

DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS TO DMA: Record the score which the participant has achieved for each skill area. If evaluation for one or more areas has not yet taken place at the time the Progress Report is completed, write "NA" in the appropriate blank(s).
Distribution: One copy to International Headquarters; one copy to participant; one copy to DMA file.

PARTICIPANT'S NAME Norma Mundstock DATE JAN 1, 1990
CHAPTER NAME GEM CITY REGION 4
CLASSIFICATION: DIRECTOR _____ ASS'T./ASSOC. DIRECTOR _____ OTHER ✓
TOTAL SCORE _____

 I. CONDUCTING SKILLS (10 points possible for all participants)

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

COMMENTS:

6 II. ANALYTICAL LISTENING SKILLS (10 points possible for all participants)

Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production.

COMMENTS:

10 III. ORGANIZATIONAL KNOWLEDGE (10 points possible for all participants)

Knowledge of International and regional structure, including appointees, elected officials, committees and their duties; includes understanding of organizational philosophy, policies, and terminology.

COMMENTS:

(continued)

PARTICIPANT'S NAME N. MUNDSTOCK

____ IV. TEACHING SKILLS (10 points possible for all participants)

Includes style of presentation and methods of teaching music, vocal skills, section unity, and barbershop style.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

____ V. MANAGEMENT SKILLS (10 points possible for directors and ass't./ assoc. directors; 5 points possible for "other" participants)

Includes selecting, training, and utilizing musical leaders and working with chapter administration.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

____ VI. KNOWLEDGE OF JUDGING CATEGORIES (10 points possible for all participants)

Includes knowledge and application of the four judging categories, as outlined in the Judging Category Description Booklet.

COMMENTS:

5.0 VII. VOCAL PRODUCTION KNOWLEDGE (10 points possible for all participants)

Includes understanding and practical application of the components of good vocal skills.

COMMENTS:

____ VIII. COMMUNICATION SKILLS (10 points possible for directors and ass't./assoc. directors; 5 points for "other" participants)

Includes application of effective communication skills with administrative leaders, musical leaders, chorus members, and others.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

PARTICIPANT'S NAME N. MUNDSTOCK

IX. KNOWLEDGE OF MUSIC THEORY (10 points possible for all participants)

Includes understanding of music notation, key signature, time signatures, intervals, and chord structures.

COMMENTS:

X. REHEARSAL PLANNING AND IMPLEMENTATION SKILLS (10 points possible for director and ass't./assoc. directors; 5 points possible for "other" participants)

Includes understanding of time scheduling, rehearsal pacing and variety, and long-range planning.

SCORE PART I: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional SUMMER MTG 1989 International _____

COMMENTS:

Norma - Sorry for the long delay. This is just an interim report for you and Char.

Status: Retained as: Applicant Director _____ Approved Director _____
Certified Director _____ Master Director _____

Advanced to: Approved Director _____

*Successful completion of requirements for Certified Director _____

*Successful completion of requirements for Master Director _____

*Advancement determined by Music Direction Committee.

Signed: M. L. Waabkenberg for DMA # 4 Date Jan 1, 1990

SWEET ADELINES, INC.
DIRECTOR CERTIFICATION PROGRAM

PROGRESS REPORT

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PARTICIPANT'S NAME Norvin Munstuck DATE 6/25/88
CHAPTER NAME Gen City REGION # 4
DIRECTOR PARTICIPANT _____ NON-DIRECTOR PARTICIPANT ✓
TOTAL SCORE 37

3 I. Conducting Skills

1. No aptitude for conducting.
2. Minimal conducting skills.
3. Acceptable conducting techniques in the barbershop style.
4. Above average conducting techniques in the barbershop style.
5. Outstanding conducting techniques including artistry, finesse, creativity, and showmanship in the barbershop style.

4 II. Analytical Listening Skills

1. Lack of analytical listening skills.
2. Minimal capability in analytical listening skills.
3. Satisfactory ability to identify, analyze, evaluate and correct, if necessary, the barbershop sound as produced by individual voices and/or performing groups.
4. Above average capability in analytical listening skills.
5. Exceptional capability in analytical listening skills.

