



**PTAC-1354-221CL  
INDUSTRIAL PROCESSES  
FALL 2021  
MON/WED 6P-8:50P  
TVB #1572**

**Instructor Information:** Elisa Martin, [emartin13@com.edu](mailto:emartin13@com.edu), 409-933-8580

**Student hours and location:** MON-THURS  
11AM-1PM  
TVB RM#1583

**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:**

Hand Tools/Permit/Procedure/LOTO Assignment	100pts
Tank Farm: Drawing	100pts
Transfer Sheet	100pts
Live Exam	200pts
GDU: Drawing	100pts
Walk-Thru	100pts
Refinery Research Paper Assignment	100pts
Stirling Engine	100pts
Final Exam	100pts

Assignments are worth 10% of your grade

Drawings are worth 30%

Stirling Engine, LIVE exam, Walk-Thru, and Final Exam are worth 60% 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. **Please note that the excuse you give for non-attendance must be VERIFIED (i.e. Dr's note, work excuse, death (obituary) etc) or you will NOT be allowed to turn in/complete assignment. 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)

<b>Student Learner Outcome</b>	<b>Maps to Core Objective</b>	<b>Assessed via this Assignment</b>
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)].

**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.

**1<sup>st</sup> Consequence:** Verbal Warning

**2<sup>nd</sup> Consequence:** Written 10pg paper on Cell Phone Use in Refineries

**3<sup>rd</sup> 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	Mon 8/23	Introduction, Syllabus, Projects, Assignments, Safety Topics	
	Wed 8/25	Hand Tools      Lecture/Lab	
2	Mon 8/30	Hand Tools      Permits/LOTO	
	Wed 9/1	Hand Tools      Permits/LOTO	
3	Mon 9/6	<b>HOLIDAY</b>	
	Wed 9/8	Hand Tools      Procedures/Lab Quiz	<b>CENSUS</b>
4	Mon 9/13	Hand Tools      Procedures/Lab	
	Wed 9/15	Tank Farm      Lecture/Lab	
5	Mon 9/20	Tank Farm      Draw	
	Wed 9/22	Tank Farm      Draw	
6	Mon 9/27	Tank Farm      Draw	
	Wed 9/29	Tank Farm      Draw	
7	Mon 10/4	Tank Farm      Draw	
	Wed 10/6	Tank Farm      Draw	<b>Tank Farm Drawing Due</b>
8	Mon 10/11	Tank Farm      Practice	

	Wed 10/13	Tank Farm	LIVE Exam	
9	Mon 10/18	Stirling Engine Project		
	Wed 10/20	Stirling Engine Project		Tank Farm After Report Due
10	Mon 10/25	Stirling Engine Project		
	Wed 10/27	Stirling Engine Project		
11	Mon 11/1	Stirling Engine Project		
	Wed 11/3	Stirling Engine Project		Run Off Day
12	Mon 11/8	GDU	Lecture/Lab	
	Wed 11/10	GDU	Draw	Stirling Engine After Report Due
13	Mon 11/15	GDU	Draw	
	Wed 11/17	GDU	Draw	11/19 "W" Day
14	Mon 11/22	GDU	Draw	
	Wed 11/24	GDU	Draw	
15	Mon 11/29	GDU	Walk-Thru	GDU Drawing Due
	Wed 12/1	GDU	Walk-Thru	Final Exam Due
16	Mon 12/6	GDU	Run GDU	
	Wed 12/8	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 Holly Bankston at 409-933-8520 or [hbankston@com.edu](mailto: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](mailto:hbankston@com.edu). Counseling services are available on campus in the student center for free and students can also email [counseling@com.edu](mailto: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 1<sup>st</sup> 8-week session is October 6. The last date to withdraw from the 16-week session is November 19. The last date to withdraw for the 2<sup>nd</sup> 8-week session is December 2.

**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.

**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](http://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](http://com.edu/coronavirus) for future updates.