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<https://new.tamuc.edu/coronavirus/>

**THE 1341.01W STAGE MAKEUP  
COURSE SYLLABUS: FALL 2020**

**INSTRUCTOR INFORMATION**

Instructor: Donna Deverell, MS

Office Location: Performing Arts Center 104

Office Hours: By appointment only

Office Phone: 903.468.3194

Office Fax: 903.468.3250

University Email Address: donna.deverell@tamuc.edu

Preferred Form of Communication: University email address

Communication Response Time: Within one (1) business day

**COURSE INFORMATION**

Textbook(s) Required: *Stage Makeup* by Laura Thudium  
ISBN 0-08230-8839-1

Software Required:

- Access to D2L via MyLeo
- Word-processing software (Microsoft Word, Google Docs, etc.)
- Presentation software (Google Slides, Power Point, Prezi, etc.)

Required Materials:

- Ben Nye Crème Pro Makeup Kit

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- Color matching available at Norcostco Dallas (note: call ahead, availability may be limited due to COVID-19)
  - Color matching available with me by appointment only
- Camera (phone or webcam is acceptable)
- Vellum (see-through tracing) paper
- Pencils (regular and color)
- Scissors
- Assortment of paint brushes
  - Should include many sizes up to 1"
  - Various sizes and shapes
  - Do not spend a lot of money on these! Some of them will not be reusable due to their usage, and I do not want you to throw money away)
- Skincare of your choice
  - Makeup remover
  - Moisturizer highly recommended
  - Cold cream works well on this makeup
- Disposable plates, or other mixing surface
- Mixing knife (can be disposable or a palette knife)
- Comb
- Small hairbrush
- Face or baby wipes (you will use a lot of them)
- Glue stick
- Makeup sponges
- Makeup pencil sharpener
- Other materials as necessary through the semester

Recommended Materials:

- Document scanner (or scanning app)
- Makeup storage (makeup kit, tackle box, etc.)
- Smock or makeup/paint shirt
- Headband, hair ties, and/or bobby pins
- Towel or washcloth
- Paper towels
- Razor and shaving cream
- Small hair dryer

Optional Texts and/or Materials: Supplementary readings as necessary provided via D2L

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## **Course Description**

This course is an introduction to practical makeup design principles and application techniques.

### **Student Learning Outcomes**

1. Students will understand the history and function of makeup for stage and film, and its relevance to modern usage.
2. Students will design and apply both corrective and character makeup on themselves.

## **COURSE REQUIREMENTS**

1. Students are required to login to D2L weekly in order to watch makeup tutorials and participate in all discussions, quizzes, and other assignments.
2. Students are required to complete all paperwork associated with makeup designs in order to receive credit.
3. Students will maintain and use a compiled makeup morgue through on-going research and development throughout the semester.
4. Students are required to maintain a clean-shaven face for all assignments.

### **Minimal Technical Skills Needed**

1. Students must be able to navigate D2L via MyLeo.
2. Students must be able to use a word processing software (Microsoft Word, Google Docs, etc.) as well as presentation software (Power Point, Prezi, etc.).
3. Students must be able to check their email regularly.
4. Students must be able to compile required pictures of executed makeup designs.
5. Students must be able to upload hand-written documents.

### **Instructional Methods**

1. Attendance: Students must participate in all weekly assignments in order to receive credit for participation for that week. These may include:
  - a. Group discussions
  - b. Quizzes
  - c. Design Paperwork

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- d. Makeup design and application
2. Research: Students will utilize a variety of methods to research all methods of makeup (historical, aesthetic, fantasy, etc.). This research will be compiled into a makeup morgue.
3. Late work will be accepted at the discretion of the instructor, and only with appropriate documentation.
4. Extra credit may be provided at the discretion of the instructor and will be announced via D2L.

### **Student Responsibilities or Tips for Success in the Course**

1. Students are encouraged to login multiple times per week in order to participate fully in group discussions, check for updated information, and stay in contact with the instructor and fellow students.
2. Students are encouraged to participate earlier in the week, in order to better facilitate discussions and to avoid potential issues (such as problems with technology, internet issues, etc.).
3. Students should ensure they have stable, working internet connections in order to fully participate in this web-based class.
4. Communication is key - students should feel free to contact the instructor with any questions, concerns, or to meet any needs necessary. Students are also encouraged to request socially distant meetings (via Zoom, etc.) as needed.