5 III. Organizational Knowledge/Commitment

1. No knowledge of and/or commitment to Sweet Adelines, Inc.
2. Basic knowledge of the organization's structure and philosophy.
3. Supports and encourages participation in programs at the regional and International level, i.e., competition, educational events, regional meetings, etc.
4. Promotes organizational involvement and participation.
5. Assumes active leadership role at the regional and/or International level.

(continued)

PARTICIPANT'S NAME

Norm Mundst

4 IV. Teaching Skills

1. No teaching skills within the framework of a chorus rehearsal.
2. Minimal teaching skills within the framework of a chorus rehearsal.
3. Satisfactory teaching skills within the framework of a chorus rehearsal.
4. Above average teaching skills within the framework of a chorus rehearsal.
5. Exceptional teaching skills within the framework of a chorus rehearsal.

4 V. Management Skills

1. No level of management skills.
2. Minimal level of management skills.
3. Satisfactory level of management skills, i.e., identifies, develops and utilizes the specialized skills of individual chorus members.
4. Above average level of management skills.
5. Exceptional level of management skills.

4 VI. Knowledge of the Barbershop Style as Delineated by the Four Judging Categories

1. No knowledge or application of the barbershop style as delineated by the four judging categories.
2. Minimal knowledge and application of the barbershop style as delineated by the four judging categories.
3. Satisfactory knowledge and application of the barbershop style as delineated by the four judging categories.
4. Above average knowledge and application of the barbershop style as delineated by the four judging categories.
5. Exceptional knowledge and application of the barbershop style as delineated by the four judging categories.

4 VII. Vocal Production Knowledge

1. No ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
2. Minimal ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
3. Satisfactory ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
4. Above average ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
5. Thorough knowledge of vocal production techniques and outstanding ability to teach and demonstrate proper singing techniques.

(continued)

PARTICIPANT'S NAME

Norma Mundstich

4 VIII. Communication Skills

1. No level of communication skills.
2. Minimal level of communication skills.
3. Satisfactory level of communication skills, i.e., ability to talk and be heard as well as to listen and understand.
4. Consistent above average level of communication skills.
5. Maintains circular rapport on a regular basis.

5 IX. Knowledge of Music Theory

1. No understanding of musical notation.
2. Minimal understanding of musical notation.
3. Satisfactory understanding of musical notation and music theory.
4. Above average understanding of musical notation and music theory.
5. Thorough knowledge of musical notation and music theory.

X. Rehearsal Planning and Implementation Skills

1. No understanding of rehearsal planning and implementation techniques.
2. Minimal understanding of rehearsal planning and implementation techniques.
3. Plans and executes a satisfactory weekly rehearsal.
4. Plans and executes an effective weekly rehearsal.
5. Shows exceptional skills at planning and implementing the weekly rehearsal as a part of a long range educational program.

Attendance at director education events:

Regional

1988 Director Meeting
1987 5mc

International

Comments:

Status:

Retained as: Applicant Director _____
Certified Director _____

Approved Director _____
Master Director _____

Advanced to: Approved Director ✓ _____
Master Director* _____

Certified Director* _____

*Pending approval by Music Direction Committee

Signed:

Chas. G. ..., DMA # 4

Date

6/25/88

SWEET ADELINES, INC.

DIRECTOR CERTIFICATION PROGRAM

SELF-EVALUATION

NOTE: THIS INFORMATION IS CONFIDENTIAL.

INSTRUCTIONS: Please complete this form and forward it to your DMA. You may retain a copy for your personal files, if you so desire.

NAME NORMA MUNDSTOCK CHAPTER SEVEN HILLS REGION 4
ADDRESS 3171 DICKINSON RD PHONE (513) 481-8564 DATE 10/9/87
CINCINNATI, OH 45211 () _____

Currently serving as: Sweet Adeline chorus director _____ co-director _____
assistant/associate director _____ section leader ☒ other MUSIC STAFF
CHRM.

