



**PTAC-1354-111CL
INDUSTRIAL PROCESSES
SUMMER 2021
MON/WED 12:00PM-4:50PM
TVB RM 1555**

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- 11:30a-12p

Tues- 12-1p

Wed- 11:30a-12p

Thurs- 12-1p

Required Textbook: No Textbook Required

Materials needed: Pencils/pens and 11x17 copy paper

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: 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 (methods of evaluation to be employed to include a variety of means to evaluate student performance): 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
GDU:	Drawing	100pts
	Walk-Thru	100pts
Refinery Assignment		200pts
Final Exam		200pts

Drawings are worth 30% of your grade

Assignments are worth 10% of your grade

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

Attendance Policy: This is a “hands-on” class. All lab work will be completed on campus. You must be in attendance on your scheduled days. There are 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 5-week session is July 6th, 2nd 5-week session is August 6th, and 10-week courses is August 2nd.

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.

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.

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.

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. 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

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. 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.

Course outline: PTAC-1354-111CL

Week#	Day/Date	Topic	Reading Assignments & Homework Due Dates
1	M 6/7	Introduction, Syllabus, Projects, Refinery Paper Assignment/Selection, Class Expectations, Safety Presentation Assignments	
	W 6/9	Hand Tools Tools	
2	M 6/14	Hand Tools Permits	
	W 6/16	Hand Tools LOTO/Procedures	
3	M 6/21	Tank Farm Draw	
	W 6/23	Tank Farm Draw/Transfer Sheets	
4	M 6/28	Tank Farm Draw	Transfer Sheets Due
	W 6/30	Tank Farm Draw	
5	M 7/5	Holiday	

	W 7/7	Tank Farm	Draw	
6	M 7/12	Tank Farm	Practice	
	W 7/14	Tank Farm	LIVE	Tank Farm Drawing Due
7	M 7/19	GDU	Distillation, Lecture, Lab, Draw	
	W 7/21	GDU	Draw	
8	M 7/26	GDU	Draw	Refinery Assignment Due
	W 7/28	GDU	Draw	
9	M 8/2	GDU	Walk Thru	
	W 8/4	GDU	Walk Thru	GDU Drawing Due
10	M 8/9	GDU	Run Unit	
	W 8/11	Final Exam		

Schedule subject to change per Instructor