

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

CONFIDENTIAL

Report for fiscal year 200 2 - 200 3

CONFIDENTIAL

DCP Member's Name Roberta Cooper 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

 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:

6.0 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:

5.5 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:

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

Date of exam:

6.1 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. **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 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
Progress Report

Page 2

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, and must have received director's educational training during the past 12 months

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

21.5 Total score received in musical/technical skills

- Total score received in management/communication skills

21.5 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: _____

COMMENTS BY DCP COORDINATOR: _____

STATUS

6/14/95 Date applied to DCP

_____ Date advanced to Approved Director

_____ Date recommended to Certified Director

_____ Date recommended to Master Director

8/29/02 Date reaffirmed at current status

Date: 8/29/02 Signed: Lita A. Tucker Region # 4
DCP Coordinator

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

August 29, 2002

ROBERTA COOPER
11525 Fall Creek Rd
Indianapolis, IN 46256

Hi ROBERTA,

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

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 ROBBIE COOPER DATE July 1, 1991
CHAPTER NAME COLDWATER REGION 3
CLASSIFICATION: DIRECTOR _____ ASS'T./ASSOC. DIRECTOR _____ OTHER XX
TOTAL SCORE 21.5

N/A 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: Would you like to re-take this test? It is a better quality tape and I know you could score higher.

N/A 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 ROBBIE COOPER #3

N/A 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: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

N/A 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: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

5.5 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: REVIEW YOUR JUDGING CATEGORY DESCRIPTION BOOKLET AND
I KNOW YOU CAN RAISE YOUR SCORE!

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

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

COMMENTS: WOW!! GREAT SCORE

N/A 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: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

(continued)

PARTICIPANT'S NAME ROBBIE COOPER #3

N/A 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:

N/A 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: _____ SCORE PART II: _____ TOTAL SCORE: _____

COMMENTS:

ATTENDANCE AT EDUCATIONAL EVENT(S):

Regional Some International _____

COMMENTS: You're off to a good start. Let me know if you desire to take more tests...I'm available at the AIM weekends.

Status: Retained as: Applicant Director XX 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: Pat Williams DMA # 3 Date July 1, 1991
DCP Chairman

Prev.Last Nm: Button

Dear: Stephen

Sort: BUTTON STEPHEN

Ed. Level: Income Range: Faculty Level: Save: D (Y/N)
Panel Secr? N Judge Level 1: - Judge Level 2: -
Dir.Cert.Lev: Music Arr. Level: Stop Mail:
Organizations: - - Awards: - -
E-Mail:
Music Sub.Cnt: 0 Cumulative CEU's: 0.0
Mail Lists: - - - - - - -
Options: - - - - - - -
Comments:

1st, Return.

Goto Data Screen 1 to for This Master Record..

Display By: Sequence Number..

Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264

Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta Middle: A. Last: Cooper
Prev.Last Nm: Cooper Dear: Roberta Sort: COOPER ROBERTA
Prefix: Ms. Suffix: Nick Name: Robbie
Region: 04 Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)
Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /
Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests

1: 0.00 2: 6.00 6: 5.50 7: 10.00 9: 6.10 10A: 0.00 10B: 0.00

Management/Communications Tests

3: 0.00 4A: 0.00 4B: 0.00 5A: 0.00 5B: 0.00 8A: 0.00 8B: 0.00

M/T Total: 27.60 M/C Total: 0.00 Total Score: 27.60

Comments:

Next, Prev, Edit, Delete, Scan, Add, Find, Member, Quit.

Edit/Change The Contents Of This Record..

Display By: Sequence Number..

Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264

Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta Middle: A. Last: Cooper
Prev.Last Nm: Cooper Dear: Roberta Sort: COOPER ROBERTA
Prefix: Ms. Suffix: Nick Name: Robbie
Region: 04 Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)
Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /
Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests

Display By: Sequence Number..

Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264

Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta

Middle: A.

Last: Cooper

Prev.Last Nm: Cooper

Dear: Roberta

Sort: COOPER ROBERTA

Prefix: Ms.

Suffix:

Nick Name: Robbie

Region: 04

Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)

Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /

Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests

1: 0.00 2: 6.00 6: 5.50 7: 10.00 9: 6.10 10A: 0.00 10B: 0.00

Management/Communications Tests

3: 0.00 4A: 0.00 4B: 0.00 5A: 0.00 5B: 0.00 8A: 0.00 8B: 0.00

M/T Total: 27.60

M/C Total: 0.00

Total Score: 27.60

Comments:

Next, Prev, Edit, Delete, Scan, Add, Find, Member, Quit.

Edit/Change The Contents Of This Record..

Display By: Sequence Number..

Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264

Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta

Middle: A.

Last: Cooper

Prev.Last Nm: Cooper

Dear: Roberta

Sort: COOPER ROBERTA

Prefix: Ms.

Suffix:

Nick Name: Robbie

Region: 04

Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)

Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /

Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests

Display By: Sequence Number.. Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264 Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta Middle: A. Last: Cooper
Prev.Last Nm: Cooper Dear: Roberta Sort: COOPER ROBERTA
Prefix: Ms. Suffix: Nick Name: Robbie
Region: 04 Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)

Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /

Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests

1: 0.00 2: 6.00 6: 5.50 7: 10.00 9: 6.10 10A: 0.00 10B: 0.00

Management/Communications Tests

3: 0.00 4A: 0.00 4B: 0.00 5A: 0.00 5B: 0.00 8A: 0.00 8B: 0.00

M/T Total: 27.60 M/C Total: 0.00 Total Score: 27.60

Comments:

Next, Prev, Edit, Delete, Scan, Add, Find, Member, Quit.
Edit/Change The Contents Of This Record..

Display By: Sequence Number.. Menu: DCP Information

Director Information Data Screen

Current Date: 07/15/1998 Entered: 06/14/1995 Update: 07/15/1998 User: PDC

Master ID: 003264 Chorus/Chapt: 0411 Capital City Chapter

First Name: Roberta Middle: A. Last: Cooper
Prev.Last Nm: Cooper Dear: Roberta Sort: COOPER ROBERTA
Prefix: Ms. Suffix: Nick Name: Robbie
Region: 04 Chapter: Capital City Chapter

Dir. Type: C (C-Candidate, A-Assistant/Associate, D-Director/Co-Director)

Level: 0 Applied: 08/01/1987 Approved: / / Certified: / /

Master: / / Prog Rpt: / / Active: Y

Music/Technical Tests