



STAGE MAKEUP

COURSE SYLLABUS: FALL 2025

INSTRUCTOR INFORMATION

Instructor: Donna Deverell, MFA

Office Location: Performing Arts Center 104

Office Hours: Tuesday/Thursday 1:00 PM – 3:30 PM, and by appointment

Office Phone: (903) 468-3194

Office Fax: (903) 468-3250

University Email Address: donna.deverell@etamu.edu

Preferred Form of Communication: Email

Communication Response Time: Within one (1) business day

COURSE INFORMATION

Textbook(s) Required: *Stage Makeup: 11th Edition* by Richard Corson, James Glavan, and Beverly Gore Norcross, ISBN 978-0-367-18332-5

Software Required:

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

Required Materials:

- Ben Nye Crème Pro Makeup Kit
 - <https://norcostco.com/ben-nye-theatrical-creme-kit/>
 - <https://stagemakeuponline.com/products/ben-nye-theatrical-creme-makeup-kit>
- Pencils (regular and color)
- Scissors
- Assortment of paint brushes
 - Various sizes and shapes, up to 1"

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- Do not spend a lot of money on these! Some of them will not be reusable due to materials we use, and I do not want you throwing away money)
- Skincare of your choice
 - Makeup remover (cold cream, micellar water, makeup wipes, etc.)
 - Cleanser
 - Moisturizer
- Disposable mixing surface (cheap paint pallet, paper plates, etc.)
 - Do not spend a lot of money on these! Some of them will not be reusable due to materials we use, and I do not want you throwing away money)
- Mixing knife (artist palette knife, disposable plastic knives)
- Comb
- Hairbrush
- Glue stick
- Makeup sponges (prepare to purchase a lot of these)
- Makeup pencil sharpener
- Other materials as needed for individual projects throughout the semester

Recommended Materials:

- Makeup storage (makeup kit, tackle box, etc.)
- Smock or makeup/paint shirt
- Headband, hair ties, and/or bobby pins
- Towel or washcloth
- Paper towels
- Cotton balls or cotton pads
- Razor and shaving cream
- Small hairdryer or fan
- Makeup brush set
- Makeup blender

Course Description

Student Learning Outcomes

1. Students will learn the history and function of makeup for stage and film, and its relevance to modern usage.
2. Students will learn theatrical design techniques as they relate to theatrical makeup.
3. Students will research, design, and execute stage makeup looks in accordance with professional industry trends and safety standards.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

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1. Students must be able to navigate D2L via MyLeo.
2. Students must be able to use word processing and presentation software.
3. Students must be able to check their email regularly.
4. Students must be able to conduct research, including online and analogue resources.
5. Students must be able to upload handwritten paperwork to D2L.

Instructional Methods

1. The instructor will provide historical and academic instruction on makeup use, design, and application.
2. The instructor will provide tutorials on common theatrical makeup techniques.
3. Students will be provided with class time to practice and receive feedback from the instructor, fellow students, and other faculty and/or guest artists.
4. Students will research, design, prepare paperwork, and execute various makeup looks based on tutorials, feedback, and personal exploration and experimentation.
5. Paperwork will be submitted virtually BEFORE execution of the look, as posted in D2L.
6. Students will execute their designed look onsite, during the posted class time. The instructor will photograph the look at the end of class for grading. Physical paperwork will be stapled together and turned in at that time.
7. Students will be required to complete a makeup "morgue," or collection of reference photographs.
8. Students will be required to complete other assignments, quizzes, etc. as assigned by the instructor.

Student Responsibilities or Tips for Success in the Course

1. Attendance AND participation are required. *Note that attendance alone does not constitute participation.* Promptness, attendance, and attentiveness are valued in this class. If you are not actively participating in work, you will not receive credit. Students are allowed three (3) absences. Each absence beyond the allowed three (3) will result in five (5) points taken from the final grade.
2. All portions of each assignment must be completed to receive credit.
3. Students are encouraged to practice makeup techniques outside of scheduled class time.
4. Communication is key. Students should feel free to contact the instructor with any questions, concerns, or to meet any individual needs.

GRADING

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

Total points corresponding to the final letter grades

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A = 900 – 1000 Points

B = 800 – 899 Points

C = 700 – 799 Points

D = 600 – 699 Points

F = 599 or Below

Assessments

- Assignments = 50 Points (total)
- Projects = 100 Points (each)
- Makeup Morgue = 150 Points
- Final Project = 200 Points

Project Evaluation:

- Paperwork – 15%
 - Character Profile
 - Makeup Color Chart
- Completion – 15%
 - Completed in allotted time
- Neatness and Readability – 35%
 - Neatly done and appropriate for the theatre space in which it is intended
- Creativity – 35%
 - Creativity and complexity in designing the character
 - 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

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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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.

