

## SWEET ADELINES, INC.

## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

PART II: To be completed by all program participants and evaluated by DMA.

NOTE: Part I is available for directors and ass't./assoc. directors only.

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 7/6/94Classification: Director X Ass't./Assoc. Director \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Respond to each of the following items as indicated.

1. List five (5) ways you could assist your director if you were an assistant director of a 40-voice chorus. (5 points possible)

- +5
1. offer to help out with tasks she doesn't like to do.
  2. Be loyal
  3. Be reliable
  4. Be able to run a rehearsal in director's absence
  5. Supportive.
  6. Confidentiality - trust
  7. attend rehearsals regularly

2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus. (3 points possible)

- +3
1. Recognize & list areas of need.
  2. Establish positions that suit those needs.
  3. List desirable qualifications for each position & then compile the duties in a job description.
  4. Establish procedures necessary to make it work.

3. What are the key ingredients of a good working relationship between the chorus director and board of directors? (2 points possible)

- +2
1. Keep the lines of communication open.
  2. Listen to concerns of the board.
  3. Director should keep board involved in what she's doing.
  4. Roles of Director & Board should be clearly defined.
  5. Board doesn't use too much rehearsal time.
  6. Support.

Total points, Part II 10 ÷ 2 = Score, Part II 5



## DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA VI: JUDGING CATEGORIES

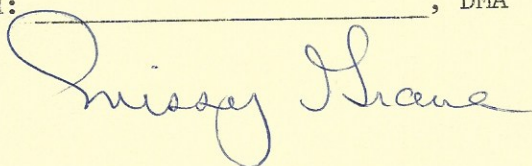
(To be completed by program participant)

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 1/23/94  
Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Write the correct answer in each blank.

1. In the music category, 40 % of your score has to do with the arrangement.
2. In the sound category, 30 % of your score relates to artistic sound.
3. In the expression category, lyric interpretation accounts for 60 % of your score.
4. In the showmanship category, 70% of your score is focused on performance.
5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 11.
6. The number of total points available for a two-song performance in a regional competition is 800.
7. ~~In~~ order to be eligible for an International award at your regional competition, your total score must be 320 points or above.
8. ~~How~~ many categories are affected by harmony accuracy? 2.
9. Which category scoresheet has a picture of the barbershop cone? SOUND
10. In case of a tie score, the score in the MUSIC category breaks the tie.

To be completed by DMA:

Total correct answers 8 Score 8Signed: \_\_\_\_\_, DMA Date 1-24-94



## DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA VI: JUDGING CATEGORIES

(To be completed by program participant)

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 7/11/93  
Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Write the correct answer in each blank.

- ☒ In the music category, 70% of your score has to do with the arrangement.
- ☒ In the sound category, 40% of your score relates to artistic sound.
- ☒ In the expression category, lyric interpretation accounts for 10% of your score.
- ☒ In the showmanship category, 70% of your score is focused on Selling song.
5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 11.
6. The number of total points available for a two-song performance in a regional competition is 800.
- ☒ In order to be eligible for an International award at your regional competition, your total score must be 450 points or above.
8. How many categories are affected by harmony accuracy? 4.
9. Which category scoresheet has a picture of the barbershop cone? Sound
10. In case of a tie score, the score in the music category breaks the tie.

To be completed by DMA:

Total correct answers 5 Score 5

Signed: \_\_\_\_\_, DMA Date \_\_\_\_\_



## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 8-4-91Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Write the letter of the correct answer in the blank to the left of each of the following items:

- d 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the \_\_\_\_\_  
a. epiglottis      b. larynx      c. soft palate      d. glottis      e. cricoids
- c 2. The primary resonator in the human voice is the \_\_\_\_\_  
a. hyoid bone      b. larynx      c. pharynx      d. diaphragm  
e. external and internal intercostals
- a 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing      b. abdominal      c. intercostals      d. diaphragm  
e. sternum
- b 4. For proper resonation, the \_\_\_\_\_ must be open.  
a. vocal cords      b. soft palate      c. intercostals      d. larynx  
e. diaphragm
- b 5. When we swallow, the "lid" that closes off the windpipe is called the \_\_\_\_\_  
a. cricoid cartilage      b. epiglottis      c. glottis      d. sphincter  
e. soft palate
- d 6. Amplification of the voice is called \_\_\_\_\_  
a. phonation      b. articulation      c. vibrato      d. resonation  
e. harmonics
- e 7. One of the muscles of inhalation is the \_\_\_\_\_  
a. abdominal muscle      b. vagus      c. internal intercostals      d. jaw  
e. diaphragm
- a 8. Proper phonation is achieved by lifting the \_\_\_\_\_  
a. abdominal muscles      b. jaw      c. phrenic nerve      d. larynx  
e. epiglottis
- d 9. Closure of the vocal cords is called \_\_\_\_\_  
a. resonation      b. articulation      c. relaxation      d. interference  
e. approximation



