# Scope & Sequence

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| Course Name: Practicum in Distribution and Logistics/Extended Practicum in Distribution and Logistics **TSDS PEIMS Code:** 13040475 (First Time Taken)  13040485 (Second Time Taken) | | **Course Credit:** 3.0  **Course Requirements:** Recommended Grade Placement: 11 – 12.  **Prerequisites:** None.  **Corequisites:** Practicum in Distribution and Logistics. |
| **Course Description:** **Course Description:** Extended Practicum in Distribution and Logistics is designed to give students supervised practical application of knowledge and skills. Practicum experiences can occur in a variety of locations appropriate to the nature and level of experience such as internships, mentorships, independent study, or laboratories. Extended Practicum in Distribution and Logistics can be either school lab based or work based. This course must be taken concurrently with Practicum in Distribution and Logistics and may not be taken as a stand-alone course. | | |
| **NOTE 1:** The practicum course is a paid or unpaid capstone experience for students participating in a coherent sequence of career and technical education courses in the Transportation, Distribution & Logistics Career Cluster. This is a suggested scope and sequence for the course content. This content will work with any textbook, instructional materials or practicum experience. If locally adapted, make sure all TEKS are covered.  **NOTE 2:** Completion of skill sets may be demonstrated throughout the practicum. Therefore, content based on the TEKS does not have to be delivered sequentially. The major reason students take a practicum is to provide additional time on task for learning specialized skills. In most cases where the Extended Practicum is added to the Practicum, it is because the student is spending more than 15 hours per week at his/her training station (place of employment or internship).  **NOTE 3:** The information in this scope and sequence document does not describe detailed activities, because the activities will vary from student to student and training station to training station. The intent is that students incorporate and use previously learned knowledge and skills related to the career cluster. | | |
| **Practicum Plan** | **TEKS Covered**  **130.464. (c) Knowledge and skills** | |
| **Section 1: Pre-Practicum**  Prior to beginning practicums, students will review and discuss professional standards and employers’ expectations, personal and workplace safety, response plans to emergency situations, effective problem-solving strategies, interpersonal skills, the principles of group participation and teamwork, appropriate work habits, ethical conduct, and the importance of demonstrating sensitivity and respect for all individuals, including those from different cultures, genders, and backgrounds. Students will also identify and discuss effective communications skills along with the academic and technical skills required for the practicum.  Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum checklist(s). Parent/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences.  Also prior to beginning their practicum experiences, students will agree to adhere to policies and procedures, to demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, to accept constructive criticism, to make ethical decisions, to complete tasks with the highest standards, and to model professional appearance, including appropriate dress and grooming, as well as using personal protective equipment if/as required. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) adhere to policies and procedures;  (B) demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation;  (C) accept constructive criticism;  (D) apply ethical reasoning to a variety of situations in order to make ethical decisions;  (E) complete tasks with the highest standards to ensure quality products and services;  (F) model professional appearance, including using appropriate dress, grooming, and personal protective equipment; and  (G) comply with safety rules and regulations to maintain safe and healthy working conditions and environments in the practicum setting.  (3) The student demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives. The student is expected to:  (B) demonstrate teamwork skills through working cooperatively with others to achieve tasks;  (C) demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution;  (D) demonstrate responsibility for group and individual work tasks;  (F) demonstrate effective working relationships using interpersonal skills;  (G) use positive interpersonal skills to work cooperatively with others;  (I) demonstrate respect for individuals, including those from different cultures, genders, and backgrounds; and  (J) demonstrate sensitivity to and value for diversity.  (4) The student demonstrates oral and written communication skills in creating, expressing, and interpreting information and ideas, including technical terminology and information. The student is expected to:  (A) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions;  (B) employ verbal skills when obtaining and conveying information;  (E) interpret verbal and nonverbal cues or behaviors to enhance communication;  (F) apply active listening skills to obtain and clarify information; and  (G) use academic skills to facilitate effective written and oral communication. | |
