

# Common Course Outline

TDML 273

## Transportation, Distribution, and Maritime Logistics Internship 3 Credits

### The Community College of Baltimore County

#### Description

**TDML 273 – Transportation, Distribution, and Maritime Logistics Internship** provides students an opportunity to apply classroom learning to the work environment. The internship assists students in identifying potential employment opportunities with practical field experience. This Internship is an elective in the TDML program and certificate. 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.

#### **3 Credits**

**Prerequisites:** TDML 148, TDML 150, TDML 201, and TDML 202 with a minimum overall GPA of 2.0 or consent of the department chair.

#### Overall Course Objectives

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

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

#### Major Topics

- I. Development of 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
- 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 procedures will be determined by the individual faculty member. The student's final grade will be based on the following components:

Daily time log and weekly journal  
Employer's evaluations (2)  
faculty supervisor's onsite visit  
Internship portfolio

### **Grading/exams**

Grading procedures will include an assessment of the various form submissions required to be completed by the student. There are no required examinations or tests in this course.

Written Assignments: Students are required to use appropriate academic resources. Students will be required to complete a portfolio which includes a minimum of:

- Daily time log, weekly journal
- Student evaluation
- Four page reflection paper based on the internship experience
- Professional résumé that includes internship experience

### **Other Course Information**

Internship learning objectives are individualized and are developed cooperatively by the student, faculty supervisor, and site supervisor. Once the student has been placed with an employer, he/she will formulate tentative learning objectives with the site supervisor that must be approved by the faculty supervisor. Learning objectives must describe the activities (tasks) that the student will learn and perform on the job.

This course is a program and certificate elective for the Transportation, Distribution, and Maritime Logistics AAS degree program and certificate. Variable credit may be needed for this course so that the AAS degree equals exactly 60 credits.