

Brazosport College

Syllabus for PTAC 1308 – Safety, Health and Environment I

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I. COURSE DESCRIPTION:

PTAC 1308 - Safety, Health, and Environment I CIP 4103010003

Development of knowledge and skills to reinforce the attitudes and behaviors required for safe and environmentally sound work habits. Emphasis on safety, health, and environmental issues in the performance of all job tasks and regulatory compliance issues. Course topics will be reinforced through plant scenarios performed at the Process Equipment Trainer.

Credit Hours: 3 (3 lecture, 0 lab)

A. Required skill level: College-level reading and writing.

II. COURSE OBJECTIVES

The following course objectives are from the textbook and are aligned with the North American Process Technology Alliance (NAPTA)

Topic Name	Objectives
Course Overview	<ol style="list-style-type: none">1. Explain the necessity of occupational safety regulations.2. Discuss industrial accidents and other events in the process industries that have affected safety, health, and the environment.3. Describe governmental agencies and regulations that address safety, health, and environmental issues:<ul style="list-style-type: none">• Occupational Safety and Health Administration (OSHA)• Environmental Protection Agency (EPA)• Department of Transportation (DOT)• Nuclear Regulatory Commission (NRC)• Department of Homeland Security (DHS)• Maritime Security (MARSEC)• Federal Emergency Management Agency (FEMA).4. Discuss how individuals can have an impact on safety, health, and environmental issues.5. Describe good safety habits and safe work practices:<ul style="list-style-type: none">• Follow all procedures.• Using proper personal protective equipment (PPE)• Attend training and use documentation.• Perform housekeeping and sanitation.• Handle materials properly
Types of Hazards and their Effects	<ol style="list-style-type: none">1. Identify the main types of hazards to health, environment, and safety.2. Explain the various routes of entry that chemical and biological hazards use to enter the human body.3. Describe the short-term and long-term effects that hazards can have on an individual's health and safety4. Describe the short-term and long-term effects that hazards can have on the environment

Recognizing Chemical Hazards	<ol style="list-style-type: none"> 1. Identify the various chemical hazards (gases, liquids, and particulates) found in the process industries and discuss potential effects such chemicals have on safety, health and the environment. 2. Identify specific categories of hazardous chemicals used in the process industries and describe the potential health and environmental hazards posed by each 3. Explain the purpose and function of labeling systems found in local process industries. 4. Explain the purpose and components of Safety Data Sheets (SDS). 5. Describe the primary governmental regulations relating to chemical hazards (labeling, storage, etc.).
Topic Name	Objectives
Recognizing Biological Hazards	<ol style="list-style-type: none"> 1. Identify potential biological hazards in the process industries and discuss their potential effects on safety, health and the environment. <ul style="list-style-type: none"> • Micro-organisms (such as viruses and bacteria) • Arthropods (arachnids and insects) • Poisonous snakes • Plant allergens and toxins • Protein allergens from vertebrate animals 2. Describe how blood borne pathogens can affect the human body. 3. Describe governmental regulations and industry guidelines that address biological hazards.
Equipment and Energy Hazards	<ol style="list-style-type: none"> 1. Discuss the equipment and energy hazards posed by certain activities performed in the process industries. <ul style="list-style-type: none"> • Working with moving or rotating equipment • Working with equipment that is pressurized, has extreme temperatures, or emits radiation • Working with energized equipment (powered by electricity or other power source) 2. Describe governmental regulations and industry guidelines that address equipment and energy hazards.
Fire and Explosion Hazards	<ol style="list-style-type: none"> 1. Point out specific physical hazards present in the process industries and explain the potential safety, health and environmental hazards: <ul style="list-style-type: none"> • Fire • Upper explosive limits (UEL) • Lower explosive limits (LEL) • Boiling Liquid Expanding Vapor explosion (BLEVE) • Explosions