| **Section 2: TEKS Checklist Components for Extended Practicum in Transportation Systems**  Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS Checklist Components must be addressed. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) adhere to policies and procedures;  (B) demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation;  (C) accept constructive criticism;  (D) apply ethical reasoning to a variety of situations in order to make ethical decisions;  (E) complete tasks with the highest standards to ensure quality products and services;  (F) model professional appearance, including using appropriate dress, grooming, and personal protective equipment; and  (G) comply with safety rules and regulations to maintain safe and healthy working conditions and environments in the practicum setting.  (3) The student demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives. The student is expected to:  (B) demonstrate teamwork skills through working cooperatively with others to achieve tasks;  (C) demonstrate teamwork processes that promote team building, consensus, continuous improvement, respect for the opinions of others, cooperation, adaptability, and conflict resolution;  (D) demonstrate responsibility for group and individual work tasks;  (E) establish and maintain effective working relationships in order to accomplish objectives and tasks;  (F) demonstrate effective working relationships using interpersonal skills;  (G) use positive interpersonal skills to work cooperatively with others;  (H) negotiate effectively to arrive at decisions;  (I) demonstrate respect for individuals, including those from different cultures, genders, and backgrounds; and  (J) demonstrate sensitivity to and value for diversity.  (4) The student demonstrates oral and written communication skills in creating, expressing, and interpreting information and ideas, including technical terminology and information. The student is expected to:  (A) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions;  (B) employ verbal skills when obtaining and conveying information;  (C) use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks;  (D) evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources;  (E) interpret verbal and nonverbal cues or behaviors to enhance communication;  (F) apply active listening skills to obtain and clarify information; and  (G) use academic skills to facilitate effective written and oral communication.  (5) The student demonstrates technical knowledge and skills required to pursue a career in the distribution and logistics industries. The student is expected to:  (A) develop advanced technical knowledge and skills related to the student's personal career goals;  (B) evaluate technical skill proficiencies; and  (C) accept critical feedback provided by the supervisor. | |
| **Unit 3: Critical Thinking and Problem-Solving: Practicum: Check-In 1**  Students will discuss and demonstrate their critical thinking and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have applied critical thinking and problem-solving skills, and alternative, creative, and/or innovative solutions to possible problems they have encountered thus far or may still encounter. Students will also be encouraged to conduct relevant and appropriate technical research independently to gather reliable information necessary for decision making as well as to discuss and predict what other critical thinking and problem-solving skills will be necessary for a successful practicum experience as well as a successful career in distribution and logistics industries. | (2) The student applies concepts of critical thinking and problem solving. The student is expected to:  (A) analyze elements of a problem to develop creative and innovative solutions;  (B) critically analyze information to determine its relevance to the problem-solving task;  (C) compare and contrast alternatives using a variety of problem-solving and critical-thinking skills; and  (D) conduct technical research to gather information necessary for decision making.  (4) The student demonstrates oral and written communication skills in creating, expressing, and interpreting information and ideas, including technical terminology and information. The student is expected to:  (B) employ verbal skills when obtaining and conveying information;  (C) use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks;  (D) evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources; | |
| **Section 4: Check List Progress and CTSO Activities: Practicum: Check-In 2**  During this check-in, students will discuss leadership characteristics related to trusting others, maintaining a positive attitude and integrity, and accepting key responsibilities. Students will also discuss and self-evaluate their practicum check list progress as well as any questions or problems they may have encountered. Students will describe how they have applied critical thinking and problem-solving skills, and alternative, creative, and/or innovative solutions to problems they may have encountered or may still encounter. Students will continue to be encouraged to conduct technical research independently to gather relevant and reliable information necessary for decision making, as well as to discuss and predict what other academic, leadership, communication, and technical skills will be necessary for a successful practicum experience as well as a successful career in distribution and logistics industries.  Students will also be required to research leadership opportunities and other benefits offered by CTSO and/or other extracurricular student activities, and to prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in. | (2) The student applies concepts of critical thinking and problem solving. The student is expected to:  (A) analyze elements of a problem to develop creative and innovative solutions;  (B) critically analyze information to determine its relevance to the problem-solving task;  (C) compare and contrast alternatives using a variety of problem-solving and critical-thinking skills; and  (D) conduct technical research to gather information necessary for decision making.  (3) The student demonstrates leadership and teamwork skills in collaborating with others to accomplish goals and objectives. The student is expected to:  (A) analyze leadership characteristics related to trusting others, maintaining a positive attitude and integrity, and accepting key responsibilities in a work situation;  (4) The student demonstrates oral and written communication skills in creating, expressing, and interpreting information and ideas, including technical terminology and information. The student is expected to:  (B) employ verbal skills when obtaining and conveying information;  (C) use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks;  (D) evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources;  (F) apply active listening skills to obtain and clarify information; and  (G) use academic skills to facilitate effective written and oral communication. | |
| **Section 5: Evaluations and Portfolio Presentations**  During their practicum experience, students will use appropriate and reliable sources, technology, informational texts, and/or assigned materials toreview technical skill competencies for meeting industry standards, certifications, and licensing requirements and update their personal portfolios accordingly.  As a culminating project for the practicum, students will successfully present their professional portfolios to supervising instructors and practicum supervisors. Students’ final projects will have been edited and correctly revised, meet all TEKS-related requirements and criteria, and will be suitable for presentation to an interested stakeholder and/or potential employer. Students will model a professional appearance and demonstrate appropriate professionalism as well as interpersonal skills as they present their portfolios.  Students will also successfully prepare and present to supervising instructors a self-evaluation of their practicum experience(s). Students will explain and identify their technical knowledge and technical skill competencies, including a self-evaluation of strengths and weaknesses in technical skill proficiency as well as representative work samples. | (4) The student demonstrates oral and written communication skills in creating, expressing, and interpreting information and ideas, including technical terminology and information. The student is expected to:  (A) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions;  (B) employ verbal skills when obtaining and conveying information;  (C) use informational texts, Internet websites, and technical materials to review and apply information sources for occupational tasks;  (D) evaluate the reliability of information from informational texts, Internet websites, and technical materials and resources;  (G) use academic skills to facilitate effective written and oral communication.  (5) The student demonstrates technical knowledge and skills required to pursue a career in the distribution and logistics industries. The student is expected to:  (A) develop advanced technical knowledge and skills related to the student's personal career goals;  (B) evaluate technical skill proficiencies; and  (6) The student documents technical knowledge and skills. The student is expected to:  (A) update a professional portfolio to include information such as:  (i) attainment of technical skill competencies, licensures or certifications, recognitions, awards, and scholarships;  (ii) extended learning experiences such as community service and active participation in career and technical student organizations and professional organizations;  (iii) abstract of technical competencies mastered during the practicum;  (iv) resume;  (v) samples of work; and  (vi) evaluation from the practicum supervisor; and  (B) present the portfolio to interested stakeholders. | |
| **Extended Practicum Plan** | **TEKS Covered**  **130.466. (c) Knowledge and skills** | |
| **Section 1: Pre-Practicum**  Prior to beginning practicums, students will review and discuss professional standards and employers’ expectations, personal and workplace safety, procedures for reporting and handling accidents and safety incidents, effective problem solving strategies, interpersonal skills, the principles of group participation and teamwork, appropriate work habits, ethical conduct, and the importance of demonstrating sensitivity and respect for all individuals, including those from different cultures, genders, and backgrounds. Students will also identify and discuss effective communications skills along with the academic and technical skills required for the practicum.  Students, supervising instructors, and practicum experience supervisors will read and review locally created practicum checklist(s). Parent/guardians will also be provided with a copy. Checklist(s) will include all relevant TEKS along with rubrics for supervisor evaluations and student self-evaluations. Students will read, discuss, and demonstrate an understanding of the provided checklist and rubric criteria before beginning their practicum experiences.  Prior to beginning their practicum experiences, students will also agree to adhere to policies and procedures, to demonstrate positive work attitudes and behaviors, including punctuality, time management, initiative, and cooperation, to accept constructive criticism, to make ethical decisions, to complete tasks with the highest standards, and to model professional appearance, including appropriate dress and grooming as well as using personal protective equipment if/as required. