

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

**CONFIDENTIAL**

Report for fiscal year 2000 - 2001

**CONFIDENTIAL**

DCP Member's Name

Joyce Snyder

Region #

4

Chorus Name

Friendship VII

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 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: 9-1-00

       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: \_\_\_\_\_

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

Date of exam: 8-5-00

       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 total 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: \_\_\_\_\_

4.23 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: NA  
(Max. 10 pts.) (Max. 5 pts.)

Enter appropriate score above.

       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: \_\_\_\_\_

Score Part 1: \_\_\_\_\_ Score Part 2: \_\_\_\_\_  
(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  
SELF-EVALUATION FORM  
CONFIDENTIAL**

**Instructions:** Please complete this form and send it to your ED/DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name FRIENDSHIP VII Region # 4 Date 8/25/00  
Name JOYCE SNYDER Home Phone (740) 439-3608  
Address 61437 GREENBRIAR DR Work Phone \_\_\_\_\_  
CAMBRIDGE, OHIO 43725 Fax \_\_\_\_\_

I am currently serving as a Sweet Adelines International chorus:

☒ "INTERIM"  
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
- 5 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
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 3 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 4 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
- 3 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 3 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
[ritatuck@aol.com](mailto:ritatuck@aol.com)

November 26, 2002

Joyce Snyder  
61437 Greenbriar Dr  
Cambridge OH 43725

Dear Joyce,

Congratulations on completing the DCP modules and attaining a score sufficient for advancement. The enclosed progress report has been submitted to International Music Services for recommendation to Certified Director.

International will review and verify the progress report and you will be notified of your advancement to Certified Director. Applicable notifications and certificate will be forwarded to Region 4 Education Coordinator, Lynn Hartmuth.

Again, congratulations on completing the Director Certification Program.

In Harmony,

A handwritten signature in blue ink that reads "Rita".

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Pat Berry, 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](mailto:ritatuck@aol.com)

November 17, 2002

Joyce Snyder  
61437 Greenbriar Dr  
Cambridge OH 43725

Dear Joyce,

I have received the chorus surveys and completed the evaluation for module 4, Teaching Skills. Enclosed is a current progress report showing scores and modules completed to date.

I am looking forward to working with you on completing the DCP modules and attaining your goals. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Pat Berry, Music Services Assistant/DCP  
Lynn Hartmuth, Education Coordinator  
file



Rita Tucker, DCP Coordinator  
62832 Range Rd.  
Lore City, OH 43755  
740-489-5811  
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August 12, 2002

JOYCE SNYDER  
61437 GREENBRIAR DR  
CAMBRIDGE, OH 43725

Hi JOYCE,

Education Coordinator, Lynn Hartmuth, has recently appointed me to coordinate the Director Certification Program for Region 4. Your name is included on the active DCP list for Region 4 as submitted by International.

If you have completed any module testing, I have included a current progress report for your review. As most of you know, the DCP is a self-directed program for anyone interested in expanding their general musical knowledge, as well as enhancing actual directing skills. Ten modules are completed through testing, regional music team evaluations and chorus evaluations. I have also included an explanation of the 10 DCP skill areas and requirements for advancement. The complete set of DCP modules is available through International Sales.

Testing will be made available at all regional meetings. If you are interested in completing any test, contact me ahead of any regional event to set up a time to meet. If several participants from an area would like to schedule testing, contact me to see if other arrangements can be made. Lynn Hartmuth, Education Coordinator, has also agreed to administer testing if it is more convenient to make arrangements with her.

I am looking forward to working with you on completing the DCP modules and attaining your goals. Please contact me if you have any questions or concerns.

