

**Sweet Adelines International
Director Certification Program
Progress Report**

CONFIDENTIAL

Report for fiscal year 200__ - 200__

CONFIDENTIAL

DCP Member's Name Susan Clark Region # 4
Chorus Name Scenic City

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

DCP Coordinator: Record the highest score received in each skill area and the date the score was achieved. The numbers listed below correspond to the DCP skill area tests. This report should be submitted to international headquarters immediately following the testing session.

MUSICAL/TECHNICAL SKILLS

 1. **Conducting** - 10 points possible for all classifications. Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions.

Date of evaluation: _____

6 2. **Analytical Listening** - 10 points possible for all classifications. Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

Date of evaluation: 4/28/14

9.4 6. **Judging Categories & Competition** - 10 points possible for all classifications. Knowledge and application of the four categories as outlined in the Judging Category Description Book.

Date of exam: 6/14/14

6.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.

Date of exam: 6/14/14

10 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 1/5/13

5
8/23
 10. **Rehearsal Planning & Implementation** 10 points possible for director/co-director and associate/assistant director classifications; 5 points possible for candidates. Understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

Date of evaluation: _____

Score Part 1: _____ Score Part 2: (5)

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

 3. **Organizational Knowledge & Director Resources** - 10 points possible for all classifications. International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology.

Date of exam: _____

7.8 4. **Teaching** - 10 points possible for director/co-director and associate/assistant director classifications - take Part 1 only; 5 points possible for candidates - take Part 2 only. Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style.

Date of evaluation: 6/2/14

Score Part 1: 7.8 Score Part 2: _____

(Max. 10 pts.)

(Max. 5 pts.)

Enter Part 1 or Part 2 above. **Do not total both scores.**

 5. **Management** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2. 5 points possible for candidates - take Part 2 only. Selecting, training, utilizing musical leaders, working with chapter administration.

Date of evaluation: _____

Score Part 1: _____ Score Part 2: _____

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

 8. **Communication** - 10 points possible for director/co-director and associate/assistant director classifications - take both Parts 1 & 2; 5 points possible for candidates - take Part 2 only. Application of effective communication skills with administrative leaders, musical leaders, chorus members and others.

Date of evaluation: _____

Score Part 1: _____ Score Part 2: _____

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

Approved Director: Self-evaluation form is on file with the ED/DCP Coordinator; combined scores of at least 50 points in all ten skill areas; must have attended a regional director education training session or participated fully in the director's tract at IES (International Education Symposium) within the last 12 months

Certified Director: Combined scores of at least 66 points in all ten skill areas, with a minimum of 4 points in each area, and at least 40 points in musical/technical skills, and at least 26 points in management/communications skills; must have attended a regional director educational training session or participated fully in the director's track at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered Sweet Adelines International chorus

Master Director: Must have achieved the level of Certified Director and then a minimum of 600 points in a regional chorus competition or 1200 points in an international chorus competition, excluding bonus points, and must have been the chorus' director for at least one year

<u>31.9</u>	Total score received in musical/technical skills	36.9 8/23
<u>7.8</u>	Total score received in management/communication skills	
<u>39.70</u>	Total score received in all skills	45.7 8/23

List attendance at regional/worldwide director education training sessions or an international director's seminar in the last 12 months. Please give specific dates for each training session: Region 4 Leaders wksp June 2014, AHA 2014

COMMENTS BY DCP COORDINATOR: _____

STATUS

<u>10/18/12</u>	Date applied to DCP
_____	Date advanced to Approved Director
_____	Date recommended to Certified Director
_____	Date recommended to Master Director
_____	Date reaffirmed at current status

Date: 7/31/14 Signed: Satellite Allen DCP Coordinator Region # 4

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____	Chapter # _____
DCP Member _____	Chapter President _____
Address _____	Address _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION-PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Susan Clark
Chapter Scenic City Date 7-14-14
Skill Area 10 Evaluation – Part 2 is to be completed by all classifications.
Classification: Director/Co-director ☒ Assoc/Asst. dir. _____ Candidate _____

Instructions to participant:

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

6:00 - 6:10 Physical warm-ups; concentrate on lifted rib cage
6:10 - 6:40 Vocal warm-ups; use warm-ups for stamina (breathing), focus on warm-ups with melodic patterns that are found in contest songs; focus on warm-ups that promote blend and balance
6:40 - 7:00 Work on 2 new rep songs for annual show, ("New" meaning we have only been singing them for 2-3 weeks).
7:00 - 7:15 Run contest set straight through.
7:15 - 7:30 Education time and business announcements.
7:30 - 8:15 Concentrate on problem areas in

(Possible points = 5) 5 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Dana Clark Allen Date 8/23/14

ED Signature _____ Date _____

turn over →

contest set. work especially on breathing plan for contest songs. Unify choreography on uptune. work on resonance in both songs.

8:15-8:55 work ^{golden songs for} show set. Give a chance for member's to pass songs during this time.

8:55-9:00 sing "How We Sang Today" and welcome guests/new members.

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 7 EVALUATION
VOCAL PRODUCTION

Participant's Name Susan Clark
Chapter Scenic City Chorus Date 6-14-14
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ Candidate ☐

Instructions to participant:

Write the letter of the correct answer in each blank.

- 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
- Xb 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 resonance, the _____ must be lifted.
a. vocal cords b. soft palate c. intercostals
d. larynx e. diaphragm
- b 5. The "lid" that closes off the windpipe when we swallow is called the:
a. cricoid cartilage b. epiglottis c. glottis
d. sphincter e. soft palate
- Xa 6. Amplification of the voice is called:
a. phonation b. articulation c. vibrato
d. resonance e. harmonics
- d 7. Muscles that are *not* involved in breathing include:
a. intercostals b. diaphragm c. epigastrium
d. mylohyoid e. abdominal

- a 8. Proper phonation is achieved by lifting the:
a. abdominal muscles b. jaw c. phrenic nerve
d. larynx e. epiglottis
- X a 9. Closure of the vocal cords is called:
a. resonance b. articulation c. relaxation
d. interference e. approximation
- c 10. For 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
- X c 13. Intercostal muscles are the muscles that control the:
a. ribcage expansion b. diaphragm c. abdominal lift
d. shoulders e. vocal cords
- X c 14. Which of the following is *not* an articulator?
a. lips b. tongue c. jaw
d. teeth e. hard palate
- X b 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
- X c 17. The area of the pharynx that is closed by the soft palate is the:
a. laryngo-pharynx b. naso-pharynx c. oro-pharynx

- b 18. The ventricular bands are:
- a. vocal cords b. false vocal cords c. tongue muscles
 - d. jaw muscles e. transverse abdominal muscles
- C 19. The part of the body not involved in the swallowing mechanism is the:
- 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. on the outside (downstage) foot
 - b. on the heels with the legs relaxed
 - c. forward on the balls of the feet

Participant: Leave the rest of this page blank.

13 total points (maximum 20 total points)

Divide total points by 2, = 6.5 TOTAL SCORE (maximum 10)

Evaluator Mitalee K. Cech Date 6/15/14

ED Signature _____ Date _____