- C 10. For good correct vocal production the \_\_\_\_\_ must be relaxed and free.
- a. intercostal muscles      b. vagus nerve      c. jaw      d. hyoid bone  
e. sternum
- b 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_, and a resonator suitable to the frequency or pitch, produced.
- a. articulator      b. vibrator      c. reflex action      d. approximator  
e. transmitter
- d 12. Vowels are formed primarily with the
- a. jaw      b. soft palate      c. vocal cords      d. tongue  
e. cheek muscles
- a 13. Intercostal muscles are the muscles which control the
- a. ribcage expansion      b. diaphragm      c. drop/lift      d. shoulders  
e. vocal cords
- b 14. The laryngo-pharynx is the area where pitches # are resonated.
- a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above the "C" above middle "C"
- e b 15. The vocal cords are attached to the
- a. soft palate      b. hyoid bone      c. pharynx      d. epiglottis  
e. thyroid cartilage
- a 16. The "middle voice" is used for producing tones
- a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above middle "C"
- b 17. The area of the pharynx that is closed by the soft palate is
- a. laryngo-pharynx      b. naso-pharynx      c. oro-pharynx
- C 18. The ventricular bands are
- a. vocal cords      b. false vocal cords      c. transverse abdominal muscles  
d. tongue muscles      e. jaw muscles
- C 19. The part of the body not involved in the swallowing mechanism is
- a. jaw      b. tongue      c. diaphragm      d. lips      e. larynx



C 20. Proper posture for singing is an upright stance with body weight primarily

- a. evenly distributed on both feet      b. on the heels with the legs relaxed  
c. forward on the balls of the feet.

To be completed by the DMA

Total points 17 ÷ 2 = Score 8.5

Signed: \_\_\_\_\_

*MLW*

*for*

DMA

*4*

Date

*9/4/91*



## DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 1-19-90Classification: Director ✓ Ass't./Assoc. \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Write the letter of the correct answer in the blank to the left of each of the following items:

- d 1. When we are not singing or speaking, the vocal cords are open. We refer to the space between them as the \_\_\_\_\_  
a. epiglottis      b. larynx      c. soft palate      d. glottis      e. cricoids
- c 2. The primary resonator in the human voice is the \_\_\_\_\_  
a. hyoid bone      b. larynx      c. pharynx      d. diaphragm  
e. external and internal intercostals
- A 3. In singing, muscles that interfere with vocal freedom are the \_\_\_\_\_ muscles.  
a. swallowing      b. abdominal      c. intercostals      d. diaphragm  
e. sternum
- B 4. For proper resonation, the \_\_\_\_\_ must be open.  
a. vocal cords      b. soft palate      c. intercostals      d. larynx  
e. diaphragm
- B 5. When we swallow, the "lid" that closes off the windpipe is called the \_\_\_\_\_  
a. cricoid cartilage      b. epiglottis      c. glottis      d. sphincter  
e. soft palate
- d 6. Amplification of the voice is called \_\_\_\_\_  
a. phonation      b. articulation      c. vibrato      d. resonation  
e. harmonics
- E 7. One of the muscles of inhalation is the \_\_\_\_\_  
a. abdominal muscle      b. vagus      c. internal intercostals      d. jaw  
e. diaphragm
- A 8. Proper phonation is achieved by lifting the \_\_\_\_\_  
a. abdominal muscles      b. jaw      c. phrenic nerve      d. larynx  
e. epiglottis
- D 9. Closure of the vocal cords is called \_\_\_\_\_  
a. resonation      b. articulation      c. relaxation      d. interference  
e. approximation



- C 10. For good correct vocal production the \_\_\_\_\_ must be relaxed and free.  
a. intercostal muscles      b. vagus nerve      c. jaw      d. hyoid bone  
e. sternum
- E 11. Every sound that is produced, no matter what the source, must have three elements: an actuator, a \_\_\_\_\_, and a resonator suitable to the frequency or pitch, produced.  
a. articulator      b. vibrator      c. reflex action      d. approximator  
e. transmittor
- dA 12. Vowels are formed primarily with the  
a. jaw      b. soft palate      c. vocal cords      d. tongue  
e. cheek muscles
- A 13. Intercostal muscles are the muscles which control the  
a. ribcage expansion      b. diaphragm      c. drop/lift      d. shoulders  
e. vocal cords
- B 14. The laryngo-pharynx is the area where pitches \_\_\_\_\_ are resonated.  
a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above the "C" above middle "C"
- eB 15. The vocal cords are attached to the  
a. soft palate      b. hyoid bone      c. pharynx      d. epiglottis  
e. thyroid cartilage
- A 16. The "middle voice" is used for producing tones  
a. between middle "C" and the "C" an octave higher      b. below middle "C"  
c. above middle "C"
- B 17. The area of the pharynx that is closed by the soft palate is  
a. laryngo-pharynx      b. naso-pharynx      c. oro-pharynx
- bD 18. The ventricular bands are  
a. vocal cords      b. false vocal cords      c. transverse abdominal muscles  
d. tongue muscles      e. jaw muscles
- C 19. The part of the body not involved in the swallowing mechanism is  
a. jaw      b. tongue      c. diaphragm      d. lips      e. larynx



- C 20. Proper posture for singing is an upright stance with body weight primarily
- a. evenly distributed on both feet
  - b. on the heels with the legs relaxed
  - c. forward on the balls of the feet.