### **GRADING**

Final grades in this course will be based on the following scale:

A = 900 - 1000 Points

B = 800 - 899 Points

C = 700 - 799 Points

D = 600 - 699 Points

F = 599 or Fewer Points

### **Assessments**

Attendance/Participation = 100 Points

Projects #1, 3, 5, 8 = 50 Points (each)

Projects #2, 4, 6, 7 = 100 Points (each)

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Makeup Morgue = 100 Points

Final Project = 200 Points

Project Assessment:

- Paperwork – 15%
  - Completed and turned in PRIOR TO execution of design
    - Character Profile
    - Makeup color chart
    - Rendering
    - NOTE: if no paperwork is required for the project, other guidelines will increase by 5%
- Completion – 15%
  - Look was completed on time
- Neatness and Readability – 35%
  - Work is neatly done and appropriate for the theatre space in which it is intended
- Creativity – 35%
  - Creativity and complexity are used in designing the character, work is well planned and executed

## **TECHNOLOGY REQUIREMENTS**

### **LMS**

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

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## ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

**Note:** Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

## COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

### Interaction with Instructor Statement

If at any time you feel that you need further instruction or explanation, please feel free to speak with me at your convenience. I have an open-door policy with all students. If you do not feel that you are getting what you need please let me know. I cannot help you find a solution if I do not know that there is a problem.

Please observe the following basic email etiquette:

- Informative Subject Line
  - Class name and/or number
  - Topic of discussion

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- Examples
  - Practicum Hours
  - THE 1301 Final Exam
  - Cosplay Question
- Address me by name
  - Donna is perfectly fine, or Ms. Donna if you do not feel comfortable calling me by my first name
- Salutation
  - Does not have to be “formal”
  - “Niceties” are always a good idea
    - I hope you are having a nice day
    - I hope you had a great weekend
    - Congrats on being an amazing human being
- Briefly and concisely state what it is you need
  - If you cannot state your needs in a few sentences, consider requesting an appointment
  - If requesting an appointment, please:
    - State the reason for your appointment (I want to discuss my grade; I have questions about...)
    - GIVE YOUR SPECIFIC AVAILABILITY
      - Good idea—I am available Monday 1-3 or Tuesdays after 2:30
      - Bad idea—What works for you? I am free whenever.
- Sign off
  - Does not have to be “formal,” and thank you is always appreciated
  - Give your name
    - Always a good idea to provide CWID, especially
    - if paperwork is involved

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Course Specific Procedures/Policies**

Assignment information (including requirements, due dates, etc.) will be posted in D2L.

### **Syllabus Change Policy**

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The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

## **University Specific Procedures**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

### **TAMUC Attendance**

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

### **Academic Integrity**

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)



<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

Texas A&M University-Commerce

Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

### **Nondiscrimination Notice**

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

### **Campus Concealed Carry Statement**

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

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For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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## COURSE OUTLINE

Week 1	8/31 – 9/6	Introduction to makeup kit History and use of makeup
Week 2	9/7 – 9/13	Facial structure and makeup application Base, highlights, and shadows  Sept. 7 – NO CLASS (LABOR DAY)
Week 3	9/14 – 9/20	Corrective Makeup
Week 4	9/21 – 9/27	Old Age PROJECT #1 – CORRECTIVE MAKEUP DUE
Week 5	9/28 – 10/4	Slim/Stout
Week 6	10/5 – 10/11	Eyebrow blocking Facial Hair  PROJECT #2 – OLD AGE DUE
Week 7	10/12 – 10/18	Latex and wax  PROJECT #3 – SLIM/STOUT DUE
Week 8	10/19 – 10/25	Cuts and bruises Moulage Blood recipes  PROJECT #4 – GENDER BEND DUE
Week 9	10/26 – 11/1	Animal Makeup
Week 10	11/2 – 11/8	Fantasy Makeup  PROJECT #5 – 3D MAKEUP DUE
Week 11	11/9 – 11/15	Final project research  PROJECT #6 – ANIMAL DUE
Week 12	11/16 – 11/22	Final project research  PROJECT #7 – FANTASY DUE FINAL PROJECT PROPOSAL DUE
Week 13	11/23 – 11/29	Final project research  PROJECT #8 – ARTWORK DUE
Week 14	11/30 – 12/6	Final project research  Nov. 25-27 – NO CLASS (THANKSGIVING BREAK)
Week 15	12/7 – 12/11	FINALS WEEK

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