

Sweet Adelines International
Director Certification Program
Progress Report

CONFIDENTIAL

Report for fiscal year 2011-2012

CONFIDENTIAL

DCP Member's Name

Lynette Pope

Region # 23

Chorus Name

Harmony Hills Song of Atlanta Chorus

Classification:

☐ Director/Co-Director

☒ Associate/Assistant Director

☐ Candidate

W/ Harmony Hills Chapter

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

7.8 1. Directing - 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: May 27, 2012

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: second exam 6-9-12

8.8 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: 6-7-08

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

Date of exam: 11-13-11

8.6 9. Music Theory - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11-13-11

7.32 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 appropriate score above.

3.82 7-11-12

3.50 6-11-09

MANAGEMENT/COMMUNICATION SKILLS

8.5 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: 9-13-08

70 to be completed

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: 7.45

(Max. 10 pts.)

Score Part 2: take

(Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

6.89 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: 3.09

(Max. 5 pts.) 7-11-12

Score Part 2: 3.8

(Max. 5 pts.) 6-11-09

Enter appropriate score above.

8.45 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: 3.45

(Max. 5 pts.) 7-11-12

Score Part 2: 5.0

(Max. 5 pts.)

9-14-08

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 chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

74.31
31.29
45.02
23.84
68.86

Total score received in musical/technical skills

Total score received in management/communication skills

Total score received in all skills

still needs to take Part II of the Teaching area (4)

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:

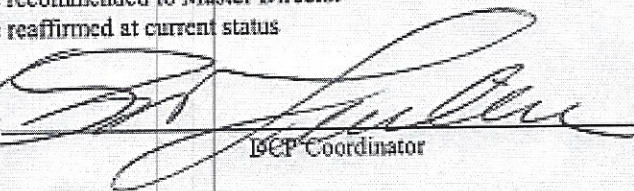
COMMENTS BY DCP COORDINATOR: Lynette understands the areas of the 10 modules she must retake, take or have her chorus reevaluate to become a Certified Director. Look forward to helping her reach her goal of becoming a Certified Director. She is a dedicated DCP participant and I feel certain with time, she will reach her goals.

STATUS

11-13-07

- Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
Date reaffirmed at current status

Date: 7-12-12 Signed:



DCP Coordinator

Region # 23

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification:

DCP Member

Address

Chapter #

Chapter President

Address

From: Natalie Allen <nallensing@aol.com>
To: lpope00 <lpope00@gmail.com>
Cc: WondersK <WondersK@aol.com>
Subject: DCP clarification
Date: Mon, Sep 16, 2013 3:52 pm

Lynette -

This is a better explanation of our discussion, so you can see the details.

Advancement to Certified Director is based on the following requirements:

1. Self-evaluation form is on file with ED/DCP Coordinator - **yes it is.**
2. Must be currently serving as director/co-director or associate/assistant director of a Sweet Adelines International chorus - **at the time the results were inaccurately figured, you were officially an assistant director**
3. Attendance at a regional or international education event **within the last 12 months yes you have**
4. Completion of evaluations of all ten skill areas with a combined score of at least 66 points, with the following requirements: **according to your progress report, you have a combined score of 68.86, however - see below**
 - a. a minimum of 7 points in the area of directing skills **you have a 7.8**
 - b. a combined minimum score of at least 33 points in the remaining five musical/technical areas, with a minimum of 6 points in each area **you have 37.22 points combined and no less than a 6 in each area**
 - c. a combined minimum score of at least 26 points in the four management/communication areas, with a minimum of 4 points in each area **according to your progress report, you have 23.84 points, combined and no less than 4 in each area (this includes part 1 and 2 of management and communication). However, according to the explanation under the teaching area (#4), the one you requested to take or have done, it states that Directors/Assistant Directors take part 1 ONLY. When you took this section, you were an assistant director. Part 2 is for candidates ONLY, they do not take part 1 of this module. Your score for the teaching module is 7.45/10. SO, with this score added in, it makes your overall score for the management/communication areas a 31.29, which puts you over the 26 point minimum, bringing your overall score to a 76.31, qualifying you as a CERTIFIED DIRECTOR.**

Apparently, there was a misunderstanding in how to total up the points. I am so very sorry for this mistake, however, am happy to let you know that you are now a certified director. Congratulations!!!

Please let me know if you have any questions!!!

Patty Leveille

From: Patty Leveille
Sent: Thursday, July 12, 2012 1:21 PM
To: Lynette Pope
Cc: Patty Leveille
Subject: DCP Progress Report for 2011-2012
Attachments: Lynette Pope DCP Progress Report Page 2.BMP; Lynette Pope DCP Progress Report Page 1.BMP

Lynette,

It was good to talk with you....attached you'll find the scanned copy of the report I'll be sending SAI headquarters for your official DCP file. If ever you are in need of documentation of your progress in the DCP international should have a once a year progress report on file (that is if you've taken any test or been evaluated by a chapter). Let me know if you should have questions.

With a song,

Patty Leveille

Barbershop Harmony Society
Executive Assistant to the CEO
Office/HR Manager
Direct: 615-866-2630
Fax: 615-313-7619

DIRECTOR CERTIFICATION PROGRAM

SKILL AREA EVALUATION

CONDUCTING SKILLS

Participant's Name Lynette Pope
Chapter Harmony Hills Date May 27, 2012
Classification: Director/Co-director _____ Assoc./Asst. dir. X Candidate _____

Instructions to Evaluator:

Evaluation based on (check one):

_____ actual observation X videotaped example

Based on your observation, evaluate the participant's conducting skills by assigning a numerical rating of 1 - 5 (5 = highly effective, 1 = ineffective) for each item.

