

Memo

Date: March 20, 2007

To: Rita Tucker, DCPC #4

From: Suzanna Runyan, Music Services Assistant/DCP

Re: Certificate of Achievement

This is to notify you that Suzanne Frank (Song of the Bluegrass Chorus) advanced to the level of certified director.

Enclosed is the certificate that you, your Education Coordinator and Director Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

sr:

Enclosures

cc: Education Direction Committee Chair
Lynn Hartmuth, ED #4
✓ Zoe Hagy, DC #4
Alice Linskey, Director of Education
Kelly Kirchhoff, Director of Communications
Carol Schwartz, Director of Music Services
Joey Stenner, Publications Coordinator
Janell Mason, Education Department Assistant

Pasted
11-21-05

Director Certification Program Application

Chapter Name Song of the Bluegrass Chapter # 0454 Region 4
Name Suzanne Frank Membership # 150583
Address 158 Winston Ave. Home Phone 859-299-5859
Lexington, KY Alternate Phone —
Zip 40505 Fax — Email Suzannelex@aol.com

Current Sweet Adelines International Title/Position

☒ Director/Co-director Chapter Name Song of the Bluegrass
☐ Associate/Assistant Director Chapter Name —
☐ Candidate Chapter Name —

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: August 2004 Has your affiliation been continuous? Yes
Please list former chapter(s) and region(s): —

Sweet Adelines International Experience

☒ Chorus Director/Co-director ☐ International Faculty
☐ Associate/Assistant Director ☐ Judge (— Category) **PAID**
☐ Section Leader
☐ Quartet Member

NOV 21 2005

☐ Quartet Coach
☐ Chorus Coach
☐ Regional Leader
☒ Arranger Enrolled in Arrangers Program - Fall 2005 - To be completed
Musical Background

CK# 1289 \$ 50-
Still

Formal education: BM University of Michigan - Music Education '58
MM Vocal Pedagogy - Indiana University '91
Other musical training: Studied violin - 6 yrs

Barbershop experience outside Sweet Adelines International: None

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): Not a current member
MENC Chapter Student President Univ of Mich '57-'58
NATS Member while teaching singing @ University of Kentucky '74 (?)

Sweet Adelines International Educational Background

How many regional competitions have you attended as a: One competition as a director

☒ Competing chorus director ☐ Competing chorus member ☐ Spectator

Please list any international directors' seminars you have attended: IES - 2005

Please list any regional training programs you have attended: Leaders' Retreat - May 2005
Winter Warmup - 2005, Summer Music Camp - 2006, Directors' Workshop - Jan 2005

Please list regional educational event(s) you have attended in the last 12 months: As above: Winter Warmup
Leaders' Retreat - May 2005, Summer Music Camp - 2005, Directors' Workshop - Nov 2005

Personal Goals

What do you hope to gain from enrollment in this program? Become certified director
and finally a Master Director

Signature Suzanne French Date 11-11-05

Please complete and return this application to international headquarters, along with the \$50 application fee by check, money order (U.S. funds) payable to Sweet Adelines International or credit card. (This fee is non-refundable and non-transferrable.)

PLEASE NOTE: The application fee to enroll in the Director Certification Program does not include the DCP modules.

Please complete the following if using a credit card:

☐ VISA ☐ MasterCard ☐ Discover Card

Signature _____ Expiration Date _____

Sweet Adelines International • P.O. Box 470168 • Tulsa, Oklahoma 74147-0168
918-622-1444 • 800-992-7464 • Fax 918-665-0894 • Internet: sweetadelineintl.org



Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

March 12, 2007

Suzanne Frank
158 Winston Ave
Lexington, KY 40505

Dear Suzanne,

Congratulations on completing the DCP modules and attaining a score sufficient for advancement. The enclosed progress report has been submitted to International Music Services for recommendation to Certified Director.

International will review and verify the progress report and you will be notified of your advancement to Certified Director. Applicable notifications and certificate will be forwarded to Region 4 Education Coordinator, Lynn Hartmuth.

Again, congratulations on completing the Director Certification Program.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Suzanne Runyan, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file



Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

November 27, 2005

Suzanne Frank
158 Winston Ave
Lexington, KY 40505

Dear Suzanne,

Enclosed is your progress report for DCP module testing completed at Director's Retreat in November. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Once I receive notification of your application acceptance from International Headquarters, I will forward the progress report to them.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
✓ Zoe Hagy, Director Coordinator
file

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

CONFIDENTIAL

Report for fiscal year 2006 - 2007

CONFIDENTIAL

DCP Member's Name Suzanne Frank Region # 4
Chorus Name Song of the Bluegrass

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

8.6 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: 2/26/07

7.0 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: 11/11/05

8.0 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: 1/20/06

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

Date of exam: 11/11/05

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

Date of exam: 11/11/05

8.9 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: 7/21/06

Score Part 1: 4.4 Score Part 2: 4.5

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

7.0 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: 1/20/06

8.0 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: 7/21/06

Score Part 1: 8.0 Score Part 2: n/a

(Max. 10 pts.)

(Max. 5 pts.)

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

7.8 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: 7/21/06

Score Part 1: 3.8 Score Part 2: 4.0

(Max. 5 pts.)

(Max. 5 pts.)

Enter appropriate score above.

9.2 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: 7/21/06

Score Part 1: 4.2 Score Part 2: 5.0

(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 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, and must have been the chorus' director for at least one year

50.1 Total score received in musical/technical skills

32.0 Total score received in management/communication skills

82.1 Total score received in all skills

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:** winter warmup 1/07, winter meeting 1/06 IEA 7/05 summer camp 7/05

COMMENTS BY DCP COORDINATOR: Congratulations on completing the DCP and your goal.

STATUS

11/21/05 Date applied to DCP

3/12/07 Date advanced to Approved Director

3/12/07 Date recommended to Certified Director

3/12/07 Date recommended to Master Director

3/12/07 Date reaffirmed at current status

Date: 3/12/07

Signed: Lita D. Jackson

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 _____



Rita Tucker, DCP Coordinator
62832 Range Rd.
Lore City, OH 43755
740-489-5811
ritatuck@aol.com

March 12, 2007

Suzanne Frank
158 Winston Ave
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Dear Suzanne,

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Again, congratulations on completing the Director Certification Program.

In Harmony,

Rita Tucker
DCP Coordinator
Region #4

Cc: Suzanne Runyan, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
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Chorus Name Song of the Bluegrass

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

70 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: _____

70 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: 11/11/05

8.0 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: 1/20/06

8.0 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.
Date of exam: 11/11/05

9.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 11/11/05

8.9 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: 7/21/06 11/11/05
Score Part 1: 4.4 Score Part 2: 4.5
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

7.0 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: 1/20/06

8.0 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: 7/21/06
Score Part 1: 8.0 Score Part 2: n/a
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. Do not total both scores.

7.8 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: 7/21/06 1/20/06
Score Part 1: 3.8 Score Part 2: 4.0
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

9.2 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: 7/21/06 11/11/05
Score Part 1: 4.2 Score Part 2: 5.0
(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

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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, and must have been the chorus' director for at least one year

41.5 Total score received in musical/technical skills
32.0 Total score received in management/communication skills
73.5 Total score received in all skills

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: Summer Camp 7/05 IEA 7/05
Winter Meeting 1/06

COMMENTS BY DCP COORDINATOR: _____

STATUS

11/21/05 Date applied to DCP

7/21/06 Date reaffirmed at current status

Date: 7/21/06 Signed: Lita A Jackson Region # 4
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

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