Fire and Explosion Hazards (cont.)	<ul style="list-style-type: none"> • Detonation <ol style="list-style-type: none"> 2. Describe governmental regulations and industry guidelines that address fire and explosion hazards.
Topic Name	Objectives
Pressure, Temperature and Radiation Hazards	<ol style="list-style-type: none"> 1. Recognize specific physical hazards present in the process industries and explain the potential safety, health and environmental hazards posed by this equipment: <ul style="list-style-type: none"> • Vacuum • High pressure • Compressed gases • Pressure vessels (runaway reactions) 2. Recognize the hazards of heat and temperature in the working environment. 3. Explain the effects of ionizing and non-ionizing radiation. 4. Describe governmental regulations and industry guidelines that address pressure, temperature, and radiation hazards.
Hazardous Atmosphere and Respiratory Hazards	<ol style="list-style-type: none"> 1. Describe the effect of hazardous atmospheres on respiration. 2. Name specific hazards associated with hazardous atmospheres, ventilation, and other respiratory-related issues. 3. Describe governmental regulations and industry guidelines that address hazardous atmospheres and respiration hazards.
Working Area and Height Hazards	<ol style="list-style-type: none"> 1. Name specific hazards associated with work areas, such as the following: <ul style="list-style-type: none"> • Working surfaces • Means of egress • Heights • Confined spaces 2. Describe governmental regulations and industry guidelines that address working surfaces, means of egress, height and confined space hazards.
Noise and Hearing Hazards	<ol style="list-style-type: none"> 1. Identify noise levels and specific hazards associated with noise generated in a process industry environment. 2. Describe how these variables can impact hearing: <ul style="list-style-type: none"> • Length of exposure • Volume of noise 3. Describe governmental regulations and industry guidelines that address noise and hearing protection.

Construction, Maintenance and Tool Hazards	<ol style="list-style-type: none"> 1. Name specific hazards associated with construction and maintenance tasks in a process industry environment. 2. Describe how hand and power tools can be hazards. 3. Describe governmental regulations and industry guidelines that address construction, maintenance, and tool hazards.
Topic Name	Objectives
Vehicle and Transportation Hazards	<ol style="list-style-type: none"> 1. Name specific hazards associated with vehicles and transportation used in the process industry environment: <ul style="list-style-type: none"> •Forklifts •Powered platforms •Cranes •Trucks •Trains •Watercraft •Pipeline •Helicopters •Personal vehicle •Bicycles and carts 2. Describe governmental regulations and industry guidelines that address vehicle and transportation hazards.
Natural Disasters and Inclement Weather	<ol style="list-style-type: none"> 1. Name specific hazards associated with natural disasters that could impact the process industries: <ul style="list-style-type: none"> •Hurricanes •Tornados •Floods, lightning, hail, rainstorms •Extreme temperatures •Earthquakes 2. Describe how emergency preparedness plans address natural disasters.

Topic Name	Objectives
Physical Security and Cybersecurity	<ol style="list-style-type: none"> 1. Identify physical and cybersecurity vulnerabilities in the process industries: <ul style="list-style-type: none"> • Terrorist organizations and hostile nation-states • Insiders • Criminal elements. 2. Describe the nature of threats to physical security and cybersecurity: <ul style="list-style-type: none"> • Terrorist threats and acts • Workplace violence • Criminal acts • Industrial espionage. 3. Describe the activities involved with maintaining physical security in these areas: <ul style="list-style-type: none"> • Access and perimeter • Site security plan • Protecting access badges • Transportation workers' identification credentials (TWIC) operations • Communications • Personnel 4. Describe the tasks associated with protecting electronic information through sound cybersecurity practices, including the following: <ul style="list-style-type: none"> • Password protection • Malicious software or malware. 5. Describe the government regulations that address physical security and cybersecurity.
Recognizing Ergonomic Hazards	<ol style="list-style-type: none"> 1. Name certain activities performed in the process industries and discuss the potential ergonomic hazards posed by these activities: <ul style="list-style-type: none"> • Lifting and handling materials • Working at heights • Working in confined spaces • Using repetitive motions 2. Demonstrate proper lifting techniques. 3. Demonstrate proper ergonomics for repetitive motions. 4. Describe governmental regulations and industry guidelines that address ergonomic hazards.

