

 Reply  Reply to all  Forward   X   Close  Help

From: Clark_Diane Sent: Wed 8/24/2005 6:01 PM
To: Chris & Jen Cooke
Cc: Clark_Diane
Subject: RE: DCP testing at the Fall Sing Fling
Attachments:

[View As Web Page](#)

I will put those two tests in your packet. Thanks.

Before you request the evaluation forms, we need to make sure that you have done enough stuff in front of your chorus that they will be able to evaluate you fully in each of the four areas. Perhaps you can talk to Sher about that, since she has been through the program and also knows exactly how much you have done that the chorus can evaluate you on.

E.g., have you planned rehearsals or parts of them? Have you taught songs, done section work? Do you work administratively with committees and chorus leaders?

If Sher gives the go-ahead, then you send me the name and mailing address of your team leader. I send the forms and instructions to her, and you will get a copy of my letter.

-----Original Message-----

From: Chris & Jen Cooke [<mailto:toomanycookes@comcast.net>]

Sent: Wednesday, August 24, 2005 5:43 PM

To: Clark_Diane

Subject: Re: DCP testing at the Fall Sing Fling

Hello, Diane!

I would like to take the Judging Categories and Vocal Production tests at Fall Fling. Please let me know if you need any other information from me. I would also like to begin chorus evaluations (for Teaching, Management, etc.) -- how do I begin that process?

Thanks for the info.! :o)

Jen

 Reply  Reply to all  Forward   X   Close  Help

From: Chris & Jen Cooke [toomanycookes@comcast.net] Sent: Sun 8/14/2005 10:35 AM
To: Clark_Diane
Cc:
Subject: Re: DCP tests at IES
Attachments:

[View As Web Page](#)

Hi, Diane! Thanks for the email -- I'm so excited about the DCP tests
-- wow!

I attended Fall Fling, as well as Quartet Workshop, in 2004. I did go
to Summer SINGsation in 2005, also. At IES, I took the DCP track,
again, which was very educational. Sher snuck me into the Wednesday
classes for front-line directors, but you probably can't count that,
since I wasn't "officially" there :o).

Thanks for the info -- sorry I haven't been in touch sooner, but I was
out of town all last week. I'll email you later on today concerning
what tests I would like to take at Fall Fling.

Thanks again for the email!

Blessings, Jen

On Friday, August 12, 2005, at 08:11 PM, <DCLARK@rhodes.edu> wrote:

> Hi, Jen!

>

> I finally received the two tests you took at IES, and I have graded
> them. I am proud to say that you earned a perfect score (10 out of 10
> points) on both the Analytical Listening and the Music Theory tests!
> Bravo for you! I have filled out your first progress report, but I
> need to know what training events you have attended in the past 12
> months. Did you attend Fall Fling in 2004? Summer SINGsation in
> 2005? I know you were at IES this summer, but I don't know what track
> you were on. If you can send me this info, I can get your letter and
> report in the mail.

>

> Thanks so much!

>

> Diane

>

 Reply  Reply to all  Forward      Close  Help

From: Chris & Jen Cooke [toomanycookes@comcast.net]

Sent: Sat 5/29/2004 3:00 PM

To: Clark_Diane

Cc:

Subject: Re: I need another quick response from YOU!

Attachments:

[View As Web Page](#)

Hi! I am pretty new to the DCP program, so I have not actually attended any events pertinent to DCP -- I did go to IES last year, but it was for the Quartet Track.

The only thing that might count is that I have been coaching a YWIH chorus and assisting with some of the directing -- just in practices, not performances. If you need more details for this, let me know! Thanks for doing such a wonderful job with this program!! Love, Jennifer

On Saturday, May 29, 2004, at 10:34 AM, <DCLARK@rhodes.edu> wrote:

> Dear Active DCP Candidates:
>
> I'm sorry to be such a pest, BUT.....
>
> I have the envelopes all ready to mail the current progress reports to
> you and to International, but I realize that most of the reports do
> not contain the important information about what director training you
> may have attended in the past year. So...I would like to find that
> out and add it to your report before I send it in. I know that many
> of you have things to report, because I myself saw you at the events!
> Every one of you should send me this info, even if you have not taken
> any tests lately. I will then have it in your file for future use.
> For the long run, remember to keep me informed when you attend a
> regional or international training event.
>
> To refresh your memory, here are some of the things you might have
> attended in 2003:
>
> R23 Directors Workshop with Diane Porsch, April 25-26
> R23 Summer SINGsation with Kathy Carmody, June 13-14
> IES, July 16-19, Directors Track, DCP Track, or other track related to
> directing skills (Specify)
> Directors Class with Lori Lyford at International Convention
> (Phoenix), Sept. 18
> R23 Fall Fling with Peggy Gram, Oct. 24-25
>
> As soon as I hear from you, I will add this to your report and put it
> in the mail to you and to International. Please respond ASAP! > Thanks.
>
> P.S. I have had quite a few questions from several of you about
> scores, points, requirements, what it all means, etc., and rather than
> try to answer all of you individually, I am going to send out one big
> explanatory message giving you some details about the DCP. I will do
> that just as soon as I finish dealing with these progress reports and
> getting things in order for Summer SINGsation testing. I appreciate
> your patience, because I realize you are eager to know things! Good
> for you! I am your advocate, and I will do all in my power to help
> you succeed.
>
> As always, I look forward to your reply! :-)
>
>
>
>