In the blank to the left of each item, write the number of the statement that best describes your level of proficiency in that component.

3 I. Conducting Skills

1. No aptitude for conducting.
2. Minimal conducting skills.
3. Acceptable conducting techniques in the barbershop style.
4. Above average conducting techniques in the barbershop style.
5. Outstanding conducting techniques, including artistry, finesse, creativity, and showmanship, in the barbershop style.

4 II. Analytical Listening Skills

1. Lack of analytical listening skills.
2. Minimal capability in analytical listening skills.
3. Satisfactory ability to identify, analyze, evaluate and correct, if necessary, the barbershop sound as produced by individual voices and/or performing groups.
4. Above average capability in analytical listening skills.
5. Exceptional capability in analytical listening skills.

5 III. Organizational Knowledge/Commitment

1. No knowledge of and/or commitment to Sweet Adelines, Inc.
2. Basic knowledge of the organization's structure and philosophy.
3. Supports and encourages participation in programs at the regional and International level, i.e., competition, educational events, regional meetings, etc.
4. Promotes organizational involvement and participation.
5. Assumes active leadership role at the regional and/or International level.

↓
TREASURER

↓
ACT. ARRANGER TRAINEE

(continued)

PARTICIPANT'S NAME NORMA MUNDSTOCK

4 IV. Teaching Skills

1. No teaching skills within the framework of a chorus rehearsal.
2. Minimal teaching skills within the framework of a chorus rehearsal.
3. Satisfactory teaching skills within the framework of a chorus rehearsal.
4. Above average teaching skills within the framework of a chorus rehearsal.
5. Exceptional teaching skills within the framework of a chorus rehearsal.

5 V. Management Skills

1. No level of management skills.
2. Minimal level of management skills.
3. Satisfactory level of management skills, i.e., identifies, develops and utilizes the specialized skills of individual chorus members.
4. Above average level of management skills.
5. Exceptional level of management skills. PRESIDENT 3X, REGENT, DMA

5 VI. Knowledge of the Barbershop Style as Delineated by the Four Judging Categories

1. No knowledge or application of the barbershop style as delineated by the four judging categories.
2. Minimal knowledge and application of the barbershop style as delineated by the four judging categories.
3. Satisfactory knowledge and application of the barbershop style as delineated by the four judging categories.
4. Above average knowledge and application of the barbershop style as delineated by the four judging categories.
5. Exceptional knowledge and application of the barbershop style as delineated by the four judging categories. ACT IN SOUND

5 VII. Vocal Production Knowledge

1. No ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
2. Minimal ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
3. Satisfactory ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
4. Above average ability to identify and evaluate, explain, demonstrate and teach proper vocal production techniques.
5. Thorough knowledge of vocal production techniques and outstanding ability to teach and demonstrate proper singing techniques. I TEACH & RUN ALL VOCAL PRODUCTION WORKSHOPS IN THE CHAPTER.

(continued)

PARTICIPANT'S NAME NORMA MUNDSTOCK

5 VIII. Communication Skills

1. No level of communication skills.
2. Minimal level of communication skills.
3. Satisfactory level of communication skills, i.e., ability to talk and be heard as well as to listen and understand.
4. Consistent above average level of communication skills.
5. Maintains circular rapport on a regular basis.

4 IX. Knowledge of Music Theory

1. No understanding of musical notation.
2. Minimal understanding of musical notation.
3. Satisfactory understanding of musical notation and music theory.
4. Above average understanding of musical notation and music theory.
5. Thorough knowledge of musical notation and music theory.

8 yrs
CLASSICAL
PIANO

4 X. Rehearsal Planning and Implementation Skills

1. No understanding of rehearsal planning and implementation techniques.
2. Minimal understanding of rehearsal planning and implementation techniques.
3. Plans and executes a satisfactory weekly rehearsal.
4. Plans and executes an effective weekly rehearsal.
5. Shows exceptional skills at planning and implementing the weekly rehearsal as a part of a long range educational program.

