

# Memo

Date: January 15, 2009

To: Enrica Ramey, DCPC #23

From: Suzanna Runyan, Music Services Assistant/DCP

Re: Certificate of Achievement

This is to notify you that Jennifer Cooke (Tunetown Show Chorus) has advanced to the level of certified director.

Enclosed are the certificates that you, your Director Coordinator or your Education Coordinator may want to present at a regional event or on an individual basis.

Feel free to contact me if you have any questions.

sr:

Enclosures

cc: Education Direction Committee Chair  
Sue Ann Justus, ED #23  
Portia Little, DC #23  
Kelly Kirchhoff, Director of Communications  
Carol Schwartz, Director of Music Services  
Lori Decter Wright, Director of Education  
Joey Stenner, Publications Coordinator  
Janell Mason, Education Department Assistant

# DIRECTOR CERTIFICATION PROGRAM

## SKILL AREA EVALUATION

### CONDUCTING SKILLS

Participant's Name Jennifer Cooke

Chapter Tune Town Show Chorus Date 9/08

Classification: Director/Co-director \_\_\_\_\_ Assoc./Asst. dir. ☒ Candidate \_\_\_\_\_

#### Instructions to Evaluator:

Evaluation based on (check one):

\_\_\_\_\_ actual observation ☒ 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. 5 Demonstrates understanding of ictus through appropriate breaths and downbeats
2. 5 Demonstrates ability to keep a steady tempo in an uptune
3. 5 Demonstrates *rubato* technique appropriate to the interpretation of a barbershop ballad
4. 4 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. 2 Avoids body posture distractions
8. 5 Maintains eye contact with the performing unit
9. 5 Exhibits facial posture appropriate for expressive singing
10. 5 Demonstrates ability to communicate dynamics effectively

45 Total Points

Divide total points by 5 = 9 TOTAL SCORE (Maximum 10)

Evaluator Kim Wonders Date 12/15/08

Education Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_



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

**CONFIDENTIAL**

Report for fiscal year 2008 - 2009

**CONFIDENTIAL**

DCP Member's Name JENNIFER COOKE Region # 23  
Chorus Name TUNNETOWN SHOW CHORUS

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**

9.0 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: 12/15/08

10.02 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: 7/21/05

8.4 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: 11/12/05

9.5 7. **Vocal Production** - 10 points possible for all classifications. Understanding and practical application of components of good vocal skills.  
Date of exam: 11/12/05

10.09 9. **Music Theory** - 10 points possible for all classifications. Understanding of music notation, key signatures, time signatures, intervals, chord structures.  
Date of exam: 7/22/05

9.6 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: 11/7/05  
Score Part 1: 4.6 Score Part 2: 5.0  
Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

7.0 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: 6/26/07

9.2 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: 11/7/05  
Score Part 1: 9.2 (Max. 10 pts.) Score Part 2: \_\_\_\_\_ (Max. 5 pts.)  
Enter Part 1 or Part 2 above. Do not total both scores.

8.2 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: 11/7/05  
Score Part 1: 4.6 (Max. 5 pts.) Score Part 2: 3.6 (Max. 5 pts.)  
Enter appropriate score above.

4.7 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: 11/7/05 + 5/21/08  
Score Part 1: 4.7 (Max. 5 pts.) Score Part 2: 5.0 (Max. 5 pts.)  
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 participate 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, and must have been the chorus' director for at least one year

56.5 Total score received in musical/technical skills  
34.1 Total score received in management/communication skills  
90.6 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: Summer Singstar 2008,  
Fall Flings 9/14-9/16, 2008

COMMENTS BY DCP COORDINATOR:

Excellent work! Jennifer has  
fulfilled all of the requirements of the Certified Director

STATUS

1/27/04 Date applied to DCP  
12/19/08 Date advanced to Approved Director  
12/16/08 Date recommended to Certified Director  
12/16/08 Date recommended to Master Director  
12/16/08 Date reaffirmed at current status

Date: 12/18/08 Signed: Emica A. Amay 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 \_\_\_\_\_



# **DIRECTOR CERTIFICATION PROGRAM** **SKILL AREA 8 EVALUATION — PART 2** **COMMUNICATION SKILLS**

Participant's Name Jennifer CookeChapter Tune Town ShowDate 1.18.08Classification: Director/Co-director X Assoc/Asst. dir. \_\_\_\_\_ Candidate \_\_\_\_\_

Skill Area 8 Evaluation — Part 2 is to be completed by all classifications.

**Instructions to participant:**

Write a brief response to each question.

- 5
1. List five (5) ways a Sweet Adelines International director can communicate effectively with the chorus. (5 points possible)

1. Make sure all communications are clear and to the point
2. Use a variety of communication modes (spoken, written, body language)
3. Keep chorus "in the know" by communicating often
4. Listen to chorus members. don't just "talk at" them
5. Keep communications balanced and positive while making criticism constructive

- 3
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) I would first make sure that the singer has adequate learning tools and member support to assist in learning music. If problems continue, I would discuss several ideas to assist that member with the member's section leader and/or other pertinent music leadership. I would then talk to the member privately, letting her know that she is a valuable member of the chorus and that I want to make sure she

- 2
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 make sure to capitalize on the assistant director's strengths at the onset and would encourage her to use these strengths in front of the chorus to build her confidence (for instance, if she's really comfortable doing vocal warmups, I would ask her to lead the chorus at warm up time). If she's really struggling, I would have her start with a small group of positive

Participant: Leave the rest of this page blank.

