

B. Answer each of the following as indicated. (2 points for answering each numbered item correctly; no partial credit.)

1. The purpose of Sweet Adelines International is to Educate its members in the singing of 4 part Barbershop Harmony.
2. What is the name of the International President? Julie Kendeck.
3. What is your Regent's name? Charlene Staats.
4. What is your DMA's name? Molly Huffman.
5. What is the name of the Executive Director of the International Headquarters staff? Shauna Green.

To be completed by DMA:

Total points 19 ÷ 2 = Score 9.5

Signed: Mary Ellen Kuntzleman, DCP Cond for DMA # 4 Date 7-14-96

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA IV: TEACHING SKILLS/PART I
(FOR DIRECTOR/CO-DIRECTOR OR ASSOC./ASS'T DIRECTOR)

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Lynn Hartmuth Chapter Queen City Date 8-21-96

Classification: Director/Co-Director X Assoc./Ass't. Director _____

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

	TOTAL PTS.	NUMBER OF RESPONSES	SCORE
1. Methods of teaching:			
a. A song	<u>58</u>	<u>÷ 12</u>	= <u>4.83</u>
b. Vocal skills	<u>52</u>	<u>÷ 12</u>	= <u>4.33</u>
c. Section work	<u>54</u>	<u>÷ 12</u>	= <u>4.5</u>
2. Clarity of language	<u>57</u>	<u>÷ 12</u>	= <u>4.75</u>
3. Logical progression of learning	<u>56</u>	<u>÷ 12</u>	= <u>4.66</u>
4. Vocal inflection	<u>51</u>	<u>÷ 12</u>	= <u>4.25</u>
5. Body language	<u>55</u>	<u>÷ 12</u>	= <u>4.58</u>
6. Facial expression	<u>57</u>	<u>÷ 12</u>	= <u>4.75</u>
7. Maintains attention and control of the group	<u>52</u>	<u>÷ 12</u>	= <u>4.33</u>
8. Presentation of material is appropriate to the level of the group.	<u>57</u>	<u>÷ 12</u>	= <u>4.75</u>

Total 45.73 ÷ 5 = Score 9.14

Signed: Mary Ellen Guntzelman, DCP Coord for DMA # 4 Date 8-21-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

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

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Lynn Hartmuth CHAPTER Queen City DATE 8-21-96

Classification: Director/Co-Director X Assoc./Ass't. Director

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

	TOTAL PTS	NUMBER OF RESPONSES	SCORE
1. The participant selects and utilizes chorus members to assist her in the chapter's musical program.	<u>55</u>	<u>÷ 12</u>	<u>= 4.58</u>
2. The participant provides training for the music staff members.	<u>46</u>	<u>÷ 11</u>	<u>= 4.18</u>
3. The participant delegates duties to members showing strength in special areas.	<u>53</u>	<u>÷ 12</u>	<u>= 4.41</u>
4. The participant works effectively with chapter administration.	<u>51</u>	<u>÷ 12</u>	<u>= 4.25</u>
5. The participant develops, trains, and utilizes a musical team that makes it possible for each individual to receive assistance.	<u>53</u>	<u>÷ 12</u>	<u>= 4.41</u>
	TOTAL		<u>21.83</u>

Total 21.83 ÷ 5 = Score, Part I 4.36

Signed: Mary Ellen Gutzgum, DCP Coord for , DMA[†] Date 8-21-96

DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

Score, Part I 4.36 + Score, Part II 4 = TOTAL SCORE 8.36

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA V: MANAGEMENT SKILLS

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

Classification: Director/Co-Director X Assoc./Ass't. Director _____ Candidate _____

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

1. List five (5) ways you could assist your director if you were an assoc./ass't. director of a 40-voice chorus. (5 points possible) +4

1. Be responsible for Warm-up/Vocal Exercises at rehearsal.
2. Direct performances that the Director cannot attend.
3. Provide the "coach" or listener at rehearsals when the hired coach is not there.
4. Assist section Leaders at section rehearsals
5. Help plan/organize "Retreats" & rehearsals!

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

I would provide training from Regional/Int'l faculty members whenever possible. Also, I would try to get financial assistance from the chapter to send Section Leaders and Ass't. Director(s) to any and all Regional Education classes. *How would you select the team members?*

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

1. No power struggle
2. Open communication
3. Consultation from both Board & Music team when planning all chapter functions
4. Respect for one another & their responsibilities

Total points, Part I 8 ÷ 2 = Score, Part 4

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VI: JUDGING CATEGORIES
(To be completed by program participant)

PARTICIPANT'S NAME Lynn Hartmuth CHAPTER Queen City DATE 7/13/96
Classification: Director/Co-Director X Assoc./Ass't. Director Candidate

INSTRUCTIONS: Write the correct answer in each blank.