 Reply  Reply to all  Forward   X   Close  Help

 You forwarded this message on 5/3/2004 2:11 PM.

From: Clark_Diane

Sent: Mon 5/3/2004 2:10 PM

To: toomanycookes@comcast.net

Cc: sajustus@mindspring.com

Subject: Welcome to the Director Certification Program!

Attachments:

[View As Web Page](#)

Hi, Jennifer! I was delighted to receive in today's mail my copy of your application for the DCP! As the new Region 23 DCP Coordinator, I will have the pleasure of shepherding you through the program during the coming year.

As you might imagine, since I just became "official" two days ago, I do not yet have the materials from the previous DCP Coordinator. Once I get them, it will take me a bit of time to sort things out, and then I will be in touch again with information about the program and upcoming testing opportunities. It is my plan, however, to have testing at the Summer SINGsation. I believe this is scheduled for Saturday during the lunch period.

I am so glad you are taking the program. You will benefit so much from these studies. I did not know that you had been a vocal performance major for three years -- no wonder you sing so well! :-)) Who was your voice teacher? I probably don't know him/her, but you never know -- it is a small world.

If you have any questions at this point, I will be glad to try to answer them, based on my general knowledge of the DCP. Once I have my materials, I will be able to refer to specific documents when the need arises. I shall look forward to working with you this year.

Sincerely,
Diane

P.S. I always thought your e-mail name was "too many cookies"! :-)) I get it now!

**DIRECTOR CERTIFICATION PROGRAM
SELF-EVALUATION FORM
CONFIDENTIAL**

Instructions: Please complete this form and send it to your DCP Coordinator. Use the back of this form if you have any comments.

Chorus Name TuneTown Show Chorus Region # 23 Date 5.16.04
Name Jennifer Cooke Home Phone 615-612-0944
Address 303 W. Due West Avenue Work Phone 615-418-3505
Madison, TN 37115 Fax _____ Email toomanycookes@comcast.net

I am currently serving as a Sweet Adelines International chorus:

☐ Director/Co-director

☒ Directing Team
Associate/Assistant Director

☐ Candidate

Using a numerical rating from 1-5 (1 = low and 5 = high), please rate your level of proficiency in each of the following skill areas:

- 3 1. Conducting - Includes ictus, hand motions, beat pattern, tempo, body posture, ad lib style, attacks and releases, eye contact, facial expressions
- 3 2. Analytical Listening - Ability to diagnose and develop a plan to correct problems in areas of balance, word flow, vibrato, section accuracy, synchronization, resonance, and vocal production
- 2 3. Organizational Knowledge & Director Resources - International and regional structure, appointees, elected officials, committees and their duties; organizational philosophy, policies, terminology
- 4 4. Teaching - Style of presentation, methods of teaching music, vocal skills, section unity, barbershop style
- 3 5. Management - Selecting, training, utilizing musical leaders, working with chapter administration
- 3 6. Judging Categories & Competition - Knowledge and application of the four categories as outlined in the *Judging Category Description Book*
- 4 7. Vocal Production - Understanding and practical application of components of good vocal skills
- 4 8. Communication - Application of effective communication skills with administrative leaders, musical leaders, chorus members and others
- 4 9. Music Theory - Understanding of music notation, key signatures, time signatures, intervals, chord structures
- 4 10. Rehearsal Planning & Implementation - Understanding of time scheduling, rehearsal pacing and variety, and long-range planning

Memo

Date: April 30, 2004

To: Diane M. Clark, DCP Coordinator #23

From: *Pat* Pat C. Berry, Music Services Assistant/DCP

Re: Director Certification Program

Enclosed is information on Jennifer Cooke who has enrolled in the Director Certification Program. Please make contact as soon as possible introducing yourself as the DCP Coordinator for your region.

You will also want to make certain that all DCP members are notified when the region has testing sessions, training sessions, or classes for directors.

