



**Course Number and Section (PTAC 2346.211C3)
 Name of Course (Process Troubleshooting 2318)
 Course Semester (Spring 2025)
 M/W 1800-2050 Bldg. #23, RM. 219**

Instructor Information: Evan C. Starke
 estarke@com.edu
 281.781.4576

Student hours and location: The expectation is that you're ON TIME to class every evening. Excessive tardiness is a disruption to what will be an in-depth, fast paced class and can lead to academic issues if it persists.

Required Textbook/Materials:

Course Description: PTAC 2356.211C3 Process Troubleshooting 2318

Course requirements: This is a second year class, requiring essentially all pre-requisites in the course book.

Determination of Course Grade/Detailed Grading Formula: Your grade(s) will be managed via web advisor and will be a combination of Exams and Quizzes all with pre-determined weight affixed. Your attendance will also be a critical factor in your final grade. This class requires both lecture and lab and **REQUIRES YOUR ATTENDANCE AND PARTICIPATION.**

Late Work, Make-Up, and Extra-Credit Policy: There will be NO EXTRA CREDIT. There will be very little work assigned outside of lecture or lab. However, all assignments not turned in by the required date will receive an immediate penalty of -10pts. The only exception will be illness or family emergencies, in which case communication must occur with E. Starke.

Attendance Policy: The expectation is that you will attend all lectures and labs. This is a very interactive, fast paced class where catching up will be difficult. I will follow all core COM attendance policies without exception.

Communicating with your instructor: ALL electronic communication with the instructor must be through your COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means. (Faculty may add additional statement requiring monitoring and communication expectations via D2L or other LMS)

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| Student Learner Outcome | Maps to Core Objective | Assessed via this Assignment |
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Academic Dishonesty: Zero tolerance. The first offense shall result in your removal from my class.

Student Concerns: If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact Derrick Lewis PTEC Program Coordinator.

Course outline: Exams and Quizzes are pre-populated electronically and will be opened and closed according to the dates. I will give advanced warning about SCHEDULED quizzes and Exams.

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [https://www.com.edu/student-services/docs/Student Handbook 2024-2025 v2.pdf](https://www.com.edu/student-services/docs/Student_Handbook_2024-2025_v2.pdf). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor’s professional judgment of the quality of the student’s work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact:

Kimberly Lachney, Student Accessibility Services Coordinator

Phone: 409-933-8919

Email: AccessibilityServices@com.edu

Location: COM Doyle Family Administration Building, Student Success Center

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law. The last date to withdraw from the 1st 8-week session is February 26. The last date to withdraw from the 16-week session is April 21. The last date to withdraw for the 2nd 8-week session is April 30.

FN Grading: The FN grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The FN grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the FN grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an FN grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.

Nondiscrimination Statement:

The College District prohibits discrimination, including harassment, against any individual on the basis of race, color, religion, national origin, age, veteran status, disability, sex, sexual orientation, gender (including gender identity and gender expression), or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of College District policy.