In Harmony,

Rita Tucker  
DCP Coordinator  
Region #4

Cc: Lynn Hartmuth, Education Coordinator  
file

# Memo

Date: August 17, 2000

To: Lynn S. Hartmuth, DCPC #04

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

Re: Director Certification Program

Enclosed is information on Joyce Snyder who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

Enclosures

cc: Norma M. Rash, ED #04



**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:**

P.O. Box 470168  
Tulsa, OK 74147-0168  
918-622-1444  
FAX 918-665-0894  
800-992-7464

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

August 21, 2000

Ms. Joyce A. Snyder, CD  
Friendship VII Chapter, #04  
61437 Greenbriar Dr  
Cambridge OH 43725

Dear Joyce:

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  
Resources  
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, in the envelope provided, to the Directors Certification Program Coordinator.. 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,

Pat C. Berry  
Music Services Assistant/DCP

Enclosures

cc: Norma M. Rash, ED #04  
Lynn S. Hartmuth, DCPC #04



DIRECTOR/CO-DIRECTOR \_\_\_\_\_  
ASSOCIATE/ASSISTANT \_\_\_\_\_  
CANDIDATE \_\_\_\_\_  
DATE PROCESSED \_\_\_\_\_

## Director Certification Program Application

Chapter Name FRIENDSHIP VII Chapter # \_\_\_\_\_ Region 4  
Name JOYCE SNYDER Membership # 071704  
Address 61437 GREENBRIAR DR Home Phone (740) 439-3608  
CAMBRIDGE, OHIO Alternate Phone -  
43725 Fax -

### Sweet Adelines International Title/Position

☒ Director/Co-director Chapter Name FRIENDSHIP VII  
☐ Associate/Assistant Director Chapter Name \_\_\_\_\_  
☐ Candidate Chapter Name \_\_\_\_\_

### Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 1992 Has your affiliation been continuous? yes  
Please list former chapter(s) and region(s): \_\_\_\_\_

### Sweet Adelines International Experience

☒ Chorus Director/Co-director  
☐ Associate/Assistant Director  
☒ Section Leader  
☐ DMA or DMA Faculty  
☐ Arranger  
☐ Other \_\_\_\_\_

☐ International Faculty  
☐ Judge (\_\_\_\_\_ Category)  
☒ Quartet Member  
☐ Quartet Coach  
☐ Chorus Coach

### Musical Background

Formal education: \_\_\_\_\_

Other musical training: Winter/Summer sessions, IES SAN ANTONIO 1999

(over)



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

Participant's Name JOYCE SNYDER  
Chapter FRIENDSHIP VII #4 Date 7/22/00  
Classification: Director/Co-director ✓ Assoc/Asst. dir. \_\_\_\_\_ 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
  - ⓔ (b) and (c) only
2. ★ 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
2. 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
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



*Mya Sawyer*

★ ~~6.~~ The pitch-taking technique for this song could be described as:

- ~~-~~ ☒ a. out of tune
- + b. solid
- + c. strong and accurate
- d. strong and inaccurate
- e. (a) and (d)

★ ~~7.~~ Besides work on individual vocal production, what is the best sequence of skill development for this chorus in sound?

- a. tuning, accurate notes and intervals, chord balancing, synchronization
- b. chord balancing, accurate notes and intervals, tuning, synchronization
- c. accurate notes and intervals, tuning, synchronization, chord balancing
- ☒ d. synchronization, tuning, accurate notes and intervals, chord balancing
- ~~e. accurate notes and intervals, synchronization, tuning, chord balancing~~

★ 8. This introduction:

- + a. is generally in tune
- + b. has good phrase flow
- + c. demonstrates appropriate forward motion
- + d. features strong bass singing
- ☒ e. all of the above

★ 9. The singing here represents all of these practices *except*:

- a. inaccurate intervals
- ☒ b. overly conservative tempo
- c. underdeveloped vocal skills
- ☒ d. individual voice parts apparent
- e. wrong notes

★ 10. This tag is a good example of:

- ☒ a. oversinging
- b. lack of synchronization
- + c. good balance
- + d. good tuning
- e. lack of forward motion

Total points = 6 = TOTAL SCORE (maximum 10)

Evaluator

*Lyndee Hartmuth*

Date 9-1-00

ED Signature

Date \_\_\_\_\_