Topic Name	Objectives
Recognizing Environmental Hazards	<ol style="list-style-type: none"> 1. Identify specific categories of hazardous chemicals used in the process industries. 2. Identify the various factors that can lead to leaks, spills, and releases. 3. Describe the potential dangers of leaks, spills, and releases in the environment and the community. 4. 1Explain the EPA regulations that impact the process industries.
Introduction to Hazard Controls	<ol style="list-style-type: none"> 1. Describe the three major types of hazard controls: <ul style="list-style-type: none"> • Engineering • Administrative • Personal Protective Equipment (PPE) 2. Discuss why, when and how these controls are applied.
Engineering Controls: Alarms and Indicator Systems	<ol style="list-style-type: none"> 1. Describe the role of alarms in providing a warning of conditions that can lead to emergencies, leaks, spills and releases, and discuss the dangers of improper responses or failures of alarms. 2. Identify various engineering controls, specifically alarm and indication systems, used by the process industries to minimize and/or eliminate threats to health, safety, and the environment. <ul style="list-style-type: none"> • Fire Alarms and Detection Systems • Toxic Gas Alarms and Detection Systems • Process Alarms (high level, high pressure, deviation, etc.) • Redundant Alarm and Shutdown Devices • Automatic Shutdown Devices • Interlocks 3. Discuss actions required by process technicians when alarms occur.
Engineering Controls: Process Containment and Process Upset Controls	<ol style="list-style-type: none"> 1. Recognize various engineering controls, specifically process containment, and control systems, used by the process industries to minimize and/or eliminate threats to health, safety, and the environment. 2. Describe various engineering controls, specifically process upset control systems, used by the process industries to minimize and/or eliminate threats to health, safety, and the environment. 3. 19.3 List common process fluids used in the process industries and describe

Topic Name	Objectives
Administrative Controls: Programs and Practices	<ol style="list-style-type: none"> 1. Describe and discuss various administrative controls, used by the process industries, to eliminate and/or minimize threats to safety, health, and environment including housekeeping and permits in auditing. 2. 20.2 Produce a site safety inspection and/or audit to identify potential workplace hazards. 3. 20.3 Complete a safe work observation and provide feedback to coworkers on safe and potentially unsafe work practices. 4. 20.4 Discuss the impact of government regulations and industry organization guidelines.
Permitting Systems	<ol style="list-style-type: none"> 1. Describe the function and purpose of permitting systems found in local plants. 2. 21.2 Use locks, tags, and blinds to isolate a piece of equipment. 3. 21.3 Complete a job safety analysis and complete a safe work permit to ensure the work environment is safe prior to beginning a job. 4. 21.4 Describe government regulations and industry guidelines that address permitting.
Topic Name	Objectives
Personal Protective Equipment and First Aid	<ol style="list-style-type: none"> 1. Describe basic first aid procedures and responses. 2. Discuss the selection, function, and proper use of Personal Protective Equipment (PPE) in the process industries: <ul style="list-style-type: none"> • Respiratory protection • Eye protection • Hearing protection • Head protection • Hand protection • Foot protection • Skin protection 3. Describe the levels of protection PPE. 4. Describe governmental regulations and industry guidelines that address medical and first aid responses and PPE: <ul style="list-style-type: none"> • OSHA 1910 Subpart K: Medical and First Aid • OSHA 1910.132 Personal Protective Equipment (PPE) • OSHA 1910.133 PPE: Eye and Face Protection • OSHA 1910.134 PPE: Respiratory Protection • OSHA 1910.138 PPE: Hand Protection

Topic Name	Objectives
Monitoring Equipment	<ol style="list-style-type: none"> 1. Explain the function and purpose of testing equipment found in local plants: <ul style="list-style-type: none"> • LEL/O₂ meters • Gas detection equipment • Personal monitoring devices (exposure, radiation, noise) • Detector tubes 2. Describe industry guidelines and governmental regulations that address usage and permitting of monitoring equipment.
Fire, Rescue, and Emergency Response	<ol style="list-style-type: none"> 1. 24.1 Explain the function and purpose of fire, rescue, and emergency response equipment typically found in the process industries: <ul style="list-style-type: none"> • Emergency Response • Fires (different types) • Spills • Rescue / retrieval • Escape • Chemical exposure • Gas release 2. Demonstrate the proper selection and use of fire and rescue equipment. 3. 24.3 Demonstrate the correct use of chemical and gas exposure equipment.

