

Director Certification Program Progress Report

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

39.3

Total score received in musical/technical skills

35.5

Total score received in management/communication skills

74.8

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: Leaders' Retreat 5/08
Reg. Competition 4/08, Winter Workshop 1/08

COMMENTS BY DCP COORDINATOR: _____

STATUS

1-18-07

Date applied to DCP

Date advanced to Approved Director

Date recommended to Certified Director

Date recommended to Master Director

1-1-09

Date reaffirmed at current status

Date: 1-1-09Signed: Lita A. 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

January 1, 2009

JONELLE HAMILTON
2951 ARROWSMITH DR
REYNOLDSBURG, OH 43068

Dear JONELLE,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the module completed by Amanda Kaufmann and the evaluations completed by your chorus.

The only module you need to complete is the conducting evaluation. You will need to have a certified director or a member of the regional music staff observe you directing and complete the evaluation. This can be done in person or by video. Let me know who you will have complete this evaluation and I will send them the necessary document.

I look forward to working with you to attain your goal of Certified Director. 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: Susanna Runyan, DCP
Bev Miller, Education Coordinator
Zoe Hagy, Director Coordinator
file



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

Jodi Back
101 Timber Creek Dr
Alexandria, OH 43001

Dear Jodi,

The Director Certification Program (DCP) is an educational program designed to provide additional training and further develop skills of Sweet Adeline Chorus Directors, Assistant Directors, or anyone else interesting in furthering their musical education.

Four modules of the current DCP require that teaching, communication, management and rehearsal planning skills of the DCP participant be evaluated by chorus members. These evaluations are to be completed by six team members selected by the chorus president/team manager and six chorus members selected by the DCP participant.

Enclosed are the evaluation forms to be used for these four modules for your assistant director, Jonelle Hamilton. Please distribute the forms as instructed and collect them when completed. It is important that the responses be kept confidential. Completed forms should be returned to me. I will compile the results and submit a progress report to Jonelle and International.

In Harmony,

Rita Tucker
DCP Coordinator

cc: file

From: HAMILTJ2@nationwide.com

To: Ritatuck@aol.com

Subject: DCP Evaluations

Date: Wed, 28 May 2008 3:29 pm

Hi Rita,

Just got back to work from vacation and am trying to get back in the groove. When we talked at Leader's Retreat, I said that I would send the name and address of SVC's Team Manager for you to send the DCP evaluations to. Please send them to:

Jodi Back
101 Timber Creek Drive
Alexandria, Ohio 43001

Thanks!
Jonelle

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

CONFIDENTIAL

Report for fiscal year 2008 - 2009

CONFIDENTIAL

DCP Member's Name Jonelle Hamilton Region # 4
Chorus Name Scioto Valley

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:

6.0 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: 5-16-08

9.2 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: 6-15-07

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

8.0 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 1-18-08

5.0 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: 5-16-08
Score Part 1: Score Part 2: 5.0
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

8.0 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: 1-19-07

 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:
Score Part 1: Score Part 2:
(Max. 10 pts.) (Max. 5 pts.)
Enter Part 1 or Part 2 above. **Do not total both scores.**

4.4 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: 1-19-07
Score Part 1: Score Part 2: 4.4
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

5.0 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: 5-16-08
Score Part 1: Score Part 2: 5.0
(Max. 5 pts.) (Max. 5 pts.)
Enter appropriate score above.

SCORE AND ADVANCEMENT REQUIREMENTS

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

28.2 Total score received in musical/technical skills

17.4 Total score received in management/communication skills

45.6 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: Leaders Retreat 5/08
Regional Competition 4/08 Winter Warming 1/08

COMMENTS BY DCP COORDINATOR: _____

STATUS

1-18-07 Date applied to DCP
____ Date advanced to Approved Director
____ Date recommended to Certified Director
____ Date recommended to Master Director
5-30-08 Date reaffirmed at current status

Date: 5-30-08

Signed: _____

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

May 29, 2008

JONELLE HAMILTON
2951 ARROWSMITH DR
REYNOLDSBURG, OH 43068

Dear JONELLE,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the modules completed at Leaders Retreat in May.

Testing is available at most regional meetings. I will let you know when the next available testing date is planned.

I look forward to working with you to attain your goal of Certified Director. 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: Susanna Runyan, DCP
Bev Miller, Education Coordinator
Zoe Hagy, Director Coordinator
/file

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

CONFIDENTIAL

Report for fiscal year 2007 - 2008

CONFIDENTIAL

DCP Member's Name Jonelle Hamilton Region # 4
Chorus Name Scioto Valley

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:

 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:

9.2 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: 6-15-07

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

Date of exam:

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

Date of exam: 1-18-08

 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:

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

8.0 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: 1-19-07

 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:

Score Part 1: 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: 1-19-07

Score Part 1: Score Part 2: 4.4

(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.

Director Certification Program
Progress Report

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SCORE AND ADVANCEMENT REQUIREMENTS

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17.2 Total score received in musical/technical skills
12.4 Total score received in management/communication skills
29.6 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 1/08
Leaders Retreat 6/07

COMMENTS BY DCP COORDINATOR: _____

STATUS

1-18-07 Date applied to DCP
____ Date advanced to Approved Director
____ Date recommended to Certified Director
2-7-08 Date recommended to Master Director
____ Date reaffirmed at current status

Date: 2-7-08

Signed: _____

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

February 18, 2008

JONELLE HAMILTON
2951 ARROWSMITH DR
REYNOLDSBURG, OH 43068

Dear JONELLE,

Enclosed is your progress report for DCP module testing completed so far and dates the tests were completed. The progress report indicates the score you received on the module completed at Winter Warmup in January.

Testing is available at most regional meetings. Sorry I haven't been able to set up testing sessions outside of regional meetings. The next session is Leader's Retreat and I am planning to attend. Maybe we can set something up for then. Another option would be to contact Amanda Kaufmann or Mary Ellen Guntzelman to see if they would administer the tests for you. If this is an option, let me know and I will send them the tests you wish to take.

I look forward to working with you to attain your goal of Approved Director. 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: Susanna Runyan, DCP
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file