



## Master Course Syllabus

For additional course information, including prerequisites, corequisites, and course fees, please refer to the Catalog: <https://catalog.uvu.edu/>

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**Semester:** Spring

**Course Prefix:** THEA

**Course Title:** Voiceover Acting

**Year:** 2025

**Course and Section #:** 2127 001

**Credits:** 3

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### *Course Description*

Introduces students to voiceover techniques and the voiceover industry. Focuses on different types of voiceover work, including commercial/industrial copy, book narration and animation/video game work. Includes development of resume and demo reel.

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### *Course Attributes*

This course has the following attributes:

- General Education Requirements
- Global/Intercultural Graduation Requirements
- Writing Enriched Graduation Requirements
- Discipline Core Requirements in Program
- Elective Core Requirements in Program
- Open Elective

Other: *Click here to enter text.*

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### *Instructor Information*

**Instructor Name:** Julie Heaton

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### *Student Learning Outcomes*

- 1 - Perform voice acting with moment-to-moment awareness and authenticity.
  - 2 - Identify the steps in building a voice over resume.
  - 3 - Explain the processes of demo-creating and sound editing.
  - 4 - Critique the voice-acting work of others.
  - 5 - Apply correct terminology and knowledge of studio protocol.
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### *Course Materials and Texts*

- A personal audio recording device (a desk USB cardioid condenser microphone works great, a CLR connection microphone is also great).

- Computer or laptop. Laptops may be checked out from the Fulton Library on campus if needed.

Editing software. Garageband, Audacity, Pro Tool, or any other editing software designed for sound

- Notebook or paper
- Writing utensils - pencils are very helpful in this class!
- Folder to keep handouts and notes in

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## ***Course Requirements***

### **Course Assignments, Assessments, and Grading Policy**

1. **Voice Recordings:** There will be voice over recordings due for each unit we study: commercial, industrial, character/animation, and audiobook.
2. **Mid-term Book Report/Presentation:** you will read a book on voice over of your choosing, create a handout for the class, and present on your findings. Presentations will take place the week before Spring Break.
3. **Analysis Paper:** During our animation unit, you will listen to and analyze the voice acting of a character of your choice. Critique papers will **NOT** be accepted late. All guidelines and content for the critique will be on Canvas and discussed in class.
4. **Weekly Reflective Journals:** You will record your discoveries on a weekly basis in a journal, either a hard copy that you will take a picture to upload each week, or a digital journal that you can share via link. Journals should be completed on time whenever possible as they are not accepted more than two days late. (See late work policy below.)
5. **Final Audiobook Project:** You will record, edit, and produce a short children's book in the format of an audiobook. These will be presented during the final exam time. Details about this assignment are included in Canvas and will be discussed in class.
6. **Daily exercises and reading assignments:** This class will be discussion and activity based and is highly interactive. Students are expected to come to class prepared and participate in full.
7. **Attendance/Participation/Citizenship:** Attendance is required and students are expected to be on time to class (see department attendance policy below). If you do arrive late, please be certain nobody is in the middle of a performance when you enter the room. This class requires technology and your citizenship grade will reflect your responsible use. Scrolling, texting, and any other form of misuse of your electronic device during class will lose your participation/citizenship points for the day. In other words, come every day, be on time, stay focused on the task at hand, and eliminate your own distractions.

Attendance at all mainstage departmental productions is required.

**EVALUATION PROCEDURE:**

Attendance/Participation/Citizenship	100
Class Activities and assignments	125
Play Responses (10 ea)	20
Analysis Paper	20
Weekly Journals (14@5 pts)	70
Midterm Presentation	40
Final Project Audiobook	30
Final Mock Auditions (2)	40
Self-Assessment	30
Total	425

**Grading Scale:**

Grade	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	E
Percent	93-100	90-92	87-89	84-86	80-83	77-79	74-76	70-73	67-69	64-66	60 - 63	0-

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**Required or Recommended Reading Assignments**

None

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**General Description of the Subject Matter of Each Lecture or Discussion**

Week	Tuesday	Thursday
1	Syllabus, Introduction, Equipment and Business Lingo Intro	Intro to commercial copy (sample scripts provided), Business Lingo cont'd, session etiquette
2	Flex	Anncr. Commercial write-ups due/workshop
3	Commercial recordings due, intro to scoring and symbol systems	Intro to Demo Writing, Commercial Copy Workshop
4	Commercial Copy Round #1	Commercial Copy Round #1 recordings due (ABC) with Scoring Maps
5	Commercial Copy Round #2	Commercial Copy Round #2 cont'd
6	Commercial Copy Round #2 recordings due (ABC) with Scoring Maps	Intro to narration/industrial, workshop
7	Narration/industrial workshop cont'd	Narration/Industrial cont'd
8	Narration recordings due	Flex
9	Mid-term Presentations	Mid-term Presentations
10	<b>SPRING</b>	<b>BREAK</b>
11	Intro to animation/characters, intro to final	Animation/Character workshop #1, all/volunteer
12	Anim./Char. workshop #2 (assigned) final prep, analysis paper due	Animation/Character (assigned) final prep
13	Animation/Character Recording #1 due, listen	Audiobook/Narrator Coaching/Workshop
14	Audiobook/Narrator Sample due	Audiobooks Coaching/Final editing workshop
15	Business Talks: Contracts, Agents, Rosters, AI	Business Talks: Demos overview and final Q&A
16	Final Project Listen during class	Final "Exam"- "take home" test

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## ***Required Course Syllabus Statements***

### **Generative AI**

#### **AI Statement**

AI programs are not a replacement for your human creativity, originality, and critical thinking. Writing, thinking, and researching are crafts that you must develop over time to develop your own individual voice. At the same time, you should learn how to use AI and in what instances AI can be helpful to you. The use of generative AI tools (e.g. ChatGPT, Google Bard, etc.) is permitted in this course for the following activities:

- Brainstorming and refining your ideas;
- Fine tuning your research questions;
- Finding information on your topic;
- Drafting an outline to organize your thoughts; and
- Checking grammar and style.

