

## DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT*Boal  
Boyer*

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s).  
Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME Karen Matthews DATE December 30, 1993  
CHAPTER NAME Friendship VII REGION \* Four  
CLASSIFICATION: DIRECTOR ☒ ASS'T./ASSOC. DIRECTOR ☐ OTHER ☐  
TOTAL SCORE 69.5

7.8 I. CONDUCTING SKILLS (10 points possible for all participants)

8-14-91 Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

COMMENTS: August 14, 1991

6.0 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

COMMENTS: January 20, 1990

7.5 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

COMMENTS: June 15, 1989

21.3

(continued)



PARTICIPANT'S NAME Karen Matthews

8.0 IV. TEACHING SKILLS (10 points possible for all participants)

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

SCORE PART I: 9 SCORE PART II: 7.5 TOTAL SCORE: 8.0

COMMENTS:

July 28, 1993

August 14, 1993

8.8 V. MANAGEMENT SKILLS (10 points possible for directors and ass't./ assoc. directors; 5 points possible for "other" participants)

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

SCORE PART I: 4.3 SCORE PART II: 4.5 TOTAL SCORE: 8.8

COMMENTS:

August 14, 1993 No date on sheet

7.0 VI. KNOWLEDGE OF JUDGING CATEGORIES (10 points possible for all participants)

Includes knowledge and application of the four judging categories, as outlined in the Judging Category Description Booklet.

COMMENTS:

4.5- is taking in January, 1994

1-24-94

6.5 VII. VOCAL PRODUCTION KNOWLEDGE (10 points possible for all participants)

Includes understanding and practical application of the components of good vocal skills.

COMMENTS:

January 18, 1990

9.1 VIII. COMMUNICATION SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points for "other" participants)

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

SCORE PART I: 4.6 SCORE PART II: 4.5 TOTAL SCORE: 9.1

COMMENTS:

July, 1993

60.7



PARTICIPANT'S NAME Karen Matthews

6.8 IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

Includes understanding of music notation, key signature, time signatures, intervals, and chord structures.

COMMENTS:

January 20, 1991

9 X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

SCORE PART I: 4 SCORE PART II: 5 TOTAL SCORE: 9

COMMENTS:

August 14, 1991

September 24, 1990

76.5

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional \_\_\_\_\_ International \_\_\_\_\_

COMMENTS:

Status: Retained as: Applicant Director \_\_\_\_\_ Approved Director \_\_\_\_\_  
Certified Director \_\_\_\_\_ Master Director \_\_\_\_\_

Advanced to: Approved Director \_\_\_\_\_

\*Successful completion of requirements for Certified Director \_\_\_\_\_

\*Successful completion of requirements for Master Director \_\_\_\_\_

\*Advancement determined by Music Direction Committee.

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



SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s).  
Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME Karen Matthews DATE July 19, 1993  
CHAPTER NAME Friendship VII REGION #4  
CLASSIFICATION: DIRECTOR ☒ ASS'T./ASSOC. DIRECTOR \_\_\_\_\_ OTHER \_\_\_\_\_  
TOTAL SCORE \_\_\_\_\_

7.8 I. CONDUCTING SKILLS (10 points possible for all participants)

Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

COMMENTS:

6.0 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

COMMENTS:

7.5 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

COMMENTS:

(continued)



PARTICIPANT'S NAME Karen Matthews

8.0 IV. TEACHING SKILLS (10 points possible for all participants)

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

SCORE PART I: 9 SCORE PART II: 7.5 TOTAL SCORE: 8.0

COMMENTS:

8.8 V. MANAGEMENT SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points possible for "other" participants)

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

SCORE PART I: 4.3 SCORE PART II: 4.5 TOTAL SCORE: 8.8

COMMENTS:

7.5 VI. KNOWLEDGE OF JUDGING CATEGORIES (10 points possible for all participants)

Includes knowledge and application of the four judging categories, as outlined in the Judging Category Description Booklet.

COMMENTS:

6.5 VII. VOCAL PRODUCTION KNOWLEDGE (10 points possible for all participants)

Includes understanding and practical application of the components of good vocal skills.

COMMENTS:

9.1 VIII. COMMUNICATION SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points for "other" participants)

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

SCORE PART I: 4.6 SCORE PART II: 4.5 TOTAL SCORE: 9.1

COMMENTS:



PARTICIPANT'S NAME Karen Matthews

6.8 IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

Includes understanding of music notation, key signature, time signatures, intervals, and chord structures.

-120-91

COMMENTS:

9 X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

SCORE PART I: 4 SCORE PART II: 5 TOTAL SCORE: 9

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional \_\_\_\_\_ International \_\_\_\_\_

COMMENTS:

Status: Retained as: Applicant Director \_\_\_\_\_ Approved Director \_\_\_\_\_  
Certified Director \_\_\_\_\_ Master Director \_\_\_\_\_

Advanced to: Approved Director \_\_\_\_\_

\*Successful completion of requirements for Certified Director \_\_\_\_\_

\*Successful completion of requirements for Master Director \_\_\_\_\_

\*Advancement determined by Music Direction Committee.