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to distribution and logistics;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, positive attitude, integrity, leadership, appreciation for diversity, customer service, work ethic, and adaptability with increased fluency;  (D) use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications with increased fluency;  (E) complete tasks with the highest standards to ensure quality products and services;  (F) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and  (G) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.  (2) The student implements advanced professional communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;  (B) analyze, interpret, and effectively communicate information, data, and observations;  (C) observe and interpret verbal and nonverbal cues and behaviors to enhance communication; and  (D) apply active listening skills to obtain and clarify information.  (4) The student understands and applies proper safety techniques in the workplace. The student is expected to:  (A) understand and consistently follow workplace safety rules and regulations, including Occupational Safety and Health Administration regulations; and  (B) demonstrate knowledge of procedures for reporting and handling accidents and safety incidents.  (5) The student understands the professional, ethical, and legal responsibilities in distribution and logistics systems. The student is expected to:  (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (B) apply ethical reasoning to a variety of situations in order to make ethical decisions; and  (C) comply with all applicable rules, laws, and regulations in a consistent manner. | |
| **Section 2: TEKS Checklist Components for Extended Practicum in Transportation Systems**  Students, parents/guardians, and instructional/workplace supervisors will review, understand, and agree to a checklist of practicum objectives. Checklists may be locally adapted/modified, but all corresponding TEKS Checklist Components must be addressed. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to distribution and logistics;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, positive attitude, integrity, leadership, appreciation for diversity, customer service, work ethic, and adaptability with increased fluency;  (D) use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications with increased fluency;  (E) complete tasks with the highest standards to ensure quality products and services;  (F) employ teamwork and conflict-management skills with increased fluency to achieve collective goals; and  (G) employ planning and time-management skills and tools with increased fluency to enhance results and complete work tasks.  (2) The student implements advanced professional communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;  (B) analyze, interpret, and effectively communicate information, data, and observations;  (C) observe and interpret verbal and nonverbal cues and behaviors to enhance communication; and  (D) apply active listening skills to obtain and clarify information.  (3) The student applies concepts of critical thinking and problem solving. The student is expected to:  (A) employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions;  (B) analyze elements of a problem to develop creative and innovative solutions; and  (C) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions.  (4) The student understands and applies proper safety techniques in the workplace. The student is expected to:  (A) understand and consistently follow workplace safety rules and regulations, including Occupational Safety and Health Administration regulations; and  (B) demonstrate knowledge of procedures for reporting and handling accidents and safety incidents.  (5) The student understands the professional, ethical, and legal responsibilities in distribution and logistics systems. The student is expected to:  (A) demonstrate a positive, productive work ethic by performing assigned tasks as directed;  (B) apply ethical reasoning to a variety of situations in order to make ethical decisions; and  (C) comply with all applicable rules, laws, and regulations in a consistent manner.  (6) The student participates in a distribution and logistics experience. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised distribution and logistics experience;  (B) develop advanced technical knowledge and skills related to the student's occupational objective;  (C) demonstrate growth of technical skill competencies;  (D) evaluate strengths and weaknesses in technical skill proficiency; and  (E) collect representative work samples. | |
| **Section 3: Critical Thinking and Problem-Solving: Practicum: Check-In 1**  Students will discuss and demonstrate their communication, critical thinking, and problem-solving skills as they participate in check-in(s) with supervisors throughout their practicum experiences. Students will analyze and evaluate their practicum experiences as they describe how they have or could have applied critical thinking and problem-solving skills, and alternative, creative, and/or innovative solutions to possible problems they have encountered thus far or may still encounter. Students will also be encouraged to conduct relevant and appropriate technical research independently to demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions, as well as to discuss and predict what other technical skills will be necessary for a successful practicum experience as well as a successful career in distribution and logistics industries. | (2) The student implements advanced professional communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner; and  (B) analyze, interpret, and effectively communicate information, data, and observations.  (3) The student applies concepts of critical thinking and problem solving. The student is expected to:  (A) employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions;  (B) analyze elements of a problem to develop creative and innovative solutions; and  (C) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions.  (6) The student participates in a distribution and logistics experience. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised distribution and logistics experience; and  (B) develop advanced technical knowledge and skills related to the student's occupational objective. | |
