



**PTAC-1310-111CL
EQUIPMENT
SPRING 2022
Mon/Wed 8am-10:20am
TVB #1150**

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

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

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

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/Pop Quizzes are 70% of your grade
Assignments/Homework are 30% 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 exam/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. 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.

Course outline: **Schedule Subject To Change Per Instructor Discretion**

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	Mon 1/17	HOLIDAY	
	Wed 1/19	Introduction, Syllabus, Safety Presentations,	Read Chp 1 & 2
2	Mon 1/24	Chapter 1 & 2	Read Chp 3
	Wed 1/26	Chapter 3	Read Chp 4

3	Mon 1/31	Chapter 4	Read Chp 5
	Wed 2/2	Chapter 5	Complete Homework
4	Mon 2/7	Review	Homework Due
	Wed 2/9	Exam 1	Read Chp 6
5	Mon 2/14	Chapter 6	Read Chp 7
	Wed 2/16	Chapter 7	Read Chp 8
6	Mon 2/21	Chapter 8	Read Chp 9
	Wed 2/23	Chapter 9	Read Chp10
7	Mon 2/28	Chapter 10	Complete Homework
	Wed 3/2	Review	Homework Due
8	Mon 3/7	Exam 2	Read Chp 11
	Wed 3/9	Chapter 11 Diversity Assignment	Read Chp 12
	Mon 3/14	SPRING BREAK	
	Wed 3/16	SPRING BREAK	
9	Mon 3/21	Chapter 12	Read Chp 13
	Wed 3/23	Chapter 13	Read Chp 14
10	Mon 3/28	Chapter 14	Complete Homework
	Wed 3/30	Review	Homework Due
11	Mon 4/4	Exam 3	Read Chp 15
	Wed 4/6	Chapter 15	Read Chp 16
12	Mon 4/11	Chapter 16	Read Chp 17
	Wed 4/13	Chapter 17	Complete Homework
13	Mon 4/18	Review	Homework Due

	Wed 4/20	Exam 4	Read Chp 18/ Diversity Assignment Due
14	Mon 4/25	Chapter 18	Read Chp 19
	Wed 4/27	Chapter 19	Read Chp 20
15	Mon 5/2	Chapter 20	Complete Homework
	Wed 5/4	Exam 5	Homework Due
16	Mon 5/9	Final Grades	
	Wed 5/11	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.