III. STUDENT LEARNING OUTCOMES

OUTCOME	METHOD OF ASSESSMENT
Describe the components of a typical plant safety and environmental program and the role of a process technician in relation to safety, health, and the environment; identify the functionality of safety, health, and environmental equipment used.	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam
Recognize and identify the various types of Safety, Health and Environmental hazards in a plant environment and discuss the consequences of these hazards.	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam
Demonstrate knowledge of the various types of hazard controls (administrative, engineering, personal protective equipment) and discuss methods of applying these controls.	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam

OUTCOME	METHOD OF ASSESSMENT
Identify the fourteen elements of PSM (Process Safety Management) and discuss how they work together for the safety of plant personnel.	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam
Discuss how to respond to various types of emergencies (fires, spills, vapor releases, natural disasters, etc.).	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam
Discuss the vulnerabilities, risks and threats associated with the process industries (terroristic, cybersecurity, workplace violence, suspicious activities, etc.).	These outcomes will be assessed by the score on the course multi-chapter exams and also the final exam

IV. TEXTBOOK OR COURSE MATERIAL INFORMATION

A. Textbook

1. Safety Health & Environment, NAPTA, 2nd Edition, Pearson Publisher, 2020.
ISBN: 978-0-13-557249-8 (required)

Required course materials are available at the Brazosport College bookstore, on campus or online at <http://brazosport.edu/bookstore/home.html>. Students are not under any obligation to purchase a textbook from the college bookstore. The same textbook is/may also be available from an independent retailer, including an online retailer.

For Distance Education Courses include the following: Contact the Brazosport College Bookstore with a credit card for course materials. Phone: 979-230-3651. Fax: 979-230-3653. Email: bookstore@brazosport.edu. Website: <http://brazosport.edu/bookstore/home.html>

Safety, Health & Environment I is one of the core courses in the Process Technology Degree. The two-year program has been created to train students for careers as Process Technicians in the chemical and refining process industries. This course is a foundation for all of the other courses in the PTAC program.

Safety, Health & Environment I provides a general overview of the various types of plant hazards, safety and environmental systems and equipment, and regulations under which plants are governed.

B. Course Materials

1. Students will need to have a computer to access this online course in Virtual Campus (D2L). Therefore, a **Computer or tablet and access to internet is required.**
2. Computer or tablet with webcam that is compatible with Respondus Lockdown Browser/Monitor (requires webcam) and Zoom which is required for major exams. Note: If you cannot obtain a webcam, then you will need to take your major exams on campus at Learning Services.

3. Must have the ability to print out any assigned problems such as tables or graphs. And to fill these out, scan and upload into D2L with the appropriately weekly assignment
4. Students need to have access to Microsoft PowerPoint to use for weekly assignments. You can obtain Microsoft software free using your college email address as login (your brazosport.edu email address, not your D2L email address). Go to this link to get registered and to get PowerPoint through Office 360
<https://products.office.com/en-us/student/office-in-education>

C. Course Outline

This is a sample outline which may vary with individual instructors. It will also vary on whether the course is a summer course or a fall/spring course. Students should contact their instructor of the outline of the course they are taking.

