

1/24/06 Sent to
Lynn Hartmuth

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Song of the Bluegrass Region # 4 Date 1-24-06
Name Suzanne L. Frank Home Phone 859-299-5859
Address 158 Winston Avenue Work Phone —
Lexington, Kentucky 40505 Fax — Email Suzanne.lex@do1.com

I am currently serving as a Sweet Adelines International chorus:

☒ Director/Co-director

☐ Associate/Assistant Director

☐ Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 4.5 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions *needs work*
- 5 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 5 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 4.5 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style *needs work*
- 5 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 5 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 5 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 5 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 5 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your ED/DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name Song of the Bluegrass Region # 4 Date 11-11-05
Name Suzanne L. Frank Home Phone 859-299-5859
Address 158 Winston Ave Work Phone
Lexington, KY 40505 Fax

I am currently serving as a Sweet Adelines International chorus:

☒ Director/~~Co-director~~

☐ Associate/Assistant Director

☐ Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 5 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 1 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 4 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 4 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 1 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 5 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 5 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 4 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 5 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 1 EVALUATION
CONDUCTING SKILLS**

Participant's Name Suzanne Frank
Chapter Song of the Bluegrass Date 2-17-07
Classification: Director Co-director _____ Assoc/Asst. dir. _____ Candidate _____

Instructions to Evaluator:

Evaluation based on (check one):

X actual observation _____ videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

- 5 Demonstrates understanding of ictus through appropriate breaths and downbeats
- 5 Demonstrates ability to keep a steady tempo in an uptune
- 3 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
- 4 Demonstrates ability to indicate attacks and releases clearly
- 4 Exhibits congruency between mouth posture and hand motions
- 4 Exhibits body posture appropriate for good singing
- 3 Avoids body posture distractions
- 5 Maintains eye contact with the performing unit
- 5 Exhibits facial posture appropriate for expressive singing
- 5 Demonstrates ability to communicate dynamics effectively

43 Total points

$$\begin{array}{r} 86 \\ 5 \overline{) 430} \\ \underline{40} \\ 30 \end{array}$$

Divide total points by 5 = 8.6 TOTAL SCORE (maximum 10)

Evaluator Claire Adomech Date 2/26/07
ED Signature _____ Date _____

Subj: **DCP results and last test - conducting**
 Date: 8/1/2006 9:51:23 AM Eastern Standard Time
 From: [Suzannelex](#)
 To: [Ritatuck](#)

Dear Rita,

Thank you for your letter and the progress report on my testing for the DCP. As I told my chorus, I was sitting on pins and more pins and am glad to know that I have met the requirements for the tests so far.

Regarding the remaining module #1, conducting, would you accept an evaluation from my Mentor, Claire Domenick, a Master Director of the Greater Harrisburg Chorus in Region 19? (They are going to Vegas in October!) We are planning her visit to us for an all-day on September 16, 2006. That would be an obvious time to be evaluated.

What do you think?

Thank you for your help,

Suzanne Frank
 Song of the Bluegrass
 859-299-5859

Yours in harmony,
 Suzanne Frank
 Song of the Bluegrass
 859-299-5859

Our meeting with Claire has been moved from 9/16 to after International.
 Thank you for your encouragement and all your hard work for the DCP program.

Here's Claire's address:
 Claire Domenick, Master Director
 Greater Harrisburg Chorus
 135 Summit Road
 Malvern, PA 19355
 Phone: 610-296-4579
 email: cdomenick@aol.com

Good Morning, Miss Rita,
 Thank you for your email and getting approval from Lynn for Claire's evaluation of my conducting.

Subj: **DCP results and last test - conducting**
 Date: 8/4/2006 4:43:12 AM Eastern Standard Time
 From: [Suzannelex](#)
 To: [Ritatuck](#)
 CC: cdomenick@comcast.net, [HARTMUTH1](#)

7.0

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 2 EVALUATION
ANALYTICAL LISTENING SKILLS**

Participant's Name Suzanne L. Frank
Chapter Song of the Bluegrass Date 11-11-05
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____

Listen to each taped example and circle the correct answer.

1. The lack of tuning on the "way" chords is primarily a result of:
a. verticality of tonal line
b. unmatched vowels
c. lack of sufficient breath support
d. (a) and (b) only
e. (b) and (c) only
2. The chord on "rain-BOWS" in this section doesn't lock because:
a. the bari is too heavy
b. the vowel is unmatched
c. the song is in the wrong key
d. the song is beyond the skill of the chorus
e. the chord is not being sung in correct balance
3. The major problem with the singing of this introduction is:
a. expressive sound
b. forward motion
c. harmony accuracy
d. dynamic variation
e. balance
4. In this selection, chord clarity and lock-and-ring are affected by:
a. balance problems
b. insufficiently developed vocal skills
c. inaccurate intervals
d. all of the above
e. (b) and (c) only
5. In this selection, dropped phrase endings are usually caused by:
a. lack of sufficient breath support
b. poor ear training
c. tight-throated singing
d. peppy tempos
e. lack of attention to director