To be completed by the DMA

Total points 20<sup>13</sup> ÷ 2 = Score 36.5

Signed: Mary Lynn Koebkenberg, DMA #4 Date 2-1-90  
PCP Coordinator



## DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

PART I: (FOR DIRECTOR OR ASS'T./ASSOC. DIRECTOR)

COMPILATION OF RESULTS  
(To be completed by DMA)

PARTICIPANT'S NAME Linda Walls CHAPTER Hocking Valley DATE 7-5-94  
 Classification: Director ✓ Ass't./Assoc. Director \_\_\_\_\_

INSTRUCTIONS: Evaluate the participant's communication skills by assigning a numerical rating of 1-5 (5 = excellent; 1 = poor) for each item.

Tot. # of  
Pts. Responses Score

The participant:

- |   |                                     |
|---|-------------------------------------|
| 1. Solicits and utilizes input from the chorus.   | <u>41</u> ÷ <u>12</u> = <u>3.42</u> |
| 2. Gives clear instructions and communicates expectations.  | <u>49</u> ÷ <u>12</u> = <u>4.08</u> |
| 3. Communicates in a positive manner.   | <u>47</u> ÷ <u>12</u> = <u>3.92</u> |
| 4. Exhibits enthusiasm.   | <u>56</u> ÷ <u>12</u> = <u>4.67</u> |
| 5. Demonstrates a willingness to accept outside assistance.   | <u>41</u> ÷ <u>12</u> = <u>3.42</u> |
| 6. Has consistent communication signals (i.e., eye contact, body language, and voice.)                  | <u>52</u> ÷ <u>12</u> = <u>4.33</u> |
| 7. Offers positive reinforcement.   | <u>45</u> ÷ <u>12</u> = <u>3.75</u> |
| 8. Exhibits security in position of director or assistant/associate director (whichever is applicable). | <u>47</u> ÷ <u>12</u> = <u>3.92</u> |
| 9. Accepts constructive criticism well.   | <u>39</u> ÷ <u>12</u> = <u>3.25</u> |
| 10. Communicates that the chorus <u>can</u> reach its goals.  | <u>55</u> ÷ <u>12</u> = <u>4.58</u> |

Total 39.34Total 39.34 ÷ 10 = Score, Part I 3.93

Score, Part I \_\_\_\_\_ + Score, Part II \_\_\_\_\_ = Total Score \_\_\_\_\_

Signed: \_\_\_\_\_, DMA Date \_\_\_\_\_

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.



## SWEET ADELINES, INC.

## DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

PART II: To be completed by all program participants and evaluated by DMA.

NOTE: Part I is available for directors and ass't./assoc. directors only.

PARTICIPANT'S NAME LINDA WALLS CHAPTER HOCKING VALLEY DATE 7/6/94  
 Classification: Director X Ass't./Assoc. Director \_\_\_\_\_ Other \_\_\_\_\_

INSTRUCTIONS: Respond to each of the following items as indicated.

1. List five (5) components in a Sweet Adeline director's effective communication with the chorus. (5 points possible)

- +5
- |  |                   |
|--|-------------------|
| 1. Acceptance of others as they are.       | 6. Recognition    |
| 2. Expression of interest & concern        | 7. Encouragement  |
| 3. Understanding of needs & listen to them | 8. Respect        |
| 4. Responsive listening                    | 9. Caring         |
| 5. Allow questions                         | 10. Body language |
|  | 11. Eye contact   |
|  | 12. Enthusiasm    |

2. An individual member consistently makes singing errors and is upsetting to those around her. What communication skills would you utilize in handling this problem? (3 points possible)

- +3
- |                                 |   |
|---------------------------------|---|
| 1. use passive words            | I would tell her (alone) that I have noticed that a lot of <del>the</del> incorrect notes are being sung. I would praise her for other things that might be good such as her face, but that we all have worked really hard & that this time, she won't be able to sing unless we can do something about it. I would offer to help & ask if there's something happening in her life that could be interfering with the learning. |
| 2. tough-minded, tender hearted |   |
| 3. tell the truth               |   |
| 4. kindness                     |   |

3. As a director of a 40-voice chorus, what communication skills would you use to help an insecure assistant director become more confident? (2 points possible)

- +2
- I think it's most important to give her credibility in front of the chorus & express my confidence in her ability. I would ask for the chorus' support of her. I would encourage her and have the board send her to classes so she can learn on her own.

Total 10 ÷ 2 = Score, Part II 5