The official semester schedule is located in Virtual Campus (a.k.a. D2L) for this course under **Content** section. *Note: this schedule may change due to class progress, holidays or other. Make sure and check D2L Content regularly for any updates*

Week	HW From CYK** section end of chapter. And other assignments in D2L	Quizzes	Major Exams
1	Syllabus quiz and signed acknowledgement page of syllabus	syllabus	
2	1,2	Chp. 1,2	
3	3,4	Chp 3,4	
4	5,6	Chp 5,6	ME1-Chp 1-6
5	7,8	Chp 7,8	
6	9,10	Chp 9,10	
7	11,12	Chp 11,12	ME 2-Chp 7-12
8	13,14	Chp 13,14	
9			
10	15,16	Chp 15,16	
11	17,18	Chp 17,18	ME3- Chp 13-18
12	19,20	Chp 19,20	
13	21	Chp 21	
14	22	Chp 22	
15	23,24	Chp 23,24	ME4- Chp 19-24
16	Final Exam		

Important Semester Dates:

Last Day to Withdraw from Classes– Check BC Academic Calendar at <http://catalog.brazosport.edu/index.php>

****Submit acknowledgement page only (end of document) of having read this syllabus per instructions. This is a grade.**

D. Virtual Campus/D2L:

Knowing how to use Virtual Campus is an absolute must to succeed in this course. Locations of technical support information on the Virtual Campus are on the school website, the Virtual Campus login page, on the My Home page, and Course Home areas of each online course.

These areas contain links to:

- technical support
- manuals & videos
- orientation to online courses
- distance learning website

Here is one of several links you can use to review and learn how to use Virtual Campus: <https://brazosport.edu/programs/distance-learning-online-instruction/student-manuals-tutorials/> In addition, the Distance Learning department conducts webinars and on campus training for using D2L, but you must sign-up ahead of time. Here is a link to sign-up, but call them if there is a problem with the link: <https://form.jotform.com/mcconnel/rsvpvirtualtour>

D2L can be accessed through many types of devices, however, Respondus Lockdown Browser will not work on a smart phone. See system requirements on this link: <https://web.respondus.com/he/lockdownbrowser/resources/>

Only certain file formats can be opened with D2L. Apple file extensions will not work, but can be converted (file conversion instructions can be found at this link <https://support.apple.com/en-us/HT202227>) . These are the file extensions that can be submitted:

- Microsoft Word™ (DOC and DOCX)
- Corel WordPerfect®
- HTML
- Adobe PostScript®
- Plain text (TXT)
- Rich Text Format (RTF)
- Portable Document Format (PDF)
- Microsoft PowerPoint (PPT, PPTX, and PPS)
- Hangul (HWP)

E. General

PTAC 1308 - Safety, Health and Environment I

1. This course requires about 7-9 hours of time per week
2. Check “Contents” in D2L to keep up with weekly assignments starting your first week.
3. Deadlines are not flexible. There are only negotiable due to emergencies/event out of your control, and with written excuse from employer, doctor, etc.
Do not wait until Sunday to start your homework or you will inevitably have problems to prevent your completion. Lack of user knowledge resulting in technical difficulties is not an allowable excuse. Make sure and ensure you know how to upload assignments and do quizzes during the week when the HELP DESK is available.
4. You can work ahead on any assignment or quiz except for the major exams and final exam that are scheduled on a certain date.
5. By working ahead, you will receive early feedback for re-do before deadline opportunities. I highly recommend logging back in Sunday evenings to obtain feedback.
6. Students must use D2L to keep up with announcements, assignments, etc. Success can occur if you logon more than weekly and complete all homework, quizzes, and exams by deadlines and read instructor emails.
7. Several elements of D2L may be used including Dropbox, Discussions, Contents, Quizzes and more.
8. Weekly assignments and quizzes should all appear in “Contents”. CONTENT is a key area for you to check. Note: do not depend on Calendar notifications
9. Feedback on assignment grades is provided in D2L and should be read weekly
10. See Communications section in syllabus concerning D2L email

F. Weekly Homework

All assignments are found in CONTENT of D2L. Assignment deadlines are indicated in the weekly modules. You may work ahead of schedule if you desire. Homework assignments are typically in three categories:

1. D2L HW (Homework) quizzes are taken from the Checking Your Knowledge (CYK) questions at the end of each chapter in the textbook. *Your answers are required to come from the textbook and not some other resource such as the internet.* Review these questions at the end of the chapter before taking the quiz to make sure you are prepared. These quizzes do not have an enforced time limit, and you may use your texts, notes, etc. You will only get ONE submission, so make sure and carefully check your answers before submitting. The quizzes are graded automatically and posted to the online grade book. Note: the Written Response questions are graded manually and quiz grades updated after manual grading.
2. Discussion Posts - These are assignments which require you to post in a discussion board on a topic and reply to other posts on the topic. One example is the Weekly Safety Presentation power points which have topics assigned to each student. Do not wait until the last minute to do these or you will likely not be able to formulate thoughtful posts or replies and will not receive full credit. These will be graded (manually) after the submission deadline and grades will be posted to the online grade book.

