

Glendale College

Course Outline of Record Report

Course ID - 010430
Cyclical Review - October 2025

COMM117 : Professional Voice-Over

General Information

Author:	<ul style="list-style-type: none"> Samantha Garagliano
Course Code (CB01) :	COMM117
Course Title (CB02) :	Professional Voice-Over
Department:	COMM
Proposal Start:	Fall 2026
TOP Code (CB03) :	(1506.00) Speech Communication
CIP Code:	(09.0101) Speech Communication and Rhetoric.
SAM Code (CB09) :	E - Non-Occupational
Distance Education Approved:	Yes
Will this course be taught asynchronously?:	Yes
Course Control Number (CB00) :	CCC000607063
Curriculum Committee Approval Date:	10/22/2025
Board of Trustees Approval Date:	12/09/2025
Last Cyclical Review Date:	10/22/2025
Course Description and Course Note:	COMM 117 introduces students to professional voice-over acting across multiple genres, including commercials, trailers, animation, and audiobooks. Through practical training, they analyze scripts, develop performance techniques, and discover their unique vocal strengths. The course covers essential skills like creating demo reels, finding representation, and marketing oneself in the entertainment industry, preparing students to launch their voice-over career.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none"> Credit
Mode of Delivery:	<ul style="list-style-type: none"> In-Person Remote Hybrid Online
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none"> Speech Communication
Alternate Discipline:	No value
Alternate Discipline:	No value

Last Course Offering

When was this course last offered (term and year)?

Fall 2025

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	54
Total Course Out-of-Class Hours	108
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	3	6
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	0
Course In-Class (Contact) Hours	
Lecture	54
Laboratory	0
Studio	0
Total	54
Course Out-of-Class Hours	
Lecture	108
Laboratory	0
Studio	0
Total	108

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL151 - Reading and Composition V (in-development)

Objectives

- Read and critically analyze various academic readings.
- Summarize readings.
- Organize fully-developed essays in both expository and argumentative modes.
- Compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion.
- Revise writing to eliminate errors in syntax, and grammatical constructions.
- Employ basic library research techniques.
- Compose one research paper (1,000 words) or two short research papers (500-700 words each) with citations.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations	
Cross Listed or Equivalent Course	Description
No value	No value

Requisite Validation
Upload Statistical Validation and/or other documents (if necessary)
No Value

Specifications	
Methods of Instruction	
Methods of Instruction	Lecture
Methods of Instruction	Discussion
Methods of Instruction	Multimedia
Methods of Instruction	Collaborative Learning
Methods of Instruction	Demonstrations
Methods of Instruction	Guest Speakers
Out of Class Assignments	

- Written assignments (e.g. personal progress journal)
- Mark scripts for oral presentations and analyze professional voice-over performances, focusing on actor choices and interpretation
- Voice-over recordings in genres like commercials, promos, trailers, animation, audiobooks, and documentaries
- Research projects (analyze voice-over performances and voice banks)
- Final project (create and edit professional voice-over demo reel)
- Reflection paper (attend a professional voice-over session related to recording or editing and reflect)

Methods of Evaluation

Description of Activity/Interaction

Presentation (group or individual)

Oral presentations (deliver and interpret a provided voice-over script)

Activity (answering journal prompt, group activity)

Evaluations (critique peers' oral presentations, offering constructive feedback for improvement)

Writing Assignment

Evaluation (assess professional voice-over recordings, concentrating on the actors' interpretative choices and delivery methods)

Project/Portfolio

Voice-over demo reel (record, edit, and produce a personal demo reel)

Exam/Quiz/Test

Quizzes

Activity (answering journal prompt, group activity)

Journal (progression journal)

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
James R. Alburger	Art of Voice Acting	Taylor & Francis Group, LLC	2024	9781032370682

Other Instructional Materials (i.e. OER, handouts)

No Value

Learning Outcomes

Course Objectives

Define key components of voice-over recording.

Demonstrate effective voice-over acting techniques.

Compare personal script reading with professional voice-over actor performances.

Assess personal voice-over recordings and editing for improvement.

Apply techniques to minimize poor sound quality.

Analyze professional voice-over recordings for stylistic and technical elements.

Assess personal voice-over style and respond to critiques and direction.

Demonstrate business management skills for voice-over acting.

Evaluate challenges and benefits of voice-over acting.

Propose strategies for industry success.

SLOs

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

The Basics of Voice-Over (4 hours)

- The professional voice-over industry and its viability as a career path
- Fundamental theories, principles, and terminology used in professional voice-over work

- Script interpretation, performance delivery, and recording techniques

Technology and Equipment (4 hours)

- Effective sound levels
- Home recording equipment
- Recording software applications like Audacity
- Professional studio environments and protocols
- Cost-effective home studio with proper soundproofing set-up

Physical and Vocal Delivery (10 hours)

- Proper relaxation techniques and diaphragmatic breathing skills
- Voice conditioning exercises to maintain vocal health and control
- Effective gesturing techniques to enhance voice performance during recording
- Clear articulation, proper pronunciation, and vocal clarity
- Vocal variety control through inflection, strategic pausing, and expressive delivery

Script Analysis (8 hours)

- Methods for breaking down scripts to identify target audience, story elements, and appropriate tone
- Character motivations, relationships, and story conflicts/resolutions
- The relationship between text and subtext in voice-over scripts
- Scripts, genres, and characters representing people from different cultures/ethnicities, races, abilities, socioeconomic status, languages, and dialects.

Character Development (8 hours)

- Different character types and their defining vocal characteristics
- Character arcs development and their role within various narratives
- The dynamics of relationships between different characters
- Techniques for voicing multiple characters within the same project.

Genres of Voice-over (8 hours)

- Specific requirements for commercial voice-over work in TV and radio
- Techniques for delivering effective promos and trailers
- Methods for creating compelling animation and video game character voices
- Distinct approaches needed for audiobook narration
- Techniques for documentary and industrial narration projects

Practical Exercises (8 hours)

- Natural, conversational narration style with emotional authenticity
- Tone, pace, and energy to meet the specific requirements of each project (e.g., audiobooks versus commercials)
- Combinations of pitch, tempo, and rhythm to enhance vocal delivery and create dynamic performances
- Demo recording creation that demonstrates versatility and range within a specific voice-over category, such as commercials, audiobooks, promos, character work, or narration

Business of Voice-Over (2 hours)

- Effective techniques for handling various types of auditions
- Voice-over markets and demo requirements
- Pathways to securing agent representation and non-union work
- Professional attitude and overcoming industry challenges

Agents and Unions (1 hour)

- The advantages and challenges of working with talent agents
- Methods for building strong industry relationships
- The benefits and requirements of SAG-AFTRA membership
- Opportunities in non-union voice-over work.

Marketing and Professionalism (1 hour)

- Effective marketing strategies including social media, website development, and demo creation
- Professional communication methods for client interaction
- Pay structures including agent commissions and union rates

Total Hours: 54

Additional Information

Repeatability

Not Repeatable

Justification (if repeatable was chosen above)

No Value

Is it possible this course will have a material fee?

No

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No

What term(s) will this course be offered?

Fall/Winter/Spring/Summer

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value