



SWEET ADELINES  
INTERNATIONAL

*... a worldwide organization  
of women singers  
committed to advancing  
the musical art form of  
barbershop harmony  
through education  
and performance.*

INTERNATIONAL  
HEADQUARTERS:

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Internet: [sweetadelinesintl.org](http://sweetadelinesintl.org)

November 30, 2000

Ms. Linda Rowand, AD  
Capital City Chapter, #04  
10440 E Edgewood Ave  
Indianapolis IN 46239-1879

Dear Linda,

On behalf of the Education Direction Committee, I want to congratulate you on your advancement to ***Certified Director*** in the Director Certification Program. Recommendation for advancement was based on your achievement in each of the ten skill areas. The committee is pleased to approve that recommendation.

Enrollment in this program, and your efforts to successfully complete the requirements for advancement, attest to your desire to continue developing your skills as a Sweet Adelines chorus director. Best wishes in reaching your next goal in the program.

Sincerely,

Pat C. Berry

Music Services Assistant (DCP)

:pb

cc: Education Direction Committee  
Lynn Hartmuth, DCPC #04  
Norma Rash, ED #04  
Margery M. Scanlin, Chapter President  
Lorraine Barrows, Director of Education  
Kelly Brown, Director of Communications  
Carol Schwartz, Director of Music Services  
Joey Dawes, Publications Coordinator  
Laurie Pennington, Public Relations & Marketing Assistant

# Memo

Date: December 5, 2000

To: Debbie Haller, DCPC #24

From: *Pat* Pat C. Berry, Music Services Assistant/DCP

Re: Certificate of Achievement

This is to notify you that Linda Rowand has been 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.

pb

Enclosures

cc: Norma Rash, ED #04  
Beverly A. Miller, DC #04



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

**CONFIDENTIAL**

Report for fiscal year 2000 - 2001

**CONFIDENTIAL**

DCP Member's Name LINDA ROWLAND Region # 4  
Chorus Name Capital City

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 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: 12-4-94

8 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: 7-22-00

6 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: 12-4-94

10 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 12-4-94

7.2 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 12-4-94

8 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: 12-4-94  
Score Part 1: 8 Score Part 2: \_\_\_\_\_  
Enter total score above.

**MANAGEMENT/COMMUNICATION SKILLS**

10 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: 12-4-94

10 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: 12-4-94  
Score Part 1: 10 Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)  
Enter appropriate score above.

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: 12-4-94  
Score Part 1: 8 Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.

10 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: 12-4-94  
Score Part 1: 10 Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)  
Enter appropriate score above.



Director Certification Program  
Progress Report

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SCORE REQUIREMENTS

Approved Director: Combined scores of at least 50 points in all ten skill areas

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

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

47.2 Total score received in musical/technical skills

38.0 Total score received in management/communication skills

85.2 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: IES July 19-23 Summer Syzygy 8-3 thru 8-5

COMMENTS BY DCP COORDINATOR: Was a director when applied.  
No longer a front line director.

STATUS

8-6-87 Date applied to DCP  
9-24-00 Date advanced to Approved Director  
Date recommended to Certified Director  
Date recommended to Master Director  
Date reaffirmed at current status

Date: 9-24-00 Signed: [Signature]  
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 \_\_\_\_\_



SWEET ADELINES, INC.

## 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 Linda Rowand DATE 12/4/94

CHAPTER NAME \_\_\_\_\_ REGION \_\_\_\_\_

CLASSIFICATION: DIRECTOR \_\_\_\_\_ ASS'T./ASSOC. DIRECTOR \_\_\_\_\_ OTHER \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

8I. 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:

6II. 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:

10III. 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)



## 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 Linda Rowand DATE 124 94

CHAPTER NAME \_\_\_\_\_ REGION \_\_\_\_\_

CLASSIFICATION: DIRECTOR \_\_\_\_\_ ASS'T./ASSOC. DIRECTOR \_\_\_\_\_ OTHER \_\_\_\_\_

TOTAL SCORE \_\_\_\_\_

8

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 \_\_\_\_\_

\_\_\_\_ 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: 10 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: 8 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

6 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:

10 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: 10 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

(continued)



PARTICIPANT'S NAME \_\_\_\_\_

\_\_\_\_ 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: 10 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: 8 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

6 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:

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

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

COMMENTS:

10 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: 10 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:



PARTICIPANT'S NAME \_\_\_\_\_

7.2 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: 8 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional \_\_\_\_\_ International \_\_\_\_\_

COMMENTS:

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: \_\_\_\_\_ DMA # \_\_\_\_\_ Date \_\_\_\_\_



PARTICIPANT'S NAME \_\_\_\_\_

7.2 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: 8 SCORE PART II: \_\_\_\_\_ TOTAL SCORE: \_\_\_\_\_

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional \_\_\_\_\_ International \_\_\_\_\_

COMMENTS:

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: \_\_\_\_\_ DMA # \_\_\_\_\_ Date \_\_\_\_\_