

## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/B  
(FOR "OTHER" PARTICIPANT)

PARTICIPANT'S NAME \_\_\_\_\_ CHAPTER \_\_\_\_\_ DATE \_\_\_\_\_

INSTRUCTIONS TO DMA: Based on your review of a live or videotaped example of an actual teaching situation, evaluate the participant's teaching skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

## 1. Methods of teaching:

a. A song \_\_\_\_\_

b. Vocal skills \_\_\_\_\_

c. Section work \_\_\_\_\_

## 2. Clarity of language \_\_\_\_\_

## 3. Logical progression of learning \_\_\_\_\_

## 4. Vocal inflection \_\_\_\_\_

## 5. Body language \_\_\_\_\_

## 6. Facial expression \_\_\_\_\_

## 7. Maintains attention and control of the group \_\_\_\_\_

8. Presentation of material is appropriate to the level  
of the group \_\_\_\_\_

Total points \_\_\_\_\_

Total points \_\_\_\_\_  $\div$  5 = Score \_\_\_\_\_

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



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 Debbie Hite CHAPTER Pride of Kentucky DATE 6-28-96  
 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>57</u> ÷ <u>12</u>	= <u>4.75</u>

2. The participant provides training for the music staff members.

57 ÷ 12 = 4.75

3. The participant delegates duties to members showing strength in special areas.

58 ÷ 12 = 4.83

4. The participant works effectively with chapter administration.

58 ÷ 12 = 4.83

5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.

55 ÷ 12 = 4.58

Total 23.74 ÷ 5 = Score, Part I 4.74

Total 23.74

Signed: Mary Ellen Guntzelman, DCP Coord for, DMA + Date 6-28-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I 4.74 + Score, Part II 5 = Total Score 9.74



## 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 DEBBIE HITE CHAPTER PRIDE OF KENTUCKY DATE 6-7-96

Classification: 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)

WARM UPS

TAPE LISTENING

SECTION REHEARSAL OUTSIDE OF REHEARSAL NIGHT

OLD REPERTOIRE

SMALL GROUP WORK

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

CHOOSE EFFECTIVE SECTION LEADERS (IDEALLY MUSICALLY TALENTED AND GOOD PEOPLE SKILLS)

ASSISTANT DIRECTORS

HAVE MONTHLY MEETINGS

ENCOURAGE THEM TO ATTEND ALL REGIONAL EVENTS AND AS MANY INT'L'S AS POSSIBLE

CHOOSE SOMEONE (NOT ON MUSIC TEAM) AS A SECRETARY - FOR ACCOUNTABILITIES

HAVE A YEARLY RETREAT FOR THEM - WITH OUTSIDE FACULTY

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

Communication

HONESTY

RESPECT

LOVE OF MUSIC

LOVE FOR EACH OTHER

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



## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES

(To be completed by program participant)

PARTICIPANT'S NAME DEBBIE HITE CHAPTER PRIDE OF KY DATE 6-18-96  
Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

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? 4.
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 Guntzman <sup>DCP</sup><sub>DMA</sub> Date 6-20-96



SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME DEBBIE HITE CHAPTER PRIDE OF KY DATE 6-18-96Classification: 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

E 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

E 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"

E 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

- 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



VOCAL PRODUCTION KNOWLEDGE

-3-

- 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 20 ÷ 2 = Score 10

Signed: Mary Ellen Huntzman, DCP, DMA Date 6-20-96



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 Debbie Hite CHAPTER Pride of Kentucky DATE 6-28-96  
 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>57</u>	<u>12</u>	<u>= 4.75</u>
2. Gives clear instructions and communicates expectations.	<u>56</u>	<u>12</u>	<u>= 4.66</u>
3. Communicates in a positive manner.	<u>57</u>	<u>12</u>	<u>= 4.75</u>
4. Exhibits enthusiasm.	<u>60</u>	<u>12</u>	<u>= 5</u>
5. Demonstrates a willingness to accept outside assistance.	<u>60</u>	<u>12</u>	<u>= 5</u>
6. Has consistent communication signals (i.e., eye contact, body language, and voice.)	<u>59</u>	<u>12</u>	<u>= 4.91</u>
7. Offers positive reinforcement.	<u>59</u>	<u>12</u>	<u>= 4.91</u>
8. Exhibits security in position of director or assistant/associate director (whichever is applicable).	<u>60</u>	<u>12</u>	<u>= 5</u>
9. Accepts constructive criticism well.	<u>56</u>	<u>12</u>	<u>= 4.66</u>
10. Communicates that the chorus <u>can</u> reach its goals.	<u>59</u>	<u>12</u>	<u>= 4.91</u>
Total <u>48.55</u> ÷ 10 = Score , Part I <u>4.85</u>		Total <u>48.55</u>	

Score, Part I 4.85 + Score, Part II 5 = Total Score 9.85

Signed: Mary Ellen Huntzelman, DCP Coord for, DMA Date 6-28-96



## 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 DEBBIE HITE CHAPTER PRIDE OF KENTUCKY DATE 6-7-96Classification: 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)

GOOD EYE COMMUNICATION

GOOD LISTENER

MIXTURE OF TEACHING STYLES

BE AWARE OF DIFFERENT PERSONALITIES AND ADJUST ACCORDINGLY

HONESTY/RESPECT/GENUINE LOVE

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)

UTILIZE THE TAPING PROGRAM. REVIEW THE TAPE <sup>WITH MEMBER</sup>, POINT OUT SOME PROBLEM AREAS, OFFER SUGGESTIONS. OFFER THE SECTION LEADER'S HELP. REPEAT AS OFTEN AS NECESSARY. IF OTHERS AROUND THEM COMPLAIN DIRECTLY TO ME, ASK THEM TO BE PATIENT, REMIND THEM THIS IS A HOBBY, AND WE'RE ALL HERE TO LEARN + BE THE BEST WE CAN BE.

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)

ENCOURAGE OFTEN

PRAISE HER IN FRONT OF THE CHORUS AS MUCH AS POSSIBLE

ASK FOR HER OPINION TO BUILD CONFIDENCE

Total 10 ÷ 2 = Score, Part II 5



# DIRECTOR CERTIFICATION PROGRAM

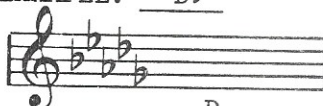
## SKILL AREA IX: MUSIC THEORY

(To be completed by program participant)

PARTICIPANT'S NAME DEBBIE HITE CHAPTER PRIDE OF KY DATE 6-13-96

Classification: Director ☒ Ass't./Assoc. Director ☐ Other ☐

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