The use of generative AI tools is not permitted in this course for the following activities:

- Impersonating you in classroom contexts, such as by using the tool to compose discussion board prompts/responses assigned to you or content that you put into a Teams/Canvas chat.
- Completing group work that your group has assigned to you, unless it is mutually agreed upon that you may utilize the tool.
- Writing a draft of a writing assignment.
- Writing entire sentences, paragraphs or papers to complete class assignments.

You are responsible for the information you submit based on an AI query (for instance, that it does not violate intellectual property laws or contain misinformation or unethical content). Your use of AI tools must be properly documented and cited in order to stay within university policies on academic honesty. *AI statement from Hilary Hungerford. Adapted from Temple University statement on AI in classes*

### **Using Remote Testing Software**

This course does not use remote testing software.

This course uses remote testing software. Remote test-takers may choose their remote testing locations. Please note, however, that the testing software used for this may conduct a brief scan of remote test-takers' immediate surroundings, may require use of a webcam while taking an exam, may require the microphone be on while taking an exam, or may require other practices to confirm academic honesty. Test-takers therefore shall have no expectation of privacy in their test-taking location during, or immediately preceding, remote testing. If a student strongly objects to using test-taking software, the student should contact the instructor at the beginning of the semester to determine whether alternative testing arrangements are feasible. Alternatives are not guaranteed.

## ***Required University Syllabus Statements***

### **Accommodations/Students with Disabilities**

Students needing accommodations due to a permanent or temporary disability, pregnancy or pregnancy-related conditions may contact UVU [Accessibility Services](#) at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu) or 801-863-8747.

Accessibility Services is located on the Orem Campus in BA 110.

Deaf/Hard of Hearing students requesting ASL interpreters or transcribers can contact Accessibility Services to set up accommodations. Deaf/Hard of Hearing services can be contacted at [DHHservices@uvu.edu](mailto:DHHservices@uvu.edu)

DHH is located on the Orem Campus in BA 112.

### **Academic Integrity**

At Utah Valley University, faculty and students operate in an atmosphere of mutual trust. Maintaining an atmosphere of academic integrity allows for free exchange of ideas and enables all members of the community to achieve their highest potential. Our goal is to foster an intellectual atmosphere that produces scholars of integrity and imaginative thought. In all academic work, the ideas and contributions of others must be appropriately acknowledged and UVU students are expected to produce their own original academic work.

Faculty and students share the responsibility of ensuring the honesty and fairness of the intellectual environment at UVU. Students have a responsibility to promote academic integrity at the university by not participating in or facilitating others' participation in any act of academic dishonesty. As members of the academic community, students must become familiar with their [rights and responsibilities](#). In each course, they are responsible for knowing the requirements and restrictions regarding research and writing, assessments, collaborative work, the use of study aids, the appropriateness of assistance, and other issues. Likewise, instructors are responsible to clearly state expectations and model best practices.

Further information on what constitutes academic dishonesty is detailed in [UVU Policy 541: Student Code of Conduct](#).

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### **Equity and Title IX**

Utah Valley University does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, gender expression, age (40 and over), disability, veteran status, pregnancy, childbirth, or pregnancy-related conditions, citizenship, genetic information, or other basis protected by applicable law, including Title IX and 34 C.F.R. Part 106, in employment, treatment, admission, access to educational programs and activities, or other University benefits or services. Inquiries about nondiscrimination at UVU may be directed to the U.S. Department of Education's Office for Civil Rights or UVU's Title IX Coordinator at 801-863-7999 – [TitleIX@uvu.edu](mailto:TitleIX@uvu.edu) – 800 W University Pkwy, Orem, 84058, Suite BA 203.

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### **Religious Accommodation**

UVU values and acknowledges the array of worldviews, faiths, and religions represented in our student body, and as such provides supportive accommodations for students. Religious belief or conscience broadly includes religious, non-religious, theistic, or non-theistic moral or ethical beliefs as well as participation in religious holidays, observances, or activities. Accommodations may include scheduling or due-date modifications or make-up assignments for missed class work.

To seek a religious accommodation, a student must provide written notice to the instructor and the Director of Accessibility Services at [accessibilityservices@uvu.edu](mailto:accessibilityservices@uvu.edu). If the accommodation relates to a scheduling conflict, the notice should include the date, time, and brief description of the difficulty posed by the conflict. Such requests should be made as soon as the student is aware of the prospective scheduling conflict.

While religious expression is welcome throughout campus, UVU also has a [specially dedicated space](#) for meditation, prayer, reflection, or other forms of religious expression.