



**PTAC-1354-111CL  
INDUSTRIAL PROCESSES  
SUMMER 2023  
TUES/THURS 8AM-12:50AM  
ICB RM 106**

**Instructor Information:** Elisa Scurry [escurry2@com.edu](mailto:escurry2@com.edu) (409) 933-8580 (Office)

**Student hours and location:** ICB RM# 207-14

**Mon/Wed** 4p-5p

**Tues** 1p-2p

**Required Textbook:** No Textbook Required

**Required Materials:** Safety Glasses, Work Gloves, Pencils/Pens, Ruler

**Optional:** Drawing Board, Equipment Stencils, Color Pencils

**\*\*\*MUST WEAR CLOSED-TOE SHOES TO EVERY CLASS\*\*\***

**(You will not be permitted in class with open-toe shoes)**

**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 operating procedures, operating systems (Tank Farm and Glass Distillation Unit), and teamwork.

**Determination of Course Grade/Detailed Grading Formula:** You will be graded on: Drawings, after report, oral presentations, assignments, and distillation/tank farm system operation.

Tank Farm:	Drawing	100pts
	Transfer Sheet	100pts
	Live Exam	200pts
GDU:	Drawing (Memory)	100pts
	Walk-Thru	100pts

Permit/LOTO Assignment	100pts
Refinery Video	200pts
Safety Presentation	100pts

**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 will be accepted after the due date has passed. There is no extra credit in this class.**

If you give Instructor at least **2hrs** 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 at least **2hrs** notice/inform Instructor of your non-attendance, you will not be allowed to turn in missed assignment or take missed exam. **NO EXCEPTIONS. 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](mailto:dlewis22@com.edu)].

**Course outline: \*\*Schedule is subject to change at the discretion of the instructor based on instruction and/or course needs. \*\***

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	6/6	Introduction, Syllabus, Refinery Assignment, Safety Topics	
	6/8	GDU Lecture/Lab/Draw	
2	6/13	GDU Draw	Census Day
	6/15	GDU Draw	
3	6/20	GDU Draw	
	6/22	GDU Draw	
4	6/27	GDU In-Class Memory Drawing	MUST BE PRESENT-NO EXTENSIONS
	6/29	GDU Walk-Thrus	MUST BE PRESENT-NO EXTENSIONS
5	7/4	HOLIDAY	
	7/6	Tank Farm Draw	
6	7/11	Tank Farm Draw	
	7/13	Tank Farm Draw	
7	7/18	Tank Farm Draw	
	7/20	Tank Farm Live Exam Tank Farm Drawing Due	MUST BE PRESENT-NO EXTENSIONS
8	7/25	Hand Tools Permits/Practice	
	7/27	Hand Tools LOTO/JSA/Hose Fittings	W-Day 7/31 Refinery Video Assign Due
9	8/1	Hand Tools Practice Assign/Safety Harness/Tower Climb/Hose Rolling	
	8/3	Hand Tools Permit Assignment	MUST BE PRESENT-NO EXTENSIONS
10	8/8	Final Class Discussion	
	8/10	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](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](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 Kimberly Lachney at 409-933-8919 or [klachney@com.edu](mailto:klachney@com.edu). The Office of Services for Students with Disabilities is located in the 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 1<sup>st</sup> 5-week session is June 30<sup>th</sup>. The last date to withdraw from the 10-week session is July 31<sup>st</sup>. The last date to withdraw for the 2<sup>nd</sup> 5-week session is August 4<sup>th</sup>.

**F<sub>N</sub> Grading:** The F<sub>N</sub> grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F<sub>N</sub> 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<sub>N</sub> grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F<sub>N</sub> 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](mailto:deanofstudents@com.edu) or [communityresources@com.edu](mailto:communityresources@com.edu).