

Section Outline Format & Checklist - (Minimum Essential Information)

The following essential minimum information must be included in the Section Outline:

Institutional Information:

1. Name of Institution (*South Texas College*)
2. Name of Department
3. Document Title (*Section Outline*)
4. Semester and Year

Instructor Information:

1. Instructor's Name
2. Office/Building/Campus Location
3. Office Telephone Number
4. FAX Number
5. E-mail Address
1. Office Hours

Course Information:

1. Course Name
2. Course Number and Section Number
3. Classroom Location
4. Days and Time Class Meets
5. Catalog Course Description
6. Student Learning Outcomes
7. Course Requirements, Evaluation Methods, and Grading Criteria
8. Required Textbook & Resources

Developmental Studies Policy Statement:

The College's Developmental Education Plan requires students who have not met the college-level placement standard on an approved assessment instrument in reading, writing, and/or mathematics to enroll in Developmental Studies courses including College Success. Failure to attend these required classes may result in the student's withdrawal from ALL college courses.

Statement of Equal Opportunity: *No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by South Texas College on the basis of race, color, national origin, religion, sex, age, veteran status or disability.*

Alternative Format Statement: This document is available in an alternative format upon request by calling (insert phone number of the department contact person who maintains the syllabus and can provide a copy upon a student request).

ADA Statement: *Individuals with disabilities requiring assistance or access to receive services should contact disABILITY Support Services at (956) 872-2173.*