# 8/13/2020

# brcc keystone logo

Baton Rouge Community College

*Academic Affairs Master Syllabus*

Date Approved: 28 August 2020

Term and Year of Implementation: Fall 2020

**Course Title:** Process Technology Internship

**BRCC Course Rubric:** PTEC 2913

**Previous Course Rubric**: PTEC 291

**Lecture Hours per week-Lab Hours per week-Credit Hours**: 0-9-3

**Per semester: Lecture Hours-Lab Hours-Instructional Contact Hours**: 0-135-135

**Louisiana Common Course Number:**

**CIP Code:** 15.0699

**Course Description:** A capstone experience for a student that teaches the operation of an entire unit within the process industry using existing knowledge of equipment, systems, and instrumentation. Students qualifying for an external internship must work a minimum of 135 supervised hours in a local industrial facility. Students who are unable to obtain an external internship will be required to complete an internal internship, consisting of 135 hours of departmentally approved team activities utilizing the PTEC laboratories and simulation programs. This course requires a lab fee.

**Prerequisites:** Completed all coursework for the degree with a minimum GPA of 2.0 and Departmental Approval and Valid TWIC Card

**Co-requisites:** None

**Suggested Enrollment Cap:** 15

**Learning Outcomes.** *Upon successful completion of this course, the students will be able to:*

1. Obtain on-the-job training and an external review of individual work habits.

2. Demonstrate skills in all the following areas: plant safety, plant equipment, quality, unit systems, and troubleshooting.

3. Draw piping & instrumentation diagrams (P&IDs) and/or process flow diagrams (PFDs).

4. Operate process units, using startup, shutdown, and operating procedures.

**Assessment Measures.** Assessment of all learning outcomes will be measured using the following methods:

1. Assessment measures may include, but are not limited to, essays, presentations, speeches, portfolios, performances, individual and collaborative projects, in-class activities, lab reports, homework, computer-based training (CBTs) modules, quizzes, exams, industry-based standards, and/or simulated training activities.

**Information to be included on the Instructor’s Course Syllabi:**

* ***Disability Statement*:** Baton Rouge Community College seeks to meet the needs of its students in many ways. See the Office of Disability Services to receive suggestions for disability statements that should be included in each syllabus.
* ***Grading:*** The College grading policy should be included in the course syllabus. Any special practices should also go here. This should include the instructor’s and/or the department’s policy for make-up work. For example in a speech course, “Speeches not given on due date will receive no grade higher than a sixty” or “Make-up work will not be accepted after the last day of class”.
* ***Attendance Policy*:** Include the overall attendance policy of the college. Instructors may want to add additional information in individual syllabi to meet the needs of their courses.
* ***General Policies*:** Instructors’ policy on the use of things such as beepers and cell phones and/or hand held programmable calculators should be covered in this section.
* ***Cheating and Plagiarism*:** This must be included in all syllabi and should include the penalties for incidents in a given class. Students should have a clear idea of what constitutes cheating in a given course.
* ***Safety Concerns:*** In some courses, this may be a major issue. For example, “No student will be allowed in the lab without safety glasses”. General statements such as, “Items that may be harmful to one’s self or others should not be brought to class”.
* ***Library/ Learning Resources:*** Since the development of the total person is part of our mission, assignments in the library and/or the Learning Resources Center should be included to assist students in enhancing skills and in using resources. Students should be encouraged to use the library for reading enjoyment as part of lifelong learning.

**Expanded Course Outline:**

I. Concern for Safety

II. Employability Skills

III. The Operation Unit

IV. Initial Unit Startup – Major Activities

V. Normal Startup

VI. Procedure Writing

VII. Normal Ops

VIII. Abnormal Ops

IX. Normal Shutdown – Overview, Communication & Shutdown Unit

X. Equipment Maintenance