6. The pitch-taking technique for this song could be described as:
- ☒ a. out of tune
 - ☐ b. solid
 - ☐ c. strong and accurate
 - ☐ d. strong and inaccurate
 - ☐ e. (a) and (d)
7. Besides work on individual vocal production, what is the best sequence of skill development for this chorus in sound?
- ☒ a. tuning, accurate notes and intervals, chord balancing, synchronization
 - ☐ b. chord balancing, accurate notes and intervals, tuning, synchronization
 - ☐ c. accurate notes and intervals, tuning, synchronization, chord balancing
 - ☒ d. synchronization, tuning, accurate notes and intervals, chord balancing
 - ☐ e. accurate notes and intervals, synchronization, tuning, chord balancing
8. This introduction:
- ☐ a. is generally in tune
 - ☐ b. has good phrase flow
 - ☐ c. demonstrates appropriate forward motion
 - ☐ d. features strong bass singing
 - ☒ e. all of the above
9. The singing here represents all of these practices *except*:
- ☐ a. inaccurate intervals
 - ☒ b. overly conservative tempo
 - ☐ c. underdeveloped vocal skills
 - ☐ d. individual voice parts apparent
 - ☒ e. wrong notes
10. This tag is a good example of:
- ☒ a. oversinging
 - ☐ b. lack of synchronization
 - ☐ c. good balance
 - ☐ d. good tuning
 - ☐ e. lack of forward motion

(Each correct answer is worth 1 point.)

Total points = 7.0 = TOTAL SCORE (maximum 10)

Evaluator

Beta J. J. J.

Date 11-11-05

ED Signature

Date

1.0

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Suzanne Frank
Chapter Song of the Bluegrass Date 4-7-06
Classification: Director/Co-director Assoc/Asst. dir. _____ Candidate _____

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|-------------------------------------|-----------------------------------|
| A. Worldwide Liaison | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. <i>The Pitch Pipe</i> |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M. 3 |
| E. International Board of Directors | N. The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P. Copyright holders |
| H. Marketing/Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- C E 1. The governing body of Sweet Adelines International
- ✓ I 2. Who is responsible for overseeing the musical excellence of the region?
- C G 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- ✓ Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- C M 5. A chapter must compete at least once every 3 years in order to renew its charter.
- C L 6. One of the three elected members of the Regional Management Team.
- ✓ D 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- ✓ R 8. The primary intent of copyright laws is to protect _____.
- C K 9. What is the name of the official publication of Sweet Adelines International?
- ✓ J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

- C 11. The purpose of Sweet Adelines International is to provide resources, opportunities & educate
its members in the singing of four-part barbershop harmony
- C 12. What is the name of the International President? Diane Heber
- C 13. What is your Communications/Technology Coordinator's name? Rachel Cox
- C 14. What is your ED's name? Lynn Hartmuth
- C 15. What is your Events Coordinator's name? Bev Cunningham
- C 16. What is the name of the international program designed to introduce young women to the
barbershop art form? Young Women Singers Foundation
17. Of the eight regional leaders, to whom would you go for:
- ✓ a. approval of chapter standing rules? Donna Kerley
 - C b. help in finding a coach? Lynn Hartmuth
 - C c. help with membership retention? Wendy Gillette

Participant: Leave the rest of this page blank.

14.0 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 7.0 TOTAL SCORE (maximum 10)

Evaluator

Lita A. Juarez

Date 5/5/06

ED Signature

Date

DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES

Participant's Name Suzanne Frank
Chapter Song of the Bluegrass Date 1/20/06
Classification: Director/Co-director X Assoc/Asst. dir. _____ Candidate _____

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|-------------------------------------|-----------------------------------|
| A. Worldwide Liaison | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. <i>The Pitch Pipe</i> |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M. 3 |
| E. International Board of Directors | N. The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P. Copyright holders |
| H. Marketing/Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- E 1. The governing body of Sweet Adelines International
- ✓ I 2. Who is responsible for overseeing the musical excellence of the region?
- ✓ B 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- ✓ R 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every ____ years in order to renew its charter.
- L 6. One of the three elected members of the Regional Management Team.
- ✓ Q 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect ____.
- K 9. What is the name of the official publication of Sweet Adelines International?
- ✓ J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

- ✓ 11. The purpose of Sweet Adelines International is to educate
its members in the singing of barbershop harmony
- ✓ 12. What is the name of the International President? Maue Huber
- ✓ 13. What is your Communications/Technology Coordinator's name? Rachel Cox
- ✓ 14. What is your ED's name? _____
- ✓ 15. What is your Events Coordinator's name? Bev Cunningham / Gale Ringler
- ✓ 16. What is the name of the international program designed to introduce young women to the barbershop art form? Young Women's Harmony Foundation
17. Of the eight regional leaders, to whom would you go for:
- ✓ a. approval of chapter standing rules? Toula Oberlies
- ✓ b. help in finding a coach? Lynn Hartmuth
- ✓ c. help with membership retention? Wendy Gillette

Participant: Leave the rest of this page blank.

12 total points (Each correct answer is worth 1 point.)

Divide total points by 2 = 6.0 TOTAL SCORE (maximum 10)

Evaluator Lita D. Juarez Date 1/29/06

ED Signature _____ Date _____