1. 3 Demonstrates understanding of ictus through appropriate breaths and downbeats
2. 4 Demonstrates ability to keep a steady tempo in an uptune
3. 3 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
4. 2 Demonstrates ability to indicate attacks and releases clearly
5. 5 Exhibits congruency between mouth posture and hand motions
6. 4 Exhibits body posture appropriate for good singing
7. 4 Avoids body posture distractions
8. 5 Maintains eye contact with the performing unit
9. 5 Exhibits facial posture appropriate for expressive singing
10. 4 Demonstrates ability to communicate dynamics effectively

_____ Total Points

Divide total points by 5 = 7.8 TOTAL SCORE (Maximum 10)

Evaluator Kim Wonders Date June 7, 2012

Education Coordinator Signature Kim Wonders Date June 7, 2012

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

CONFIDENTIAL

Report for fiscal year 200²⁰₁ - 200₁₂

CONFIDENTIAL

DCP Member's Name Lynette Pope Region # 23
Chorus Name Harmony Hills Song of Atlanta Chorus

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate
W/ Harmony Hills Chapter

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

7.8 1. **Directing** - 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: May 27, 2012

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: second exam 6-9-12

8.8 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: 6-7-08

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

Date of exam: 11-13-11

8.6 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11-13-11

7.32 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 appropriate score above.

→ 3.82 7-11-12

3.50 6-11-09

MANAGEMENT/COMMUNICATION SKILLS

8.5 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: 9-13-08

to be completed
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: 7.45

(Max. 10 pts.)

Score Part 2: _____

(Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

6.89 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: 3.09

(Max. 5 pts.) 7-11-12

Score Part 2: 3.8

(Max. 5 pts.) 6-11-09

Enter appropriate score above.

8.45 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: 3.45

(Max. 5 pts.) 7-11-12

Score Part 2: 5.0

(Max. 5 pts.)

Enter appropriate score above.

9-14-08

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 chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

45.02

Total score received in musical/technical skills

23.84

Total score received in management/communication skills

68.86

Total score received in all skills

Still needs to take Part II of the Teaching area 7)

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:

Lynette understands the areas of the 10 modules she must relate, take or have her chorus evaluate to become a Certified Director. I look forward to helping her reach her goal of becoming a Certified Director. She is a dedicated DCP participant and I feel certain with time, she will reach her goals.

STATUS

11-13-07

Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
Date reaffirmed at current status

Date: 7-12-12

Signed: _____

DCP Coordinator

Region #

23

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____

Chapter # _____

DCP Member _____

Chapter President _____

Address _____

Address _____

Patty Leveille

From: Patty Leveille
Sent: Thursday, July 12, 2012 1:21 PM
To: 'Lynette Pope'
Cc: Patty Leveille
Subject: DCP Progress Report for 2011-2012
Attachments: Lynette Pope DCP Progress Report Page 2.BMP; Lynette Pope DCP Progress Report Page 1.BMP

Lynette,

It was good to talk with you....attached you'll find the scanned copy of the report I'll be sending SAI headquarters for your official DCP file. If ever you are in need of documentation of your progress in the DCP international should have a once a year progress report on file (that is if you've taken any test or been evaluated by a chapter). Let me know if you should have questions.

With a song,

Patty Leveille

Barbershop Harmony Society
Executive Assistant to the CEO
Office/HR Manager
Direct: 615-866-2630
Fax: 615-313-7619

Sweet Adelines International
Director Certification Program
Progress Report

CONFIDENTIAL

Report for fiscal year 2011-2012

CONFIDENTIAL

DCP Member's Name Lynette Pope Region # 23
Chorus Name Harmony Hills Song of Atlanta Chorus

Classification: ☐ Director/Co-Director ☒ Associate/Assistant Director ☐ Candidate

W/ Harmony Hills Chapter

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

7.8 1. Directing - 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: May 27, 2012

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: second exam 6-9-12

8.8 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: 6-7-08

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

Date of exam: 11-13-11

8.6 9. Music Theory - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.

Date of exam: 11-13-11

7.32 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 appropriate score above.

→ 3.82 7-11-12

3.50 6-11-09

MANAGEMENT/COMMUNICATION SKILLS

8.5 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: 9-13-08

70 to be completed

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: 7.45

(Max. 10 pts.)

Score Part 2: _____

(Max. 5 pts.)

Enter Part 1 or Part 2 above. Do not total both scores.

6.89 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: 3.09

(Max. 5 pts.) 7-11-12

Score Part 2: 3.8

(Max. 5 pts.) 6-11-09

Enter appropriate score above.

8.45 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: 3.45

(Max. 5 pts.) 7-11-12

Score Part 2: 5.0

(Max. 5 pts.) 9-14-08

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 tract at IES during the past 12 months; and must be currently serving as director/co-director or associate/assistant director of a chartered 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, excluding bonus points, and must have been the chorus' director for at least one year

45.02 Total score received in musical/technical skills

23.84 Total score received in management/communication skills

68.86 Total score received in all skills

still needs to take Part II of the Teaching area (4)

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:

Lynette understands the areas of the 10 modules she must retake, take or have her chorus reevaluate to become a Certified Director. I look forward to helping her reach her goal of becoming a Certified Director. She is a dedicated DCP participant and I feel certain with time, she will reach her goals.

STATUS

11-13-07

- Date applied to DCP
Date advanced to Approved Director
Date recommended to Certified Director
Date recommended to Master Director
Date reaffirmed at current status

Date: 7-12-12 Signed: _____

DCP Coordinator

Region # 23

cc: DCP Participant
Music Services Department
DCP Coordinator

FOR OFFICE USE ONLY

Date verified classification: _____

DCP Member _____

Address _____

Chapter # _____

Chapter President _____

Address _____