3. Dropbox submissions - Submit the assignment into Dropbox in a compatible format document (created and saved on your PC or flashdrive) with appropriate filename. Make sure you check the file to ensure it opens properly (from your hard drive) before uploading to drop box. These will be graded (manually) after the submission deadline and grades will be posted to the online grade book. Please watch for feedback on the assignment that will show in notifications. Also, make sure you receive notification that your assignment was submitted.
4. Also, unless specified, your homework must be your OWN work. Sharing homework answers/assignments is considered “cheating” and in violation of the academic honesty policy. Violators will be reported and at risk of failing the course.
5. If you get your homework turned in early during the week, I will provide feedback through D2L before the homework deadline so that you can revise and resubmit for a higher grade. So, turn in early for this “bonus” opportunity. Again, I highly recommend logging in Sunday evening to ensure that you have seen any early feedback for a re-do opportunity before assignment deadline.

G. Major Exams and Final Exam

1. Are assigned per the schedule in Content section of D2L. These exams will be administered using Respondus Monitor and/or Instructor Live Proctoring (using Zoom) on a specific date and time.
2. The exams are closed book/closed notes.
3. These are D2L "Quizzes" and can only be taken using Respondus Browser Monitor or Zoom live proctoring (you must have Webcam) per instructions in D2L. The webcam can be the type that's built into your computer or one that plugs in with a USB cable. If you have technical obstacles, you can go on campus and take exams at Learning Services in their testing area. If you chose to take at home, *you must download the Respondus Monitor software onto your home computer* by using the practice exam provided, so I would advise doing this right away in case you need to get the Help Desk involved. A webcam and microphone are required. I have provided a practice Respondus exam to ensure you get the system working before the first major exam is due.
4. Watch this brief video to get a basic understanding of LockDown Browser and the webcam feature.

<https://www.respondus.com/products/lockdown-browser/student-movie.shtml>

Download Instructions

- Select the Major Exam Practice quiz in the course
- Under Quiz Requirements you will see "To take this quiz you must use the Respondus LockDown Browser"
- Below this will appear: "You can use the button below if you have not already downloaded LockDown Browser". Click the button to go to the download page and then follow the instructions

- Use the link to download Respondus LockDown Browser to your computer; follow the installation instructions
- Return to the Quiz page in Brightspace (it may still be open in another tab) and select the quiz
- Select "Launch LockDown Browser"
- The quiz will now start

Note: LockDown Browser only needs to be installed once to a computer or device. It will start automatically from that point forward when a quiz requires it.

Additional exam instructions

When taking an online exam, follow these instructions:

- Ensure you're in a location where you won't be interrupted
- Keep microphone on
- Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
- Before starting the test, know how much time is available for it, and also that you've allotted sufficient time to complete it
- Clear your desk or workspace of all external materials not permitted - books, papers, other devices
- Remain at your computer for the duration of the test
- If the computer, Wi-Fi, or location is different than what was used previously with the "Webcam Check" and "System & Network Check" in LockDown Browser, run the checks again prior to the exam
- To produce a good webcam video, do the following:
 - Follow instructions within exam for doing environment scan
 - Avoid wearing baseball caps or hats with brims
 - Ensure your computer or device is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed, or other surface where the device (or you) are likely to move
 - If using a built-in webcam, avoid readjusting the tilt of the screen after the webcam setup is complete
 - Take the exam in a well-lit room, but avoid backlighting (such as sitting with your back to a window)
- Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Getting Help

Several resources are available if you encounter problems with LockDown Browser:

