PTAC-1310-121CL
EQUIPMENT
SPRING 2021
TUES/TH 8:00AM-10:20AM
RM #1559

Instructor Information: Elisa Martin
Emartin13@com.edu
(409) 933-8580 Office

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.

Student hours and location: TVB 1583
Mon/Wed 11:00a-12:00p
Tue/Thurs 11:00a-1:00p
Fri (Zoom) 11:00a-1:00p

Required Textbook: Process Technology Equipment by CAPT (ISBN: 0-13-700412-5)

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.

Materials Needed: 11x17 Copy paper, Straight edge, Pencils/Pens

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: Sugar Reactor/FCCU Unit P&ID Drawing, H.O.T. Unit Training, Exams, Homework assignments, and quizzes.

Determination of Course Grade/Detailed Grading Formula (methods of evaluation to be employed to include a variety of means to evaluate student performance):
You will be graded on exams, pop quizzes, and homework/assignments.
Exams are worth 100 points each
Homework/Assignments are worth 100 points each
Pop quizzes, discussion posts, and drawings are worth earned points towards exam grades.

This class is based on a complete points system. All points earned on exams and homework/assignments divided by the number of grades given will give you your class average. (Ex.-You are given 5 exams worth 100 points each. You only earn 400 total points. Dividing 400 by 5 will give you your class average of 80.)

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

Attendance Policy: All labs will be "hands on" and your attendance is required. There will be no exceptions.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8 week session is March 3rd, April 26th for 16 week courses and May 5th for the 2nd 8 week session.

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.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

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

Plagiarism: Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material will receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate discipline action. This includes copying someone else's homework.

Classroom Conduct Policy: College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook. http://www.com.edu/student-services/student-handbook.php . Students should act in a professional manner at all times. Disruptive students will be held accountable according to college policy. Any violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in dismissal from this class.

No student has the right to disrupt the learning process of other students. Students found to be disruptive by the instructor will be expelled from class. **Multiple disruptions may result in expulsion from the course, with the grade of an "F" for the 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- Dept Chair at (409) 933-8306 or dlewis22@com.edu.

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

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 career. 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 that is 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 setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

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.. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

Course outline: PTAC-1310-211CL

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	T 1/19	Introduction, Syllabus, Drawing Assignments-Sugar Reactor/HOT Unit	DB and read Chapters 1&2
	TH 1/21	Introduction, Syllabus, Drawing Assignments-Sugar Reactor/HOT Unit	DB and read Chapters 1&2
2	T 1/26	G1 Chp 1 & 2 Assignment 1	Read Chps 3 & 4
	TH 1/28	G2 Chp 1 & 2 Assignment 1	Read Chps 3 & 4
3	T 2/2	G1- Chp 3 & 4	Read Chp 5
	TH 2/4	G2- Chp 3 & 4	Read Chp 5
4	T 2/9	G1 Chp 5	DB and Read Chp 6
	TH 2/11	G2 Chp 5	DB and Read Chp 6
5	T 2/16	G1 EXAM 1/Chp 6	Read Chps 7 & 8/ Assignment 1 DUE

	TH 2/18	G2 EXAM 1/Chp 6	Read Chps 7 & 8 Assignment 1 DUE
6	T 2/23	G1 Chp 7&8 Assignment 2	Read Chps 9 & 10
	TH 2/25	G2 Chp 7&8 Assignment 2	Read Chps 9 & 10
7	T 3/2	G1 Chp 9/10	DB and Read Chp 11 Drawing DUE
	TH 3/4	G2 Chp 9/10	DB and Read Chp 11 Drawing DUE
8	T 3/9	G1 EXAM 2/ Chp 11	
	TH 3/11	G2 EXAM 2/ Chp 11	
	T 3/16	Spring Break	Read Chps 12 & 13
	TH 3/18	Spring Break	Read Chps 12 & 13
9	T 3/23	G1 Chp 12 & 13	Read Chp 14 Assignment 2 DUE
	TH 3/25	G2 Chp 12 & 13	Read Chp 14 Assignment 2 DUE
10	T 3/30	G1 Chp 14 Assignment 3	DB and Read Chp 15
	TH 4/1	G2 Chp 14 Assignment 3	DB and Read Chp 15
11	T 4/6	G1 EXAM 3/ Chp 15	Read Chps 16 & 17
	TH 4/8	G2 EXAM 3/ Chp 15	Read Chps 16 & 17
12	T 4/13	G1 Chp 16 & 17	Read Chp 18
	TH 4/15	G2 Chp 16 & 17	Read Chp 18
13	T 4/20	G1 EXAM 4/Chp 18	DB and Read Chps 19 & 20 Assignment 3 DUE
	TH 4/22	G2 EXAM 4/Chp 18	DB and Read Chps 19 & 20 Assignment 3 DUE
14	T 4/27	G1 Chp 19 /20 HOT Unit Training	DB
	TH 4/29	G2- Chp 19/20 HOT Unit Training	DB
15	T 5/4	EXAM 5	
	TH 5/6	EXAM 5	
16	T 5/11	Final Grades	
	Th 5/13	Final Grades	