

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 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

47.5 Total score received in musical/technical skills

29.1 Total score received in management/communication skills

76.6 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 4/8-6/10/06,
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
_____ Date reaffirmed at current status

Date: 7-20-07 Signed: Emilia M. X. Amey Region # 23
DCP Coordinator

cc: DCP Participant
Music Services Department
DCP Coordinator

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Date verified classification: _____ Chapter # _____
DCP Member _____ Chapter President _____
Address _____ Address _____

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 10 EVALUATION — PART 2
REHEARSAL PLANNING & IMPLEMENTATION**

Participant's Name Jennifer Cooke
Chapter TuneTown Show Date 6-26-07
Classification: Director/Co-director ☒ Assoc./Asst. dir. ☐ Candidate ☐

Instructions to participant:

The time is six weeks before regional competition and three months before the annual chapter show. The chorus is competing. Write your plan for one regularly scheduled, three-hour evening rehearsal.

- 6:30-6:45 Greet members; on risers; greet new members; physical warm ups
- 6:45-7:15 Vocal warm ups (asst. director)
- work transitioning chest to head in basses
 - work eh vowel and i diphthong
 - work unit sound in higher range
- 7:15-7:30 Run contest set start to finish
- 7:30-8:00 Break into sectionals - run problem spots in both songs (section leaders)
- 8:00-8:10 Run contest set start to finish with choreography
- 8:10-8:30 Business
- 8:30-9:00 Run familiar show songs with choreography
Target music or choreography problems (choreographer, asst. director, section leaders)
- 9:00-9:20 Work on song started last week; mark breathing plan
Remind members to tape to work at home
- 9:20-9:30 Questions; section announcements; circle up and sing "How we Song Today"

(Possible points = 5) 5.0 TOTAL SCORE, PART 2 (maximum 5)

dismiss

Evaluator Emilia Roney Date 7/20/07
ED Signature Emilia Roney Date 7/20/07

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 3 EVALUATION
ORGANIZATIONAL KNOWLEDGE & DIRECTOR RESOURCES**

Participant's Name Jennifer Cooke
Chapter TuneTown Show Date 6.26.07
Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ Candidate ☐

Instructions to Participant:

Write the letter corresponding to the item in the list below that correctly matches each of the numbered descriptions that follow. No term is used more than once.

- | | |
|-------------------------------------|-----------------------------------|
| A. Worldwide Liaison | J. Prospective Chapter Supervisor |
| B. Education Coordinator | K. <i>The Pitch Pipe</i> |
| C. Coronet Club | L. Directors' Coordinator |
| D. 2 | M. 3 |
| E. International Board of Directors | N. The quantity you've paid for |
| F. Leadership Development Committee | O. The quantity you need |
| G. Education Direction Committee | P. Copyright holders |
| H. Marketing/Membership Coordinator | Q. Music Services Department |
| I. Music Education Committee | R. Arrangers |

- E 1. The governing body of Sweet Adelines International
- I 2. Who is responsible for overseeing the musical excellence of the region?
- G 3. Who is responsible for supervising and evaluating both the musical and educational programs of Sweet Adelines International?
- Q 4. Whom would you contact to determine if an arrangement has been copyright cleared?
- M 5. A chapter must compete at least once every ____ years in order to renew its charter.
- H 6. One of the three elected members of the Regional Management Team.
- O 7. For a Ready, Set...Grow program, how many copies of music may you make for those attending?
- P 8. The primary intent of copyright laws is to protect ____.
- K 9. What is the name of the official publication of Sweet Adelines International?
- J 10. Who is responsible for supervising the internal development of prospective chapters in the region?

Fill in the blanks:

11. The purpose of Sweet Adelines International is to educate and encourage
its members in the singing of barbershop music
12. What is the name of the International President? Pat LeVezeu
- ✓ 13. What is your Communications/Technology Coordinator's name? Carolyn Benkowitz
14. What is your ED's name? Sue Ann Justus
15. What is your Events Coordinator's name? Natalie Allen
16. What is the name of the international program designed to introduce young women to the
barbershop art form? YWIH Young Women in Harmony
17. Of the eight regional leaders, to whom would you go for:
 - ✓ a. approval of chapter standing rules? Chapter Coordinator
 - b. help in finding a coach? Education Coordinator
 - c. help with membership retention? Membership Coordinator

Participant: Leave the rest of this page blank.

14 total points (each response is worth 1 point)

Divide total points by 2 = 7 TOTAL SCORE (maximum 10)

Evaluator Emica Ramsey Date 7/20/07
ED Signature Emica Ramsey Date 7/20/07

**DIRECTOR CERTIFICATION PROGRAM
SKILL AREA 5 EVALUATION — PART 2
MANAGEMENT SKILLS**

Participant's Name Jennifer Cooke

Chapter TownTown Show

Classification: Director/Co-director ☒ Assoc/Asst. dir. ☐ Date 6-26-07

Skill Area 5 Evaluation — Part 2 is to be completed by all classifications. Candidate ☐

Instructions to participant:

Write a brief response to each question. Each question is worth 5 points.