WHEN DIRECTOR IS
ABSENT

Comments:

October 14, 1987

MEMO

TO: Char Gurney, DMA #4
FROM: Sarah Harvey, Music Services Director
RE: Director Certification Program

The director/member listed below has enrolled in the Director Certification Program:

Norma Mundstock

~~Seven Hills Chorus~~
3171 Dickinson Rd.
Cincinnati, OH 45211
(513) 481-8564 (H)

Gem City

Non-director

Enclosed is a complete set of the blank tests and other forms which will be required as she/he proceeds through the program. Please make arrangements, as necessary, for administering tests and/or evaluations to this participant. You will also want to make certain she/he is notified whenever any training or classes for directors are being held.

SH:mr

cc: Peggy Chambers, CAE, Executive Director
Carolyn Fedde, Education Director
Marsha Leistner, Regent #4

non-director

APPLICATION FOR INTERNATIONAL DIRECTOR CERTIFICATION PROGRAM

I. PERSONAL DATA

NAME NORMA MUNDSTOCK CHAPTER SEVEN HILLS REGION 4
ADDRESS 3171 DICKINSON RD PHONE (513) 481-8564 (H)
CINCINNATI, OH 45211 () (O)

I am/have been a Sweet Adeline director _____ Chorus(es)/Dates _____
assistant or associate director _____
section leader ✓ _____

II. SWEET ADELINE MEMBERSHIP DATA:

Year joined Sweet Adelines, Inc. 1958

Has your affiliation been continuous since that time? YES

Other chapter(s) and region(s) to which you have belonged? NONE

Check areas of Sweet Adelines, Inc. in which you have experience:

Chorus Director	_____	International Music Faculty	_____
*Ass't./Assoc. Director	<u>?</u>	AC Judge in <u>SOUND</u>	Category _____
Section Leader	<u>✓</u>	Quartet Member	<u>✓</u>
DMA or DMA Faculty (both)	<u>✓✓</u>	Quartet Coach	<u>✓</u>
Arranger	<u>✓</u>	Chorus Coach	<u>✓</u>
Other	<u>See below Chairman of Music Staff (5 yrs)</u>		

III. MUSICAL BACKGROUND:

Formal Education 8 years classical piano; 6 yrs tap; ballet dancing

Other Musical Training Voice lessons

Barbershop Experience Outside Sweet Adelines, Inc. None

10 16 1982
* The Assistant Director in our chorus is responsible for warm-ups before rehearsal begins. As Chairman of the Music Staff, I am responsible for planning rehearsals when the director is not at rehearsal, teaching vocal production and all other music education and voice lessons. + + + + +
(continued)

III. MUSICAL BACKGROUND (continued):

Describe any teaching experiences outside Sweet Adelines, Inc. I help
with the vocal training for the musical shows presented
at the high school I teach.

IV. SWEET ADELINES EDUCATIONAL BACKGROUND

How many regional competitions have you attended as:

Competing chorus director 0

Competing chorus member 19

Spectator 9 (Chorus was retiring as Regional Champions.)

Which Internationally sponsored Chorus Director Seminars have you attended?

1978 ✓ 1979 ✓ 1981 ✓ 1983 ✓ 1987

How many regional chorus director training programs have you participated in? I
attend all that are offered if I am not teaching another class at the same
How many regional educational events have you attended in the last 3 years? all time

V. PERSONAL GOALS

What do you hope to gain from enrollment in this program? I hope to
become better at directing as my Sweet Adeline education
will encompass most aspects of this hobby. It will also
supply the tools I need to be a better coach and sharpen
my ear in the area of judging.

Signature

Norma Mundstock

Date

9/9/87

Enclose application fee of \$25.00

RECEIVED
INTERIM ADULTS

Carolyn Fedde, Education Director
Sweet Adelines, Inc.
P.O. Box 470168
Tulsa, OK 74147
SEP 14 9 31 AM '87
SWEET ADELINES INC

FOR OFFICE USE

Director Participant _____
Chorus _____
Non-director Participant _____
Date processed _____