- The Windows and Mac versions of LockDown Browser have a "Help Center" button located on the toolbar. Use the "System & Network Check" to troubleshoot issues. If an exam requires you to use a webcam, also run the "Webcam Check" from this area

- 24/7/365 Live Chat Support is also available from the Respondus Help Center, or from within the "it's not working" troubleshooter.
 - You can also call the BC Help Desk
 - Respondus has a Knowledge Base available from support.respondus.com. Select "LockDown Browser & Respondus Monitor" as the product to view helpful articles.
 - If you're still unable to resolve a technical issue with LockDown Browser, go to support.respondus.com and select "Submit a Ticket". Provide detailed information about your problem and what steps you took to resolve it
5. Ensure that you get 'approved status' from instructor after taking the Major Exam Practice quiz
 6. Credit will not be given on the exams if the Environment Scan within the quiz is not done per instructions provided in quiz.
 7. Exams are timed and automatically graded in D2L but will require manual grading for written response questions. You only get ONE submission so make sure and carefully check your answers before submitting. You can review scores upon submission or in the online grade book of D2L. Note: Make sure you get confirmation that your quiz was submitted properly. No excuses will be accepted because you later find out the quiz did not get saved and submitted.
 8. For studying, past quizzes can be reviewed by going on D2L to Assessments/your name Progress/Quizzes then go to the quiz you want to see and click on Details, then Attempt. You will then be prompted to launch lockdown browser to review results.

I. Communications with Instructor

1. Office Hours - Zoom/virtual office hours posted in D2L. This is a good opportunity to meet with me to discuss any concerns or questions
2. There may be Virtual Classroom or Zoom sessions scheduled and can be found in Content section of D2L
3. Check your D2L email multiple times per week.
4. Please send any emails to me through D2L email only. The Brazosport policy is for students nor faculty to communicate via personal email or texting unless urgent/emergency.
5. It is highly recommended to forward your D2L emails to an email account that you check regularly (such as your personal email). Instructions for this are on D2L along with other useful resource. *But please note that you cannot reply to these forwarded emails from your personal email. You will have to log in to D2L to reply using the D2L email.*
6. It is also recommended to use the D2L notifications feature to remind you of upcoming assignments and other available topics.

V. STUDENTS WITH DISABILITIES

Brazosport College is committed to providing equal education opportunities to every student. BC offers services for individuals with special needs and capabilities including counseling, tutoring, equipment, and software to assist students with special needs. For student to receive any

accommodation, documentation must be completed in the Office of Disability Services. Please contact Phil Robertson, Special Populations Counselor at 979-230-3236 for further information.

VI. TITLE IX STATEMENT

Brazosport College faculty and staff are committed to supporting students and upholding the College District's non-discrimination policy. Under Title IX and Brazosport College's policy FFDA (Local), discrimination based on sex, gender, sexual orientation, gender identity, and gender expression is prohibited. If you experience an incident of discrimination, we encourage you to report it. While you may talk to a faculty or staff member at BC, please understand that they are "Responsible Employees" and must report what you tell them to college officials. You can also contact the Title IX Coordinators directly by using the contact information below. Additional information is found on the Sexual Misconduct webpage at www.brazosport.edu/sexualmisconduct.

Alex Crouse, Director of Student Life and Title IX Coordinator
979-230-3355; alex.crouse@brazosport.edu

Mareille Rolon, HR Coordinator and Deputy Title IX Coordinator
979-230-3303; mareille.rolon@brazosport.edu

VII. ACADEMIC HONESTY

Unless specified, all work in this course must be your own work.

Brazosport College assumes that students eligible to perform on the college level are familiar with the ordinary rules governing proper conduct including academic honesty. The principle of academic honesty is that all work presented by you is yours alone. Academic dishonesty including, but not limited to, cheating, plagiarism, and collusion shall be treated appropriately.

Academic dishonesty violates both the policies of this course and the Student Code of Conduct. In this class, any occurrence of academic dishonesty will be referred to the Dean of Student Services for prompt adjudication, and may, at a minimum, result in F, in this course. Sanctions may be imposed beyond your grade in this course by the Dean of Student Services. Please refer to the Brazosport College Student Guide for more information. This is available online at <http://brazosport.edu/students/for-students/student-services/>.

