

**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:

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

 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.**

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.

 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 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

9.2

Total score received in musical/technical skills

12.4

Total score received in management/communication skills

21.6

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 1/07.

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

Date recommended to Master Director

6-17-07

Date reaffirmed at current status

Date: 6-17-07

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

June 18, 2007

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 MOM this past weekend.

Testing is available at most regional meetings. The next scheduled regional meeting is Winter Warmup, January 2008. However, as we talked, maybe we can set up a testing session for the participants located in the Columbus area sometime this summer or fall. I will work with Zoe and Lynn on setting something up.

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

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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: _____

 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: _____

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

Date of exam: _____

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

Date of exam: _____

 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.

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.

 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
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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

0 Total score received in musical/technical skills

12.4 Total score received in management/communication skills

12.4 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, Region 4, 1/2007

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

_____ Date reaffirmed at current status

Date: 2-11-07

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 14, 2007

JONELLE HAMILTON

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 scores you received on the modules completed and the modules yet to complete. Once I receive notification that you have applied and are accepted into the DCP program from International, I will forward your progress report to them in order to keep track of your DCP progress.

Module #1, Conducting, is an evaluation that needs to be completed by a member of the music staff or a person approved by Lynn Hartmuth, Education Coordinator. the evaluation can be done in person or by video. Contact Lynn or me when you are ready to complete this conducting evaluation.

Testing is available at most regional meetings. The next available testing date will be leaders retreat, June 15-16. The education committee, Zoe and I are planning a session on the judging category. Watch the regional publications for more details on the session and testing times. If you wish to retake other testing during the retreat week end, please let me know so I can have the appropriate testing materials.

I look forward to working with you to attain your goal of Approved or 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
Lynn Hartmuth, Education Coordinator
Zoe Hagy, Director Coordinator
file

January 18, 2007

Ms. Jonelle P Hamilton
2951 Arrowsmith Dr
Reynoldsburg, OH 43068

Dear Jonalle:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

Musical/Technical

Conducting
Analytical Listening
Judging Categories & Competition
Vocal Production
Music Theory
Rehearsal Planning and Implementation

Management/Communication

Organizational Knowledge & Director
Teaching
Management
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it to the Directors Certification Program Coordinator in your region. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Suzanna Runyan
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED #4
Zoe Hagy, DC #4
Rita Tucker, DCPC #4

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 Scioto Valley Chorus Region # 4
Date 2-16-07

Name Jonelle Hamilton Home Phone 614.863.0405
Address 2951 Arrowsmith Drive Reynoldsburg OH 43068 Work Phone
614.846.1111 x 833 Fax 614.846.2111 Email hamiltj2 @
I am currently serving as a Sweet Adelines International chorus: nationwide.com

G Director/Co-director

G Associate/Assistant Director

G 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:

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

2 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

2 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology

3 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style

3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration

2 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*

3 7. Vocal Production - Understanding and practical application of components of good vocal skills

3 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others

 9. Music Theory (Understanding of music notation, key signatures, time signatures, intervals, chord structures) rate - 5 X rate - 2

3 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

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

Participant's Name Jonelle Hamilton
Chapter Scioto Valley Date 1-16-09
Classification: Director/Co-director _____ Assoc/Asst. dir. ☒ Candidate _____

Instructions to Evaluator:

Evaluation based on (check one):

☒ actual observation _____ videorecorded example

Based on your observation, evaluate the participant's directing 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
- 5 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
- 5 Demonstrates ability to indicate attacks and releases clearly
- 5 Exhibits congruency between mouth posture and hand motions
- 5 Exhibits body posture appropriate for good singing
- 5 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

50 Total points

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

Evaluator Amanda Kaufmann Date 1/16/09
ED Signature _____ Date _____

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

Participant's Name Jonelle Hamilton
Chapter Scioto Valley
Classification: Director/Co-director _____ Assoc. Asst. dir. ☒ Date 5-16-08
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
- X 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
- X 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