



**PTAC-1310-122CL
EQUIPMENT
FALL 2021
MON/WED 1:00PM-3:20PM
TVB RM#1559**

Instructor Information: Elisa Martin, emartin13@com.edu, 409-933-8580

Student hours and location: MON-THURS
11AM-1PM
TVB RM#1583

Required Textbook/Materials: Process Technology Equipment by CAPT (ISBN-13: 978-0-13-489126-2)

Course Description: This course provides instruction in the use of common process equipment. The student will identify process equipment components; use appropriate terminology to describe components of process equipment; describe basic functions of process equipment; and relate scientific principles associated with process equipment. Prerequisites: [PTAC 1302](#) with a grade of "C" or better and TSI Math 342 or equivalent developmental course with a grade of "C" or better.

Course requirements: Assignments, Exams, Homework, and Pop Quizzes.

Determination of Course Grade/Detailed Grading Formula:

Exams are 60% of your grade
Pop Quizzes are 10% of your grade
Assignments are 20% of your grade
Homework is 10% of your grade

Late Work, Make-Up, and Extra-Credit Policy:

No late work is accepted.

There is no extra credit in this class.

There are no make-ups for Pop Quizzes.

If you give Instructor notice of non-attendance for a scheduled class in which work is due, you will have 48 business hours from the original due date to turn in your assignment/take exam. If you **do not** give notice/inform Instructor of your non-attendance, you will not be allowed to turn in assignment/take exam. **Please note that the excuse you give for non-attendance must be VERIFIED (i.e. Dr's note, work excuse, death (obituary) etc) or you will NOT be allowed to turn in/complete assignment. There is no extension for the Final Exam.**

Attendance Policy: Due to the “hands-on” nature of this class, it is advisable to attend every scheduled class session. If you should miss, please note that after **6 absences** the Instructor will drop you from the course.

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 Blackboard or other LMS)

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define and use terminology	Critical thinking	Discussion boards, exams, assignments
2. Identify and describe components, basic functions and scientific principles associated with process equipment	Critical thinking Communication-writing Personal responsibility-attendance	Discussion boards, exams, class attendance and participation

Academic Dishonesty: Any incident of academic policy will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate discipline action

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- Dept Chair at (409) 933-8306 or dlewis22@com.edu].

Cell Phone Use: There is no cell phone use permitted during class lectures. If you must take a call, please leave out of the classroom to accept it.

1st Consequence: Verbal Warning

2nd Consequence: Written 10pg paper on Cell Phone Use in Refineries

3rd Consequence: Written 10pg paper on Incidents/Injuries caused by cell phone use

Course outline: Schedule Subject To Change Per Instructor Discretion

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	Mon 8/23	Introduction, Syllabus, Class Expectations, Safety Presentations	Read Chapters 1 & 2
	Wed 8/25	Chapters 1 & 2	Read Chapters 3 & 4/Watch videos
2	Mon 8/30	Chapters 3 & 4	Read Chapter 5/Watch videos
	Wed 9/1	Chapter 5	Study
3	Mon 9/6	HOLIDAY	Study
	Wed 9/8	Exam 1	Census Day Read Chapter 6/Watch videos
4	Mon 9/13	Chapters 6	Read Chapter 7/Watch videos
	Wed 9/15	Chapter 7	Read Chapter 8/Watch videos
5	Mon 9/20	Chapter 8	Read Chapter 9/Watch videos
	Wed 9/22	Chapter 9	Read Chapter 10/Watch videos
6	Mon 9/27	Chapters 10	Study
	Wed 9/29	Review	Study
7	Mon 10/4	Exam 2	Read Chapter 11/Watch videos
	Wed 10/6	Chapter 11	Read Chapter 12/Watch videos
8	Mon 10/11	Chapter 12	Read Chapter 13/Watch videos
	Wed 10/13	Chapter 13	Read Chapter 14/Watch videos
9	Mon 10/18	Chapter 14	Study
	Wed 10/20	Review	Study
10	Mon 10/25	Exam 3	
	Wed 10/27	Diversity Project	Read Chapter 15/Watch videos
11	Mon 11/1	Chapter 15	Read Chapter 16/Watch videos

	Wed 11/3	Chapter 16	Read Chapter 17/Watch videos
12	Mon 11/8	Chapter 17	Study
	Wed 11/10	Review	Study
13	Mon 11/15	Exam 4	Read Chapter 18/Watch videos
	Wed 11/17	Chapter 18	11/19 "W" Day Read Chapter 19/Watch videos
14	Mon 11/22	Chapter 19	Read Chapter 20/Watch videos
	Wed 11/24	Chapter 20	Study
15	Mon 11/29	Review	Study
	Wed 12/1	Exam 5	
16	Mon 12/6	Final Grades	
	Wed 12/8	Final Grades	

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://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to set up their appointment. Appointments are strongly encouraged; however, some concerns may be addressed on a walk-in basis.

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 October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2nd 8-week session is December 2.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N 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 F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N 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.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland’s Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.