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 need further instruction, explanation, or assistance, 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 there is a problem.

Please observe the following basic email etiquette:

- Informative subject line
 - Class name and/or number
 - Topic of discussion
 - Good ideas
 - Practicum Hours
 - MWF Intro Quiz
 - Cosplay Question
 - Bad ideas
 - Question
 - (No Subject Line)
- Address me by name
 - Donna is preferable. Ms. Donna is fine if you don't feel comfortable using only my first name.

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- Salutation
 - Does not have to be “formal”
 - A simple “Good morning” or “Hello” is fine
 - “Niceties” are always a good idea
 - “I hope you’re having a nice day.”
 - “I trust you had a great weekend.”
 - “Congrats on being so awesome.”
- BRIEFLY AND CONCISELY state what you need
 - If you cannot express your needs a few sentences, consider requesting an appointment.
 - If requesting an appointment, PLEASE:
 - State the reason
 - “I would like to discuss my grade.”
 - “I have a question about XYZ”
 - GIVE YOUR SPECIFIC AVAILABILITY
 - Good idea
 - “I am available Monday 1-3, Tuesday after 2:30, and Wednesday for an hour after our class.”
 - Bad idea
 - “What works for you?”
 - “I’m free whenever.”
 - At least one (1) business days’ notice
 - Good idea
 - “I’m available this afternoon after 2:00, but I understand that is very short notice. I will be available tomorrow at...”
 - Bad idea
 - “Can I come by after class in an hour?”
- Sign off
 - Does not have to be “formal”
 - A “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

1. Assignment information (including requirements, due dates, etc.) will be posted in D2L.
2. Acceptance of late work is at the discretion of the instructor.

Syllabus Change Policy

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

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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>

EAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 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 East Texas A&M University 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](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that

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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

Velma K. Waters Library Rm 162

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

Fax (903) 468-8148

Email: 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.

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.

East Texas A&M Supports Students' Mental Health

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The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Department or Accrediting Agency Required Content

Departmental-Specific Procedures

Student Grievance Procedure

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Students who are unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor, whether in-person, by email, by telephone, or by another communication medium, should then schedule an appointment with the Department Head or Assistant Department Head by completing a Student Grievance Form (available in the main office, HL 141). In the event that the instructor is the Department Head, the student should schedule a meeting with the Dean of the College of Arts, Sciences, and Humanities after following the steps outlined above; if the instructor is the Assistant Department Head, students should schedule a meeting with the Department Head. Where applicable, students should also consult [University Procedure 13.99.99.R0.05 \("Student Appeal of Instructor Evaluation"\)](#).

Collection of Data for Measuring Institutional Effectiveness

In order to measure the level of compliance with the accreditation, throughout the semester I may collect some of the ungraded texts you produce solely for an assessment of program effectiveness that in no way affects students' course grades or GPAs.

COURSE OUTLINE/CALENDAR

The syllabus/schedule are subject to change.

Week 1	8/25 – 8/29	Introduction/syllabus History and Use of Makeup
Week 2	9/1 – 9/5	Design Principles Color Theory September 1 – NO CLASS
Week 3	9/9 – 9/12	Modeling with Highlights and Shadows Paperwork
Week 4	9/15 – 9/19	Contouring Instruction Contouring Practice September 16 – MUST HAVE MAKEUP KIT FOR CLASS
Week 5	9/22 – 9/26	Old Age Instruction September 23 – PROJECT #1-CONTOURING DUE
Week 6	9/29 – 10/3	Old Age Practice October 1-3 – NO CLASS
Week 7	10/6 – 10/10	Brow Blocking Instruction and Practice October 7 – PROJECT #2-OLD AGE DUE
Week 8	10/13 – 10/17	Facial Hair Instruction and Practice Nose and Scar Wax Instruction and Practice
Week 9	10/20 – 10/24	Latex Instruction and Practice October 23 – PROJECT #3-GENDERBEND DUE
Week 10	10/27 – 10/31	Moulage Instruction and Practice October 30 – PROJECT #4-MOULAGE DUE
Week 11	11/3 – 11/7	Creature Feature Practice November 4 – PROJECT #5-CREATURE FEATURE DUE
Week 12	11/10 – 11/14	Nonrealistic Practice November 11 – PROJECT #6 NONREALISTIC DUE
Week 13	11/17 – 11/21	Discuss Final Project November 22 – FINAL PROJECT PROPOSAL DUE
Week 14	11/24 – 11/28	Final Project Work/Prep November 27-28 – Thanksgiving, NO CLASS
Week 15	12/1 – 12/5	Final Project Work/Prep
Week 16	12/8 – 12/12	Finals Week Dec. 11 – FINAL PROJECT AND MORGUE DUE

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