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



SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

Interim PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s).

Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME KAREN MATHEWS DATE Jan 1, 1990CHAPTER NAME FRIENDSHIP VII REGION 4CLASSIFICATION: DIRECTOR \_\_\_\_\_ ASS'T./ASSOC. DIRECTOR ✓ OTHER \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

       I. CONDUCTING SKILLS (10 points possible for all participants)

Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

COMMENTS:

4 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

COMMENTS:

7.5 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

COMMENTS:

(continued)



PARTICIPANT'S NAME K. MATHEWS

\_\_\_\_ IV. TEACHING SKILLS (10 points possible for all participants)

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

SCORE PART I: \_\_\_\_\_ SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

\_\_\_\_ V. MANAGEMENT SKILLS (10 points possible for directors and ass't./ assoc. directors; 5 points possible for "other" participants)

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

SCORE PART I: \_\_\_\_\_ SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

\_\_\_\_ VI. KNOWLEDGE OF JUDGING CATEGORIES (10 points possible for all participants)

Includes knowledge and application of the four judging categories, as outlined in the Judging Category Description Booklet.

COMMENTS:

3.5 VII. VOCAL PRODUCTION KNOWLEDGE (10 points possible for all participants)

Includes understanding and practical application of the components of good vocal skills.

COMMENTS:

\_\_\_\_ VIII. COMMUNICATION SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points for "other" participants)

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

SCORE PART I: \_\_\_\_\_ SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:



PARTICIPANT'S NAME K. MATHEWS

IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

Includes understanding of music notation, key signature, time signatures, intervals, and chord structures.

COMMENTS:

X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

SCORE PART I: \_\_\_\_\_ SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional Summer Mtg 1989 International \_\_\_\_\_

COMMENTS:

*Karen - Sorry for the long delay. This is an interim report for you and Char Gurney.*

Status: Retained as: Applicant Director \_\_\_\_\_ Approved Director \_\_\_\_\_  
Certified Director \_\_\_\_\_ Master Director \_\_\_\_\_

Advanced to: Approved Director \_\_\_\_\_

\*Successful completion of requirements for Certified Director \_\_\_\_\_

\*Successful completion of requirements for Master Director \_\_\_\_\_

\*Advancement determined by Music Direction Committee.

Signed: M L Hoeckkenberg for DMA # 4 Date Jan 1, 1990



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA I: CONDUCTING SKILLSPARTICIPANT'S NAME Karen Mathews CHAPTER Friendship VII DATE 8/14/91Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

Instructions to DMA: Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

- |                                                                                            |            |
|--------------------------------------------------------------------------------------------|------------|
| 1. Demonstrates understanding of ictus through appropriate breath and downbeat.            | <u>4</u>   |
| 2. Demonstrates ability to keep a steady tempo in an uptune.                               | <u>4</u>   |
| 3. Demonstrates rubato technique appropriate to the interpretation of a barbershop ballad. | <u>3.5</u> |
| 4. Demonstrates ability to indicate attacks and releases clearly.                          | <u>4</u>   |
| 5. Exhibits congruency between mouth posture and hand motions.                             | <u>4</u>   |
| 6. Exhibits body posture appropriate for good singing.                                     | <u>4</u>   |
| 7. Avoids body posture distractions.                                                       | <u>4</u>   |
| 8. Maintains eye contact with performing unit.                                             | <u>4</u>   |
| 9. Exhibits facial posture appropriate for expressive singing.                             | <u>4</u>   |
| 10. Demonstrates ability to communicate dynamics effectively.                              | <u>3.5</u> |

Evaluation based on (check one):

Actual observation ✓ Videotaped example \_\_\_\_\_Total points 39 ÷ 5 = Score 7.80Evaluator: Suzzy Harding Date August 14, 1993

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



## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA II: ANALYTICAL LISTENING SKILLS

(To be completed by Program Participant)

PARTICIPANT'S NAME Karen Matthews CHAPTER FRS VII DATE 1-20-90Classification: Director \_\_\_\_\_ Ass't./Assoc. ✓ Other \_\_\_\_\_

INSTRUCTIONS: Listen to each taped example and circle the correct answer.

1. WILD AND WOOLY GIRLS OF THE WEST

One section is not fulfilling its barbershop balance responsibilities. Which section is it?

tenor

lead

baritone

bass2. I KNOW WHAT IT MEANS TO BE LONELY

The area needing the most work for this chorus to improve its score in the sound category is:

harmony accuracy

expressive sound

forward motion

balance

3. WHITE CLIFFS OF DOVER

This chorus sings softs:

well focused

resonated

breathy

out of balance4. WHEN THE BAND PLAYS

Chord clarity is most affected by:

inaccurate interval singing

balance problems

poor vocal production5. SO TIRED AND LONELY

Serious difficulties with which section affect the barbershop balance?

tenor

lead

baritone

bass

6. HOW YA GONNA KEEP 'EM DOWN ON THE FARM

Forward motion is hampered by:

inappropriate tempo

unsupported phrase endings

dynamic variance

synchronization

finesse

(continued)