VIII. ATTENDANCE AND WITHDRAWAL POLICIES

You must attend class to successfully complete the course. If you are unable to complete this course, you must complete and submit a withdrawal form with the registrar's office.

If the student decides to drop out of the class, it is the responsibility of the student to initiate a withdrawal before the withdrawal deadline in order to get a "W" on their transcript. If this is not done the student will receive a grade based on test grades and class grades earned during their attendance and absence (i.e., zeros on all missed materials, exams, skills tests, and final exam).

IX. COURSE REQUIREMENTS AND GRADING POLICY TESTING MAKE-UP POLICY

A. Grading:

Major Exams	30%	5 multi-chapter exams- must be taken using Respondus Lockdown Browser software or on campus at Learning Services
Homework	50%	From end of chapter (Checking Your Knowledge section) and additional assignments per D2L
Final Exam	20%	Closed book and must use Respondus Lockdown Browser software or on campus at Learning Services
Total	100%	

Grades are assigned as follows:

Grade	Final Average
A	90-100
B	80-89
C	70-79
D	60-69
F	Below 60

X. STUDENT CONDUCT STATEMENT

Students are expected to be aware of and follow the Brazosport College Student Code of Conduct. Students have violated the Code if they “fail to comply with any lawful directions, verbal or written, of any official at BC.” Lawful directions include precautions and requirements taken to prevent the spread of COVID-19 at Brazosport College. Students who do not follow safety requirements, including the wearing of a mask, may be removed from class by their instructor and referred to the Dean of Student Services.

XI. CAMPUS CLOSURE STATEMENT

Brazosport College is committed to the health and safety of all students, staff, and faculty and adheres to all federal and state guidelines. The College intends to stay open for the duration of the semester and provide access to classes and support services on campus in the safest way possible. The College will also comply with lawful orders given by applicable authorities, including the Governor of Texas, up to and including campus closure. It is possible that on campus activities may be moved online and/or postpone if such orders are given.

XII. STUDENT RESPONSIBILITIES

Students are expected to fully participate in this course. The following criteria are intended to assist you in being successful in this course:

1. Understand the syllabus requirements
2. Use appropriate time management skills
3. Communicate with the instructor
4. Complete course work on time, and
5. Utilize online components (such as Desire2Learn) as required.

XIII. OTHER STUDENT SERVICES INFORMATION

Information about the Library is available at <http://brazosport.edu/students/for-students/places-services/library/about-the-library> or by calling 979-230-3310.

For assistance with online courses, an open computer lab, online and make-up testing, audio/visual services, and study skills, visit Learning Services next to the Library, call 979-230-3253, or visit: <http://brazosport.edu/students/for-students/places-services/learning-services/>.

For drop-in math tutoring, the writing center, supplemental instruction and other tutoring including e-tutoring, visit the Student Success Center, call 979-230-3527, or visit <http://brazosport.edu/students/for-students/student-success-center/math-center/>.

To contact the Physical Sciences and Process Technologies Department call 979-230-3618.

The Student Services provides assistance in the following:

Counseling and Advising	979-230-3040
Financial Aid	979-230-3294
Student Life	979-230-3355

To reach the Information Technology Department for computer, email, or other technical assistance call the Helpdesk at 979-230-3266.



Get the information you need – when you need it. Click <http://geni.us/BRAZO> to install **BC Connect** on your mobile device to receive reminders, explore careers, map your educational plan, be in the know about events, find out about scholarships, achieve your goals and much more.

Syllabus Acknowledgement Page

PTAC 1308: I have read this syllabus and understand the course content and expectations of my instructor for this class.

Submit This Page in Week 1 Dropbox in Virtual Campus/D2L (save this page only as new document entitled “Syllabus Acknowledgement.doc” and upload to D2L)

I have read this syllabus in its entirety and understand my responsibilities for this course

Name (typed): _____

Date: _____