| **Section 4: Check List Progress and CTSO Activities: Practicum: Check-In 2**  Students will discuss and self-evaluate their practicum check list progress as well as any questions or problems they may have encountered. Students will describe how they have or could have applied critical thinking and problem-solving skills, and alternative, creative, and/or innovative solutions to problems they may have encountered or may still encounter. Students will also continue to be encouraged to conduct technical research independently to gather information necessary for decision making, as well as to discuss and predict what other technical skills and/or leadership skills will be necessary for a successful practicum experience as well as a successful future career in distribution and logistics industries.  Students will also be required to research leadership opportunities and other benefits offered by CTSO and/or other extracurricular student activities, and to prepare and effectively present a brief oral and/or written report on a CTSO or other extracurricular organization they may be willing to join or are already participating in. | (2) The student implements advanced professional communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner; and  (B) analyze, interpret, and effectively communicate information, data, and observations.  (3) The student applies concepts of critical thinking and problem solving. The student is expected to:  (A) employ critical-thinking skills with increased fluency both independently and in groups to solve problems and make decisions;  (B) analyze elements of a problem to develop creative and innovative solutions; and  (C) demonstrate the use of content, technical concepts, and vocabulary when analyzing information and following directions.  (6) The student participates in a distribution and logistics experience. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised distribution and logistics experience; and  (B) develop advanced technical knowledge and skills related to the student's occupational objective. | |
| **Section 5: Careers, Competencies, and Credentialing Requirements**  During their practicum experience, students will use appropriate technology and/or assigned materials to review technical skill competencies, training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment. Students will continue to explore their personal career goals, objectives, and strategies as they further develop career plans.  As a culminating project for the practicum, students will successfully prepare and present a self-evaluation of their practicum experience. Students’ final projects will meet course standards and requirements as well as all TEKS-related requirements and criteria, and will explain how students have developed advanced technical knowledge and growth in technical skill competencies, and include a self-evaluation of strengths and weaknesses in technical skill proficiency as well as representative work samples. Students will demonstrate professional standards and appropriate professional communication strategies as they present their practicum experience evaluations. | (1) The student demonstrates professional standards/employability skills as required by business and industry. The student is expected to:  (A) participate in a paid or unpaid, laboratory- or work-based application of previously studied knowledge and skills related to distribution and logistics;  (B) participate in training, education, or preparation for licensure, certification, or other relevant credentials to prepare for employment;  (C) demonstrate professional standards and personal qualities needed to be employable such as self-discipline, positive attitude, integrity, leadership, appreciation for diversity, customer service, work ethic, and adaptability with increased fluency;  (D) use personal information management, email, Internet, writing and publishing, presentation, and spreadsheet or database applications with increased fluency; and  (E) complete tasks with the highest standards to ensure quality products and services.  (2) The student implements advanced professional communications strategies. The student is expected to:  (A) demonstrate verbal and non-verbal communication consistently in a clear, concise, and effective manner;  (B) analyze, interpret, and effectively communicate information, data, and observations;  (6) The student participates in a distribution and logistics experience. The student is expected to:  (A) conduct, document, and evaluate learning activities in a supervised distribution and logistics experience;  (B) develop advanced technical knowledge and skills related to the student's occupational objective;  (C) demonstrate growth of technical skill competencies;  (D) evaluate strengths and weaknesses in technical skill proficiency; and  (E) collect representative work samples. | |