10 total pointsDivide total points by 2 = 5.0 TOTAL SCORE, PART 2 (maximum 5)Evaluator Enrica RameyDate 5/21/08ED Signature Enrica RameyDate 5/21/08

has all the support/assistance possible to correctly learn her music. I would ask for her input as I present possible solutions/assistance suggested by the musical leadership. I would make sure to follow through and check with the member and musical leadership to make sure the issue is resolved or to come up with another plan of action.

members first. After she does this, I would give her both positive and constructive feedback and work with her to come up with an improvement plan (IES classes, regional events, etc.). I would praise her strengths in front of the chorus and encourage her to build on her strengths by trying new things. I would make sure to keep in contact with her in a variety of ways (phone, email, etc.) and encourage her to share triumphs and analyze defeats along the way to become a stronger leader.



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

CONFIDENTIAL

Report for fiscal year 200\_\_ - 200\_\_

CONFIDENTIAL

DCP Member's Name Jennifer Cecka Region # 23  
Chorus Name Longfellow Show

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**

10.0 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: \_\_\_\_\_

10.0 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: 7-21-05

9.4 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: 11-12-05

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

Date of exam: 11-12-05

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

Date of exam: 7-22-05

9.6 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: 11-7-05

Score Part 1: 4.6 Score Part 2: 5.0

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

7.0 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: 6-26-07

9.2 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: 11-7-05

Score Part 1: 9.2 Score Part 2: \_\_\_\_\_

(Max. 10 pts.)

(Max. 5 pts.)

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

8.2 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: 11-7-05

Score Part 1: 4.6 Score Part 2: 3.6

(Max. 5 pts)

(Max. 5 pts.)

Enter appropriate score above.

4.7 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: 11-7-05 + 5-21-08

Score Part 1: 4.7 Score Part 2: 5.0

(Max. 5 pts.)

(Max. 5 pts.)

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
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- 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

47.5 Total score received in musical/technical skills  
34.1 Total score received in management/communication skills  
81.6 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: Summer Singstation 6/7-6/9/07

COMMENTS BY DCP COORDINATOR: \_\_\_\_\_

STATUS

1-27-04 Date applied to DCP  
\_\_\_\_ Date advanced to Approved Director  
\_\_\_\_ Date recommended to Certified Director  
\_\_\_\_ Date recommended to Master Director  
5/21/08 Date reaffirmed at current status

Date: 5/21/08 Signed: \_\_\_\_\_

DCP Coordinator

Region # 23

cc: DCP Participant  
Music Services Department  
DCP Coordinator

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Date verified classification: \_\_\_\_\_ Chapter # \_\_\_\_\_  
DCP Member \_\_\_\_\_ Chapter President \_\_\_\_\_  
Address \_\_\_\_\_ Address \_\_\_\_\_



July 24, 2007

Jennifer Cooke  
Tunetown Show Chorus  
303 W. Due West Avenue  
Madison, Tn. 37115

Dear Jennifer:

I know you are eager to learn the results of the recent tests given you by your Director, Sherry Lewis. As you can see from the enclosed updated progress reports, your scoring was as follows:

#10, Part 2 -Rehearsal Planning & Implementation – 5.0 out of 5. Excellent rehearsal plan!

#5, Part 2 - Management Skills – 3.6 out of 5. You need to review the two different types of chapter administration (1)Board of Directors and (2) Integrated Chapter Management, and the differences between the two.

#3, Organizational Knowledge and Director Resources – 7.0 out of 10. Review the duties of the regional management team, and also the rules governing copying music

Good Job!! You are well on the way to becoming a Certified Director! All that is left is Part 2 of Module 8 – Communication, and the conducting video.

Sincerely,

Enrica Ramey  
DCP Co-ordinator, Region 23



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**CONFIDENTIAL**

Report for fiscal year 200 6 - 200 7

**CONFIDENTIAL**

DCP Member's Name JENNIFER COOKE Region # 23  
Chorus Name TUNETOWN SHAWN CHORUS

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

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Date of evaluation: \_\_\_\_\_

10.0 **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: 7-21-05

8.4 **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: 11-12-05

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

Date of exam: 11-12-05

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

Date of exam: 7-22-05

9.6 **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: 11-7-05

Score Part 1: 4.6 Score Part 2: 5.0

Enter appropriate score above.

**MANAGEMENT/COMMUNICATION SKILLS**

7.0 **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: 6-26-07

9.2 **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: 11-7-05

Score Part 1: 9.2 Score Part 2: \_\_\_\_\_  
(Max. 10 pts.) (Max. 5 pts.)

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

8.2 **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: 11-7-05

Score Part 1: 4.6 Score Part 2: 3.6  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.

4.7 **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: 11-7-05

Score Part 1: 4.7 Score Part 2: \_\_\_\_\_  
(Max. 5 pts.) (Max. 5 pts.)

Enter appropriate score above.