



**PTAC-1354-221CL
INDUSTRIAL PROCESSES
SUMMER 2022
MON/WED 5:00PM-9:50PM
TVB RM 1572**

Instructor Information: Elisa Martin
emartin13@com.edu
(409) 933-8580 (Office)

Student hours and location: TVB RM 1583B
MON/WED 12P-1P
TUE 1P-2P

Required Textbook/Materials: No Textbook 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, and writing 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 reports, oral presentations, assignments, and distillation/tank farm system operation.

Tank Farm:	Drawing	100pts
	Transfer Sheets	100pts
	Live Exam	200pts
	After Report	100pts
GDU:	Drawing	100pts
	Walk-Thru	100pts
Permit/LOTO Assignment		100pts
Refinery Assignment		100pts
Final Exam		100pts

Drawings/Assignments are worth 45% of your grade
Tank Farm LIVE, GDU Walk-Thru, and Final Exam are worth 55% of your grade

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 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 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].

Course outline: Schedule Subject To Change Per Instructor Discretion

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	Mon 6/6	Introduction, Syllabus, Projects, Safety Presentation	
	Wed 6/8	GDU	
2	Mon 6/13	GDU	
	Wed 6/15	GDU	
3	Mon 6/20	GDU	
	Wed 6/22	GDU	
4	Mon 6/27	GDU In Class Drawing	
	Wed 6/29	Tank Farm	
5	Mon 7/4	HOLIDAY	
	Wed 7/6	Tank Farm	
6	Mon 7/11	Tank Farm	
	Wed 7/13	Tank Farm	
7	Mon 7/18	Tank Farm PRACTICE	
	Wed 7/20	Tank Farm LIVE	Tank Farm Drawing DUE
8	Mon 7/25	Permit/LOTO/Procedures	
	Wed 7/27	Permit/LOTO/Procedures	
9	Mon 8/1	Permit/LOTO/Procedures	W-DAY 8/2
	Wed 8/3	Hand Tools	REINERY PAPER DUE
10	Mon 8/8	Hand Tools	
	Wed 8/10	FINAL	

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 5. The last date to withdraw from the 16-week session is November 18. The last date to withdraw for the 2nd 8-week session is December 1.

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.

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.