

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

CONFIDENTIAL

Report for fiscal year 2006 - 2007

CONFIDENTIAL

DCP Member's Name Susan Russell Region # 4
Chorus Name French Colony Chorus

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:

9.0 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.
Date of exam: 1/19/07

 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: 1/20/06
Score Part 1: Score Part 2: 4.0
Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

 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:

 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: 1/20/06
Score Part 1: Score Part 2: 4.6
(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: 1/20/06
Score Part 1: Score Part 2: 3.0
(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

13.0 Total score received in musical/technical skills
7.6 Total score received in management/communication skills
20.6 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 Region 4, 1/2007

COMMENTS BY DCP COORDINATOR:

STATUS

1-3-06 Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
2-11-07 Date reaffirmed at current status

Date: 2-11-07

Signed: _____

Lita A. Jucker

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

SUSAN RUSSELL
217 THIRD AVE
GALLIPOLIS, OH 45631

Dear SUSAN,

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. The original progress report is submitted to International 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 complete 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

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

CONFIDENTIAL

Report for fiscal year 200 5 - 200 6

CONFIDENTIAL

DCP Member's Name SUSAN RUSSELL Region # 4
Chorus Name French Colony Chorus

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: 1/20/06

Score Part 1: _____ Score Part 2: 4.0

Enter appropriate score above.

MANAGEMENT/COMMUNICATION SKILLS

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: _____

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: 1/20/06

Score Part 1: _____ Score Part 2: 4.6

(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: 1/20/06

Score Part 1: _____ Score Part 2: 3.0

(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

4.0

Total score received in musical/technical skills

7.6

Total score received in management/communication skills

11.6

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: Director Retreat 11/05.

Regional Winter Meeting 1/06, IES 7/05, Regional Summer Meeting 8/05

COMMENTS BY DCP COORDINATOR: _____

STATUS

1/3/06

Date applied to DCP

Date advanced to Approved Director

Date recommended to Certified Director

Date recommended to Master Director

1/29/06

Date reaffirmed at current status

Date: 1/29/06

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

January 30, 2006

Susan Russell
217 Third Ave.
Gallipolis, OH 45631

Dear Susan,

Welcome to the Director Certification Program. Enclosed is your progress report for DCP module testing completed at Winter Warmup 2006. The progress report indicates the scores you received on the modules completed and the modules yet to complete. Module #1, Conducting, is an evaluation of your conducting skills to be completed by a member of the regional music team. Part 1 of modules 4, 5, 8 and 10 are evaluations completed by members of your chorus. Let me know when you would like these evaluations completed and I will send copies to your chorus president or team manager for distribution.

One of the requirements of the program is to complete a self evaluation form. I have enclosed a form for you to complete and return to me at your convenience.

I look forward to working with you to attain your goal of Certified Director. Testing is available at any regional education event by appointment in advance. Email or call me prior to an event in order to arrange a testing time. Please let me know if there is anything else I can do to help you attain your goal.

In Harmony,

A handwritten signature in cursive script, appearing to read "Rita".

Rita Tucker
DCP Coordinator
Region #4

Cc: Wanda Hartman, Music Services Assistant/DCP
Lynn Hartmuth, Education Coordinator
file



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

Mary Madsen
424 North Blvd W
Huntington, WV 25701

Dear President/Team Manager,

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 director, Susan Russell. 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 your director and International.

In Harmony,

Rita Tucker
DCP Coordinator

cc: Lynn Hartmuth
file

April 10, 2006

Ms. Susan E. Russell
217 Third Ave
Gallipolis, OH 45631

Dear Susan:

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,

Wanda Hartman
Music Services Assistant/DCP

cc: Lynn Hartmuth, ED # 4
Rita Tucker, DCPC # 4

Should go to Rita Tucker

**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 French Colony Chorus Region # 4

Name Susan E Russell Home Phone 740-446-2675

Address 217 Third Ave Gallipolis OH 43031 Fax 740-446-7035 Work Phone 740-446-3463

Email SRussell@willistire.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:

- 3 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
- 3 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
- 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
- 1 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 4 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

Posted
01-03-06

Director Certification Program Application

Chapter Name French Colony Chorus Chapter # 46 Region 4
 Name SUSAN E Russell Membership # _____
 Address 217 Third Avenue Home Phone _____
GALLIPOLIS Ohio Alternate Phone _____
 Zip 45631 Fax 740-446-9035 Email SRussell@willisfire.com

Current Sweet Adelines International Title/Position

☒ Director/Co-director Chapter Name French Colony Chorus
☐ Associate/Assistant Director Chapter Name _____
☐ Candidate Chapter Name _____

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1988 Has your affiliation been continuous? Yes

Please list former chapter(s) and region(s): River Magic - Region 4

PAID

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via VISA \$ 50

Sweet Adelines International Experience

☐ Chorus Director/Co-director ☐ International Faculty
☐ Associate/Assistant Director ☐ Judge (_____ Category)
☐ Section Leader
☐ Quartet Member
☐ Quartet Coach
☐ Chorus Coach _____
☐ Regional Leader
☐ Arranger

Musical Background

Formal education: none

Other musical training: Choir director of my church for 18 years
8 years of piano, 17 years of Sweet Adelines

Barbershop experience outside Sweet Adelines International: none

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): _____