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

1. lead warm-ups and assist with PVIs
2. voice place prospective/new members
3. assist with and coordinate rehearsal schedule
4. liaison/coordinate section leaders
5. direct chorus when needed and run rehearsals when needed

- 5 2. Describe how you would develop an effective music team if you were the director of a 65-voice chorus. I would use observation during voice placement/PVIs, rehearsals, and section rehearsals to locate members, with musical knowledge and leadership skills, from each section and the chorus in general. I would make sure that music team responsibilities are clearly outlined and that the music team meets on a regular basis outside of rehearsal. Music team members would be asked for input and given responsibility within the chorus so that they take ownership in the chapter. I would also make sure that incoming members with music team potential are apprenticed within the team to perpetuate new ideas and techniques.

- 5 3. What are the key ingredients of a good working relationship between the chorus director and board of directors?

Communication is the number 1 ingredient of a good working relationship, going both ways. The director and the board must also have a clear definition of individual duties and areas of responsibility, so that none are working at cross purposes. Also, comments made about each entity should be positive and encouraging, regardless of personal feelings. Finally, the director and board should meet on a regular basis in order to give and receive input, as well as, keep the honest lines of communication open.

4. Briefly describe the two different types of chapter administration:
(1) Board of Directors and (2) Integrated Chapter Management.

1. Board of Directors: 2 separate individuals/groups work to manage all aspects of a chapter. Many times, the board oversees the "business" side of the chorus, while the director oversees the musical product. Decisions are reached by majority vote. The director does not have to be a member of the board.

2. Management TEAM: The director is a member of the team. "Coordinators" are appointed over different aspects of chorus management i.e. "Membership", "Ways & Means", etc. Coordinators oversee committees that assist with managing these areas. Decisions are made by consensus.

5. Describe the differences and/or similarities in the director's role in each type of chapter administration.

In the Board of Directors administration, the director is often less involved in the business end of chapter management. The director does not have to be a member of the board or even attend board meetings. At times, this can cause discord in chorus management, especially if communication between board & director is poor.

With a management TEAM, the director must be involved in the team process and attend meetings. Since decisions are made by consensus, the director is one equal voice within the TEAM structure. The director works within the team to manage chapter issues.

18 total points

Divide total points by 5 = 3.6 TOTAL SCORE, PART 2 (maximum 5)

Evaluator Emilia Ramey

Date 7/20/07

ED Signature Emilia Ramey

Date 7/20/07



SWEET ADELINES INTERNATIONAL

47.5
A Region On The Grow!

August 12, 2005

Jennifer Cooke
TuneTown Show Chorus
303 W. Due West Avenue
Madison, TN 37115

Dear Jennifer:

I am pleased to report your very excellent scores on the two DCP tests you took at IES last month.

As it happens, you earned a perfect score (10 out of 10 points) on both the Analytical Listening and the Music Theory tests! What a great way to start out your testing record in the program. I hope you continue to live up to this high standard you have set for yourself.

Please let me know if you have any questions, and I will look forward to your continuing with tests at our upcoming Fall Sing Fling.

Congratulations on a grand beginning in the DCP!

Sincerely,

Diane

Diane M. Clark
DCP Coordinator, Region 23

cc: Sue Ann Justus, Education Coordinator #23 (letter only); Wanda Hartman, Music Services

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

CONFIDENTIAL

Report for fiscal year 200 5 - 200 6

CONFIDENTIAL

DCP Member's Name Jennifer Cooke Region # 23
Chorus Name Tune Town 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

 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

 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:

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

Date of exam:

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

 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.

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20.0 Total score received in musical/technical skills
0.0 Total score received in management/communication skills
20.0 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:**

Sept. 24-25 2004; R23 Summer SING session by Molly Hurlbert & Bev Miller, June 9-11, 2005; IES 2005 - DCP Track. R23 Fall Fling w/ Kim Hurlbert.

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
8-12-05 Date reaffirmed at current status

Date: 8-12-05 Signed: Diane M. Clark Region # 23
DCP Coordinator

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 2 EVALUATION
ANALYTICAL LISTENING SKILLS**

Participant's Name Jennifer Cooke
Chapter Tunetown Show Region 23 Date 7.21.05
Classification: Director/Co-director _____ Assoc/Asst. dir. X Candidate _____

Listen to each taped example and circle the correct answer.

1. The lack of tuning on the "way" chords is primarily a result of:
 - a. verticality of tonal line
 - b. unmatched vowels
 - c. lack of sufficient breath support
 - d. (a) and (b) only
 - ☒ e. (b) and (c) only
2. The chord on "rain-BOWS" in this section doesn't lock because:
 - a. the bari is too heavy
 - b. the vowel is unmatched
 - c. the song is in the wrong key
 - d. the song is beyond the skill of the chorus
 - ☒ e. the chord is not being sung in correct balance
3. The major problem with the singing of this introduction is:
 - a. expressive sound
 - b. forward motion
 - ☒ c. harmony accuracy
 - d. dynamic variation
 - e. balance
4. In this selection, chord clarity and lock-and-ring are affected by:
 - a. balance problems
 - b. insufficiently developed vocal skills
 - c. inaccurate intervals
 - ☒ d. all of the above
 - e. (b) and (c) only
5. In this selection, dropped phrase endings are usually caused by:
 - ☒ a. lack of sufficient breath support
 - b. poor ear training
 - c. tight-throated singing
 - d. peppy tempos
 - e. lack of attention to director