If a DCP participant's classification changes (e.g., is no longer a director or assistant director), moves to another region, or changes chapters, please let me know.

pb

Enclosures

Cc: Sue Ann Justus, ED #23

*Hi Diane -
The annual DCP report,
progress Report forms, etc
will be mailed to you
later next week. Feel free
to come me if you have
any questions.
Pat*

Director Certification Program Application

Chapter Name TuneTown Show Chapter # ~~23~~ 2331 Region 23
Name Jennifer Cooke Membership # 126863
Address 303 W. Due West Ave Home Phone (615) 612-0944
Madison, TN 37115 Alternate Phone (615) 418-3505
Zip 37115 Fax _____ Email toomanycookes@comcast.net

Current Sweet Adelines International Title/Position

☐ Director/Co-director Chapter Name _____
☐ Associate/Assistant Director Chapter Name _____
☒ Candidate Chapter Name TuneTown Show Chorus

Sweet Adelines International Membership Data

Year joined Sweet Adelines International: 2000 Has your affiliation been continuous? Yes

Please list former chapter(s) and region(s): _____

PAID

JAN 27 2004

Sweet Adelines International Experience

☐ Chorus Director/Co-director
☐ Associate/Assistant Director
☒ Section Leader
I. _____ Regional Leader
- Arranger
- Other _____
☐ International Faculty
☐ Judge (_____ Category)
☒ Quartet Member
☒ Quartet Coach (YWIH Quartets)
- Chorus Coach

CK# 2371 \$ 35

Musical Background

Formal education: Vocal Performance Major (University of Akron, OH-3 yrs.); private vocal/piano

Other musical training: HS/college musicals; studio work (BGVs); BGVs public performances; church praise; worship; a capella performances w/family

Barbershop experience outside Sweet Adelines International: Mother is 25-yr member; sang in family quartet w/sister, Mom, & Dad

Please list membership in other musical organizations (e.g., MENC, ACDA, NATS): _____

Sweet Adelines International Educational Background

How many regional competitions have you attended as a:

☐ Competing chorus director 3 Competing chorus member ^{Quartet} 10+ Spectator

Please list any international directors' seminars you have attended: _____

Please list any regional training programs you have attended: Quartet Workshop; summer meeting;
fall meeting

Please list regional educational event(s) you have attended in the last 12 months: Quartet Workshop

Personal Goals

What do you hope to gain from enrollment in this program? Every experience I have had in
Sweet Adelines has taught me self-confidence, diplomacy, and an
incredible amount of musical instruction. I hope to continue in
this training and to use these skills to benefit myself and
those around me through service to my chorus and Sweet Adelines.

Signature Jennifer L. Cooke Date 1/19/04

Please complete and return this application to international headquarters, along with the **\$35 application fee** by check, money order (U.S. funds) payable to Sweet Adelines International or credit card. (This fee is non-refundable and non-transferrable.)

PLEASE NOTE: The application fee to enroll in the Director Certification Program **does not** include the DCP modules.

Please complete the following if using a credit card:

☐ VISA ☐ MasterCard ☐ Discover Card

Signature _____ Expiration Date _____

Sweet Adelines International • P.O. Box 470168 • Tulsa, Oklahoma 74147-0168
918-622-1444 • 800-992-7464 • Fax 918-665-0894 • Internet: sweetadelineintl.org



April 30, 2004

SWEET ADELINES
INTERNATIONAL

... a worldwide organization
of women singers
committed to advancing
the musical art form of
barbershop harmony
through education
and performance.

INTERNATIONAL
HEADQUARTERS:

P.O. Box 470168
Tulsa, OK 74147-0168
918-622-1444
FAX 918-665-0894
800-992-7464

www.sweetadelineintl.org

Ms. Jennifer Cooke
TuneTown Show Chapter #2331
303 W Due West Ave
Madison TN 37115

Dear Jennifer:

Thank you for your interest in the Director Certification Program (DCP). You are now enrolled as an applicant in the program. We commend you for taking advantage of this opportunity to further develop your skill and expertise as a chorus director.

Advancement within the program is contingent upon the satisfactory completion of specified requirements for each level. Advancement is also based on your proficiency in the following skills:

Musical/Technical

Conducting
Analytical Listening
Judging Categories & Competition
Vocal Production
Music Theory
Rehearsal Planning and Implementation

Management/Communication

Organizational Knowledge & Director
Teaching
Management
Communication

The ED/DCP Coordinator will notify you of any testing sessions available in your region/area. Following are some resources available from our international sales department that you might find useful in preparing for the sessions: *DCP Resource Modules, Arranger's Guide, Judging Category Description Book*, international competition video and audio tapes.

One of the requirements of the program is to complete the enclosed self-evaluation form and return it, in the envelope provided, to the Directors Certification Program Coordinator in your region. This will provide the ED/DCP Coordinator and you a basis against which to measure your progress. The information on the self-evaluation form is considered confidential.

Please feel free to call on your ED/DCP Coordinator if you have any questions regarding the program.

Sincerely,

Pat C. Berry
Music Services Assistant/DCP

cc: Sue Ann Justus, ED #23
Diane M. Clark, DCPC #23