

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION 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 communication skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

	Tot. Pts.	# of Responses	Score
The participant:			
1. Solicits and utilizes input from the chorus.	<u>40</u>	<u>9</u>	= <u>4.44</u>
2. Gives clear instructions and communicates expectations.	<u>41</u>	<u>9</u>	= <u>4.55</u>
3. Communicates in a positive manner.	<u>44</u>	<u>9</u>	= <u>4.88</u>
4. Exhibits enthusiasm.	<u>44</u>	<u>9</u>	= <u>4.88</u>
5. Demonstrates a willingness to accept outside assistance.	<u>44</u>	<u>9</u>	= <u>4.88</u>
6. Has consistent communication signals (i.e., eye contact, body language, and voice.)	<u>44</u>	<u>9</u>	= <u>4.88</u>
7. Offers positive reinforcement.	<u>44</u>	<u>9</u>	= <u>4.88</u>
8. Exhibits security in position of director or assistant/associate director (whichever is applicable).	<u>43</u>	<u>9</u>	= <u>4.77</u>
9. Accepts constructive criticism well.	<u>43</u>	<u>9</u>	= <u>4.77</u>
10. Communicates that the chorus <u>can</u> reach its goals.	<u>44</u>	<u>9</u>	= <u>4.88</u>
Total	<u>47.81</u>		

Total 47.81Total 47.81 ÷ 10 = Score , Part I 4.78Score, Part I 4.78 + Score, Part II \_\_\_\_\_ = Total Score \_\_\_\_\_

Signed: \_\_\_\_\_, DMA Date \_\_\_\_\_



## SWEET ADELINES, INC.

## DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION 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 7-18-96Classification: Director ✓ Ass't./Assoc. Director \_\_\_\_\_ Other \_\_\_\_\_

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

1. List five (5) components in a Sweet Adeline director's effective communication with the chorus. (5 points possible) (5)

- 1) SHE SHOULD BE ACCESSIBLE TO ALL MEMBERS.
- 2) SHE SHOULD OPENLY AND HONESTLY COMMUNICATE WITH THE BOARD OF DIRECTORS. (A REAL PLUS IF THE CHORUS USES THE MANAGEMENT TEAM FORM OF GOVERNMENT)
- 3) SHE SHOULD MAINTAIN ON GOING PLANNING AND COMMUNICATION WITH THE PRESIDENT!
- 4) SHE SHOULD CONTINUALLY BE INFORMED OF AND BE AWARE OF MEMBER NEEDS AND CONCERNS.
- 5) SHE SHOULD ALWAYS HAVE WELL-PLANNED, EDUCATIONAL AND ENJOYABLE REHEARSALS.

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) (3)

I WOULD APPROACH THE SINGER TO FIRST DETERMINE THE PROBLEM AREA(S). I WOULD OFFER HER MY ASSISTANCE FIRST AND THEN HAVE THE SECTION LEADER MONITOR THE PROGRESS. TENDER, LOVING CARE IS A PRIORITY. I WOULD CONTINUE TO WORK WITH HER AS NEEDED AND MAKE SURE THAT IN SECTION REHEARSALS SHE WAS SURROUNDED BY ACCURATE SINGERS. WE WOULD ALSO USE TAPING TO MONITOR PROGRESS.

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) (2)

I WOULD ALLOW HER TO DO LOTS OF SMALL GROUP WORK TO GAIN CONFIDENCE. I WOULD WORK WITH HER ON A PRIVATE BASIS TO HELP HER WITH ANY WEAK AREAS. I WOULD PRAISE HER ON A CONTINUAL BASIS AS SHE WORKED WITH THE ENTIRE CHORUS.

