M. L. Haebkenberg for DMA #4 Date 7-22-90

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME M. Huffman CHAPTER Muncie DATE 1/15/89
Classification: Director ✓ Ass't./Assoc. _____ Other _____

INSTRUCTIONS: Write the letter of the correct answer in the blank to the left of each of the following items:

- b 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
- c 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 open.
a. vocal cords b. soft palate c. intercostals d. larynx
e. diaphragm
- b 5. When we swallow, the "lid" that closes off the windpipe is called the _____
a. cricoid cartilage b. epiglottis c. glottis d. sphincter
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- a 6. Amplification of the voice is called _____
a. phonation b. articulation c. vibrato d. resonation
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- c 7. One of the muscles of inhalation is the _____
a. abdominal muscle b. vagus c. internal intercostals d. jaw
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- a 8. Proper phonation is achieved by lifting the _____
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- c 10. For good correct vocal production the _____ must be relaxed and free.
- a. intercostal muscles b. vagus nerve c. jaw d. hyoid bone
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- d 12. Vowels are formed primarily with the
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- a. vocal cords b. false vocal cords c. transverse abdominal muscles
d. tongue muscles e. jaw muscles
- d 19. The part of the body not involved in the swallowing mechanism is
- 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. evenly distributed on both feet
 - b. on the heels with the legs relaxed
 - c. forward on the balls of the feet.

To be completed by the DMA

Total points 11 \div 2 = Score 5.5

Signed: Mary Lynn Woelkenburg, DMA Date 23 July 1989