



**PTAC-1354-122CL
INDUSTRIAL PROCESSES
SPRING 2022
TU/THURS 8A-10:50A
TVB #1572**

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

Student hours and location: TVB 1583B
Mon-Thurs 12p-2p

Required Textbook/Materials: None Required

Course Description: The study of the basic types of industrial processes. Types of commercial processes will be explored and demonstrated. Students will demonstrate knowledge of basic types of industrial processes and their operation; explain chemical, physical and thermodynamic principles of industrial processes; perform calculations on industrial processes; and plot and graph process data. Prerequisites: [PTAC 1302](#), [PTAC 1308](#), [PTAC 1310](#), [PTAC 1332](#), [CHEM 1405](#), and [PHYS 1410](#) or [PHYS 1401](#) with a grade of "C" or better.

Course requirements: This is a “hands-on” based course that teaches students the basics and understanding of tracing lines and drawing P&IDs, reading & writing operating procedures, operating systems (Tank Farm and Glass Distillation Unit), and teamwork.

Determination of Course Grade/Detailed Grading Formula:

Refinery Paper Assignment	100pts
LOTO/JSA/Permit Assignment	100pts
Tank Farm: Drawing	200pts
Transfer Sheet Assignment	117pts
Live Exam	200pts
GDU: Drawing	200pts
Walk-Thru	100pts
Final Exam	100pts

Assignments and Drawings are worth 45% of your grade
LIVE exam, Walk-Thru, and Final Exam are worth 55% of your grade

No late work will be accepted after the due date has passed.

Grading Scale:

- 90-100 = A
- 80-89 = B
- 70-79 = C
- 60-69 = D
- Below 60 = F

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

No late work is accepted.
There is no extra credit in this class.

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. **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. Describe processes and operations typical to the processing industry	Reading, writing, speaking, listening, critical thinking, computer literacy, and cultural competence	Teamwork, project assignments, discussion boards, After reports

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	Tues 1/18	Introduction, Syllabus, Projects, Assignments, Safety Topics	Refinery Assignment
	Thurs 1/20	Hand Tools	
2	Tues 1/25	Hand Tools	
	Thurs 1/27	Hand Tools	
3	Tues 2/1	Hand tools	
	Thurs 2/3	Hand Tools	
4	Tues 2/8	Hand Tools	
	Thurs 2/10	Hand Tools	
5	Tues 2/15	Tank Farm Draw	
	Thurs 2/17	Tank Farm Draw	
6	Tues 2/22	Tank Farm Draw	
	Thurs 2/24	Tank Farm Draw	
7	Tues 3/1	Tank Farm Draw	
	Thurs 3/3	Tank Farm Practice	
8	Tues 3/8	Tank Farm LIVE EXAM	TANK FARM DRAWING DUE
	Thurs 3/10	Tank Farm LIVE EXAM	TANK FARM DRAWING DUE
	Tues 3/15	SPRING BREAK	

	Thurs 3/17	SPRING BREAK	
9	Tues 3/22	GDU Distillation Lecture/Videos	
	Thurs 3/24	GDU Lab- Go Over Equipment/Components	
10	Tues 3/29	GDU Feed Section Lecture/Lab/Draw	
	Thurs 3/31	GDU Bottoms Section Lecture/Lab/Draw	Refinery Assignment Due
11	Tues 4/5	GDU OVHD Section Lecture/Lab/Draw	
	Thurs 4/7	GDU Pressure System Lecture/Lab/Draw	
12	Tues 4/12	GDU Draw	
	Thurs 4/14	GDU Draw	
13	Tues 4/19	GDU Draw	
	Thurs 4/21	GDU In-Class Final Complete Unit Drawing (From Memory)	“W” Day 4/25
14	Tues 4/26	GDU Walk-Thru	
	Thurs 4/28	GDU Walk-Thru	
15	Tues 5/3	Final Exam	
	Thurs 5/5	Run GDU	
16	Tues 5/10	Final Grades	
	Thurs 5/12	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 March 2. The last date to withdraw from the 16-week session is April 25. The last date to withdraw for the 2nd 8-week session is May 4.

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.