Total 10 ÷ 2 = Score, Part II 5

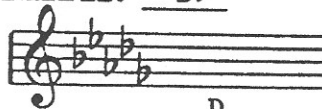
## DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA IX: MUSIC THEORY

(To be completed by program participant)

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

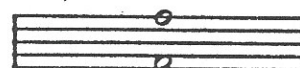
In Part I (KEY SIGNATURES) there are four choices for each key. Write the correct answer in the blank before each key signature. EXAMPLE: Db



D  
E  
Db  
A

1. <u>Bb</u>	2. <u>A</u>	3. <u>Ab</u>	4. <u>G</u>	5. <u>C</u>
E Bb G Ab	A Ab F E	B Ab E Eb	D G E C	G D C F
6. <u>F</u>	7. <u>Eb</u>	8. <u>B</u>	9. <u>E</u>	10. <u>D</u>
D C Bb F	C Eb G Bb	G D C B	E A D F	C D G E

The remaining parts of the test are multiple choice (a,b,c,d). Select the correct answer and place its letter in the blank before each item.

EXAMPLE: B

- A. Major 7th  
B. Octave  
C. Perfect 4th  
D. Aug. 5th

## II. INTERVALS - Identify each interval.

11. <u>B</u>	12. <u>D</u>	13. <u>A</u>	14. <u>C</u>	15. <u>A</u>
A. Perfect 5th B. Major 3rd C. Perfect 4th D. minor 6th	A. Major 3rd B. Dim. 5th C. minor 3rd D. Perfect 5th	A. Major 7th B. minor 7th C. Dim. 7th D. Octave	A. minor 7th B. Aug. 5th C. Dim. 5th D. Perfect 5th	A. Aug. 5th B. Dim. 5th C. Perfect 5th D. minor 6th



16. B 17. A 18. D 19. ~~C~~ B? 20. D

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

A. Major 3rd B. Major 2nd C. minor 2nd D. Octave

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

21. D 22. C 23. C 24. D 25. B

A. Major 3rd B. minor 3rd C. Aug. 5th D. Perfect 4th

A. minor 7th B. minor 3rd C. minor 6th D. Major 6th

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

III. TIME SIGNATURES - Select the correct time signature for each item below.

26. A 27. C

A.  $\frac{4}{4}$  B.  $\frac{3}{4}$  C.  $\frac{12}{8}$

A.  $\frac{2}{2}$  B.  $\frac{4}{4}$  C.  $\frac{12}{8}$

28. B 29. A 30. C

A.  $\frac{5}{8}$  B.  $\frac{3}{4}$  C.  $\frac{6}{8}$

A.  $\frac{6}{8}$  B.  $\frac{4}{4}$  C.  $\frac{3}{2}$

A.  $\frac{5}{8}$  B.  $\frac{6}{8}$  C.  $\frac{3}{8}$

IV. CHORD RECOGNITION - Identify each kind of chord.

31. A 32. C 33. D? 34. C 35. B

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. Dim. 7th

Handwritten answers above the staff: 36. B? 37. Bc 38. A 39. A 40. D

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

V. IDENTIFYING PARTS OF CHORDS - In each item, one note of the chord is circled. Choose whether the circled note is the Root, Third, Fifth or Seventh of the chord.

Handwritten answers above the staff: 41. C 42. A 43. B 44. A 45. C

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

Handwritten answers above the staff: 46. C 47. D 48. A 49. B 50. B

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

To be completed by DMA:

Total correct answers 47  $\div 5$  = Score 9.4

Signed: Marg Ellen Guntzelman, DCP Coord for DMA 4

Date 7-22-96

## SWEET ADELINES INTERNATIONAL

## SKILL AREA IX: MUSIC THEORY

ANSWER KEY: FOR DMA USE ONLY

## PART I: KEY SIGNATURES

1. B flat
2. A
3. A flat
4. G
5. C
6. F
7. E flat
8. B
9. E
10. D

## PART II: INTERVALS

11. B
12. D
13. A
14. C
15. A
16. B
17. A
18. D
19. C
20. D
21. D
22. C
23. C
24. D
25. B

## PART III: TIME SIGNATURES

26. A
27. C
28. B
29. A
30. C

## PART IV: CHORD RECOGNITION

31. A
32. C
33. D
34. C
35. B
36. A
37. C
38. C
39. A
40. D

## PART V: IDENTIFYING PARTS OF CHORDS

41. C
42. A
43. B
44. A
45. C
46. C
47. D
48. A
49. B
50. B



# DIRECTORS CERTIFICATION PROGRAM

SKILL AREA X: REHEARSAL PLANNING AND IMPLEMENTATION

PART I: (FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T. DIRECTOR ONLY  
completed by the DMA or her designated representative)

NOTE: Part I of this evaluation is available for Directors/Co-Directors and Assoc./Ass't Directors only.

