

## **TDML 273**

### **Professional Advancement: Transportation, Distribution, and Logistics**

3 Credits

Community College of Baltimore County  
Common Course Outline

#### **Description**

**TDML 273 – Professional Advancement: Transportation, Distribution, and Logistics:** is a course in which students are provided with an opportunity to apply classroom learning to the work environment. The work-based learning experience provides both new job seekers and incumbent workers a customized work-based learning solution aligned with their academic and career goals, combining the soft/critical skills, as well as the technical skills needed for various employment requirements in a practical field setting. In conjunction with the coursework, the course requires 120 work hours on site. Students work with their site supervisor and the faculty supervisor, who monitors student's progress to develop learning objectives.

**Pre-requisites:** Permission of the program coordinator. Students must meet with the program department chair or director prior to enrollment.

#### **Overall Course Objectives**

Upon completion of this course, students will be able to:

1. examine the job search and interview process;
2. apply appropriate workplace and ethical behaviors in a professional setting;
3. demonstrate knowledge and skills appropriate to job assignment related to the field of study and career goals;
4. demonstrate increased content knowledge gained through practical experience related to the field of study and career goals;
5. describe the internship experience in terms of their personal, education, and career needs; and
6. summarize personal reflections and a sense of identity and awareness in the field of study and career goals.

#### **Major Topics**

- I. Development of Soft Skills/Critical Employment Skills
  - a. Research Skills
  - b. Résumé Building Skills
  - c. Job Interview Skills
  - d. Writing Skills
  - e. Communication Skills
- II. Cooperative Learning Environment
  - a. Workplace Professionalism
  - b. Ethical Behavior
  - c. Organizational Responsibilities

The Common Course Outline (CCO) determines the essential nature of each course.

For more information, see your professor's syllabus.

- d. Personnel Responsibilities
- e. Applied Industry Knowledge
- III. Collaboration in Employee Settings
  - a. Coordination with Site Supervisor
  - b. Coordination with Faculty Supervisor
- IV. Documenting the Learning Experience

### **Course Requirements**

Grading will be determined by the individual faculty member, but shall include the following, at minimum:

- three writing assignments
- one Internship Portfolio containing: daily time log and weekly journal, two employer's evaluations, and faculty supervisor's onsite evaluation
- one Capstone Presentation

Written assignments and research projects: Students are required to use appropriate academic resources in their research and cite sources according to the style selected by their professor.

### **Other Course Information**

The student, faculty supervisor, and site supervisor collaborate to develop individualized measurable learning outcomes in alignment with the course objectives. The learning outcomes must be approved by the faculty supervisor.

Date Revised: 2/7/2023