1. In the music category, 40% of your score has to do with the arrangement.
- X 2. In the sound category, 10% 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
- X 5. The number of different chords (major triad, minor 7th, for instance) used in barbershop arrangements is 5.
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 360 points or above.
8. How many categories are affected by harmony accuracy? all 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 8 Score 8

Signed: Mary Ellen Kuntzleman, DCP Coord. DMA Date 7-14-96

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VII: VOCAL PRODUCTION KNOWLEDGE

(To be completed by program participant)

PARTICIPANT'S NAME

Lynn Hartmuth

CHAPTER

Queen City Chapter

DATE

7/14/96

Classification: Director/Co-Director

X

Assoc./Ass't. Director

Candidate

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

- X A X 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
- X B X The primary resonator in the human voice is the
a. hyoid bone b. larynx c. pharynx d. diaphragm
e. external and internal intercostals
- X C X In singing, muscles that interfere with vocal freedom are the _____ muscles.
a. swallowing b. abdominal c. intercostals d. diaphragm
e. sternum
- X D X For proper resonance, the _____ must be open.
a. vocal cords b. soft palate c. intercostals d. larynx
e. diaphragm
- X D X 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. resonance
e. harmonics
- E 7. One of the muscles of inhalation is the
a. abdominal muscle b. vagus c. internal intercostals d. jaw
e. diaphragm
- X D X Proper phonation is achieved by lifting the
a. abdominal muscles b. jaw c. phrenic nerve d. larynx
e. epiglottis

- X A 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
- X A 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
- X B 12. Vowels are formed primarily with the
a. jaw b. soft palate c. vocal cords d. tongue
e. cheek muscles
- X B 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"
- X C 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
- X A 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 8 ÷ 2 = Score 4

Signed: Mary Ellen Buntzelman, DCP Coord for DMA 4 Date 7-14-96

SWEET ADELINES INTERNATIONAL
DIRECTOR CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

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

COMPILATION OF RESULTS
(To be completed by DMA)

PARTICIPANT'S NAME Lynn Hartmuth CHAPTER Queen City DATE 8-21-96

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

	TOTAL PTS	NUMBER OF RESPONSES	SCORES
The participant:			
1. Solicits and utilizes input from the chorus.	<u>50</u>	<u>÷ 12</u>	<u>= 4.16</u>
2. Gives clear instructions and communicates expectations.	<u>53</u>	<u>÷ 12</u>	<u>= 4.41</u>
3. Communicates in a positive manner.	<u>55</u>	<u>÷ 12</u>	<u>= 4.58</u>
4. Exhibits enthusiasm.	<u>58</u>	<u>÷ 12</u>	<u>= 4.83</u>
5. Demonstrates a willingness to accept outside assistance.	<u>55</u>	<u>÷ 12</u>	<u>= 4.58</u>
6. Has consistent communication signals (i.e., eye contact, body language, and voice).	<u>51</u>	<u>÷ 12</u>	<u>= 4.25</u>
7. Offers positive reinforcement.	<u>53</u>	<u>÷ 12</u>	<u>= 4.41</u>
8. Exhibits security in position of Director/ Co-Director or Assoc./Ass't. Director (whichever is applicable).	<u>54</u>	<u>÷ 12</u>	<u>= 4.50</u>
9. Accepts constructive criticism well.	<u>49</u>	<u>÷ 12</u>	<u>= 4.08</u>
10. Communicates that the chorus <u>can</u> reach its goals.	<u>52</u>	<u>÷ 12</u>	<u>= 4.33</u>
		TOTAL	<u>44.13</u>

Total 44.13 ÷ 10 = Score, Part I 4.41Score, Part I 4.41 + Score, Part II 4 = Total Score 8.41Signed: Mary Ellen Kuntzelman, DCP Coord for, DMA Date 8-21-96DESTROY ALL COPIES OF QUESTIONNAIRES COMPLETED BY INDIVIDUAL CHORUS MEMBERS.

SWEET ADELINES INTERNATIONAL
DIRECTORS CERTIFICATION PROGRAM

SKILL AREA VIII: COMMUNICATION SKILLS

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

PARTICIPANT'S NAME Lynn Haetmuth CHAPTER Queen City DATE 7/14/96

Classification: Director/Co-Director ☒ Assoc./Ass't Director ☐ Candidate ☐

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

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

- ① Open door policy for suggestions & comments +4
- ② Staying informed of Administration decisions
- ③ Easy accessibility per phone at work and home
- ④ Stay out of "clicks" that form
- ⑤ Don't partake in "gossip" ? This is a given! +2

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)

The director should do "hands-on" work
I would talk with her section leader to determine the possible cause (not been to reh./new song, etc) and then have section leader(s) provide extra assistance and learning tapes. Additional help for that member should correct the problem

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)

I would give her more time to work with the chorus - starting with sections and then warm-ups. Finally, giving her a chance to choose a song that would be hers to teach and direct at our show/sing-out engagements, with positive re-inforcement from me. +2

Total 8 ÷ 2 = Score, Part II 4