Classification: Directors/Co-Directors ✓ Assoc./Ass't. Directors

INSTRUCTIONS TO DMA: Based on your observation of an actual rehearsal situation, evaluate the program participant's rehearsal technique by assigning a numerical rating of 1-5 (5 = excellent ; 1 = poor) for each item.

1. Begins rehearsal on time.
2. Includes time for the Assoc./Ass't. Director(s) and choreographers, as needed.
3. Provides sufficient vocal warm-up.
4. Planned schedule for rehearsals is evident.
5. Provides a challenging pace and variety for the rehearsal format.
6. Rehearses existing repertoire.
7. Works on new repertoire.
8. Provides time for introduction and acknowledgment of guests.
9. Appears to know the music thoroughly.
10. Ends rehearsal on time.
11. Gives criticism and praise appropriately.
12. Seems to spend the proper amount of time on each activity.
13. Demands an appropriate level of achievement from chorus.
14. Provides appropriate rest periods
15. Maintains an even temperatment.

TOTAL POINTS

Total points 75  $\div 15 =$  Score, Part I 5

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

Signed: Bur Miller, DMA #          Date: 11-24-96  
0644B/4-93

SWEET ADELINES INTERNATIONAL  
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA X: REHEARSAL PLANNING AND IMPLEMENTATION

PART II: To be completed by all program participants, and evaluated by D.M.A..

PARTICIPANT'S NAME MOLLY HUFFMAN CHAPTER CAPITAL CITY Date 6-28-96Classification: Director/Co-Director \_\_\_\_\_ Assoc./Ass't. Director \_\_\_\_\_ Candidate \_\_\_\_\_

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

7:00-7:15 VOCAL/PHYSICAL WARM-UP PERIOD  
7:15-8:15 LEARN NEW SHOW SONG  
8:15-8:30 REVIEW SHOW SONGS  
8:30-8:40 PERFORM CONTEST SONGS  
8:40-9:40 WORK ON CONTEST SONGS  
9:40-10:00 INTRODUCE NEXT SHOW SONG VIA TEACHING QUARTET  
PASS OUT LEARNING TAPE  
  
10:00-10:30 ANNOUNCEMENTS/SOCIAL TIME

Score, Part II 5 (Total possible score = 5)Signed: Nancy Ellen Guntzelman, DCP Coord for DMA # 4 Date 7-18-96



LAST NAME: HUFFMAN

FIRST NAME: MOLLY

MI: \_\_\_\_\_

TITLE: MS

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COUNTRY: USA

ZIP: \_\_\_\_\_ 47304 \_\_\_\_\_

PHONE (H): \_\_\_\_\_ (317)286-3158 \_\_\_\_\_

PHONE (A): \_\_\_\_\_

REGION: 04

CHAPTER: CAPITAL CITY

DIR/CO: \_\_\_\_\_

ASST/ASSO: \_\_\_\_\_

CAND.: X

N/M: \_\_\_\_\_

CHORUS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ 01-87 \_\_\_\_\_

APPROVED: \_\_\_\_\_

CERTIFIED: \_\_\_\_\_

MASTER: \_\_\_\_\_

TEST I: \_\_\_\_\_

TEST II: 8

TEST III: 10

TEST IV.I: \_\_\_\_\_

TEST IV.II: \_\_\_\_\_

TEST V.I: \_\_\_\_\_

TEST V.II: \_\_\_\_\_

TEST VI: 2

TEST VII: 8

TEST VIII.I: \_\_\_\_\_

TEST VIII.II: \_\_\_\_\_

TEST IX: \_\_\_\_\_

TEST X.I: \_\_\_\_\_

TEST X.II: \_\_\_\_\_

TOTAL: 28

M/T: 18

M/C: 10

REG SCORE: \_\_\_\_\_

INTL SCORE: \_\_\_\_\_

PROG RPT: \_\_\_\_\_ 02--88 \_\_\_\_\_

EDUCATION EVENT: \_\_\_\_\_