



PTAC-1332-121CL
Process Tech Instrumentation
Summer 2021
T/Th 12:00pm-4:55pm
TVB-1209

Derrick Lewis
dlewis22@com.edu
409-933-8607 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.

Office Hours: Located in TVB-1583
Monday 10am-12pm
Wednesday 10:00am-11:30am

Required Textbook: Process Instrumentation (ISBN-978-0-13-521392-6) Edition 2
Napta

Materials Needed: TBD

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.

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.

Student Learner Outcome	Maps to Core Objective	Assessed via this Assignment
1. Define and use terminology	*Critical Thinking	Homework, Exams, Quizzes
2. Identify and describe components, basic functions and scientific principles associated with process equipment	*Critical Thinking *Communication-writing *Personal Responsibility-attendance	Homework, Quizzes, Exams, Class attendance & participation,

Course requirements (including description of any special projects or assignments):
Grading Scale: Student grades will be based on test and power point presentation. Each will be worth 100 points.

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = Below 60%

Make-Up Policy: Make up exams will be given at the instructors discretion

- Make up exams will be given at the **instructors discretion**. Make-up exams should be scheduled with your instructor **BEFORE THE EXAM** and should be taken within **2 working days** of the original date. Make-up exams may score **no higher than 90%** for the first time and **(90% SCORE IS ONE TIME ONLY. Subsequent ones will be no more than 75%.)** After 2 working days, a grade of 0 (zero) will be entered for that exam. At the instructor's discretion, make up exams may be in a different format from the scheduled exam. All make up exams will be completed in the testing center. **There will not be a make up for the Final Exam.**
- Make up quizzes will not be allowed. This will be strictly enforced.
- Make up homework will not be allowed.
- **Make up exams, graded quizzes, homework, class handouts and other works are the responsibility of the student and not that of the instructor.**

Attendance Policy: Students are required to attend all classes in order to be successful in this course. Students will be considered having an excused absence with 24hrs written notice to Instructor (Immediate family or work-related emergencies only) In the case of a life related "sudden" emergency, written notice will be accepted before the next scheduled class.

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 **Aug. 2nd for 10-week courses.**

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.**

Electronic devices (e.g. cell phones, pagers, cameras, I-pads, I-pods, tape recorders, lap top computers, etc.) will only be allowed for class work only (notes / research), there will be absolutely no electronics allowed on test dates

- Students using such devices for other than stated during the class will be expelled from the class.
- Students using such devices during the exams/quizzes will result in an immediate F for the course.

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- Department Coordinator] at [409-933-8607/dlewis22@com.edu].

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 Kelly Waters at 409-933-8618 or kwaters@com.edu or Holly Bankston at 409-933-8520 hbankston@com.edu; both of whom are in the student success center. 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. 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.

Process Technology Instrumentation Tentative Class Schedule

Course outline: 10 Week Course Calendar* July 4th HOLIDAY

Week#	Topic	Reading Assignments & Homework Due Dates
1	Syllabi Overview / Ch.2&3Lecture	
	Ch. 4&5 Lecture	
2	Ch. 6 Lecture / Student driven review	
	Test 1 - Ch. 2-6 / after test Ch. 7 Lecture	
3	Ch. 8, 9, 10 Lecture	
	Ch.11, 12, 13, Lecture	
4	Ch. 14 Lecture / Review	
	Ch. Review	
5	Holiday	
	Test 2 – Ch. 8, 9, 10, 11, 12, 13, &14 / after test Ch.15 Lecture	
6	Ch.15&16	
	Ch.15&16	
7	Ch.15&16	
	Ch.15&16	
8	Test 3 – Ch.15&16 / After test Ch. 18 Lecture	
	Ch.18, 19, 21`	
9	Ch.18, 19, 21	
	Test Ch.18, 19, 21	
10	Power Point Presentation	

****Schedule is subject to change at the discretion of the instructor(s).****

College of the Mainland Police Department

Surviving Active Shooter Event Reference and Training Videos Run, Hide, Fight *

<https://www.youtube.com/watch?v=5VcSwejU2D0>

Last Resort ACTIVE SHOOTER SURVIVAL Measures by Alon Stivi

<https://www.youtube.com/watch?v=r2tIeRUbRHw>

Surviving an Active Shooter Event - Civilian Response to Active Shooter

<https://www.youtube.com/watch?v=j0It68YxLQQ>

Make the Call *

<https://www.youtube.com/watch?v=AWaPp-8k2p0>