BLAR11049 *Built Environment Communication and Skills*
Term 1 - 2019

Profile information current as at 28/04/2024 11:21 pm

All details in this unit profile for BLAR11049 have been officially approved by CQUniversity and represent a learning partnership between the University and you (our student). The information will not be changed unless absolutely necessary and any change will be clearly indicated by an approved correction included in the profile.

General Information

Overview
This unit introduces you to elementary communication concepts that are relevant to a career in the built environment. Topics include writing and presentation, basic mathematics as applicable in the built environment, interpretation commonly used in industry documentation, effective plan and specification reading and analysis, academic referencing and library skills, oral and written communication, negotiation, teamwork, conflict resolution and ethical issues. The unit develops your ability to use the learning management systems, unit profile, resource materials and study guides. All topics are discussed in a technical context with an emphasis on practical exercises and application in the built environment. The unit will introduce you to the core elements of social innovative practice and how these principles can be applied to a range of cultural and environmental contexts.

Details
Career Level: *Undergraduate*
Unit Level: *Level 1*
Credit Points: *6*
Student Contribution Band: *8*
Fraction of Full-Time Student Load: *0.125*

Pre-requisites or Co-requisites
There are no requisites for this unit.
Important note: Students enrolled in a subsequent unit who failed their pre-requisite unit, should drop the subsequent unit before the census date or within 10 working days of Fail grade notification. Students who do not drop the unit in this timeframe cannot later drop the unit without academic and financial liability. See details in the Assessment Policy and Procedure (Higher Education Coursework).

Offerings For Term 1 - 2019

- Online

Attendance Requirements
All on-campus students are expected to attend scheduled classes – in some units, these classes are identified as a mandatory (pass/fail) component and attendance is compulsory. International students, on a student visa, must maintain a full time study load and meet both attendance and academic progress requirements in each study period (satisfactory attendance for International students is defined as maintaining at least an 80% attendance record).

Website
This unit has a website, within the Moodle system, which is available two weeks before the start of term. It is important that you visit your Moodle site throughout the term. Please visit Moodle for more information.

Class and Assessment Overview

Recommended Student Time Commitment

Each 6-credit Undergraduate unit at CQUniversity requires an overall time commitment of an average of 12.5 hours of study per week, making a total of 150 hours for the unit.

Class Timetable

Regional Campuses

Bundaberg, Cairns, Emerald, Gladstone, Mackay, Rockhampton, Townsville

Metropolitan Campuses

Adelaide, Brisbane, Melbourne, Perth, Sydney

Assessment Overview

1. **Online Quiz(zes)**
Weighting: 5%
2. **Online Quiz(zes)**
Weighting: 10%
3. **Written Assessment**
Weighting: 20%
4. **Written Assessment**
Weighting: 25%
5. **Examination**
Weighting: 40%

Assessment Grading

This is a graded unit: your overall grade will be calculated from the marks or grades for each assessment task, based on the relative weightings shown in the table above. You must obtain an overall mark for the unit of at least 50%, or an overall grade of 'pass' in order to pass the unit. If any 'pass/fail' tasks are shown in the table above they must also be completed successfully ('pass' grade). You must also meet any minimum mark requirements specified for a particular assessment task, as detailed in the 'assessment task' section (note that in some instances, the minimum mark for a task may be greater than 50%). Consult the University's Grades and Results Policy for more details of interim results and final grades.

CQUniversity Policies

All University policies are available on the CQUniversity Policy site.
You may wish to view these policies:

- Grades and Results Policy
- Assessment Policy and Procedure (Higher Education Coursework)
- Review of Grade Procedure
- Student Academic Integrity Policy and Procedure
- Monitoring Academic Progress (MAP) Policy and Procedure – Domestic Students
- Monitoring Academic Progress (MAP) Policy and Procedure – International Students
- Student Refund and Credit Balance Policy and Procedure
- Student Feedback – Compliments and Complaints Policy and Procedure
- Information and Communications Technology Acceptable Use Policy and Procedure

This list is not an exhaustive list of all University policies. The full list of University policies are available on the CQUniversity Policy site.

Previous Student Feedback

Feedback, Recommendations and Responses

Every unit is reviewed for enhancement each year. At the most recent review, the following staff and student feedback items were identified and recommendations were made.

Feedback from Student evaluation

Feedback

The lectures. The PowerPoint was sometimes slow and didn't show up as they were being discussed.

Recommendation

A review of Zoom and current computer system will seek ways to improve the hosting experience.

Feedback from Student evaluation

Feedback

Enjoyed learning some basic math skills that I lacked at school.

Recommendation

Unit review will maintain the maths endorsement provided.

Feedback from Student evaluation

Feedback

Results/feedback for assessment 3 took too long.

Recommendation

Review will look at marking assistance to shorten return time.

Feedback from Student evaluation

Feedback

I liked how we could connect with the teacher before the live discussion if we had any doubts.

Recommendation

Consultation time before and after the scheduled online class will be retained.

Unit Learning Outcomes

On successful completion of this unit, you will be able to:

1. Explain, interpret and report on commonly used built environment communication concepts, mediums and strategies
2. Analyse, design and formulate mathematical and trigonometric solutions applicable to built environment activities and logistics
3. Evaluate course resource materials and demonstrate the effective application of academic referencing and relevant software to create scholarly content in a range of contexts
4. Develop strategies to apply social innovation principles in a range of cultural and environmental contexts.

Alignment of Learning Outcomes, Assessment and Graduate Attributes

— N/A Level   ○ Introductory Level   ○ Intermediate Level   ● Graduate Level   ○ Professional Level   ○ Advanced Level

Alignment of Assessment Tasks to Learning Outcomes

Assessment Tasks	Learning Outcomes			
	1	2	3	4
1 - Online Quiz(zes) - 5%	●			
2 - Online Quiz(zes) - 10%			●	
3 - Written Assessment - 20%	●		●	
4 - Written Assessment - 25%		●		
5 - Examination - 40%		●		●

Alignment of Graduate Attributes to Learning Outcomes

Graduate Attributes	Learning Outcomes			
	1	2	3	4
1 - Communication	●		●	●
2 - Problem Solving	●	●	●	
3 - Critical Thinking	●	●	●	●
4 - Information Literacy	●	●	●	
5 - Team Work				
6 - Information Technology Competence	●		●	
7 - Cross Cultural Competence				●
8 - Ethical practice		●		●
9 - Social Innovation				●
10 - Aboriginal and Torres Strait Islander Cultures				

Alignment of Assessment Tasks to Graduate Attributes

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
1 - Online Quiz(zes) - 5%		●	●	●		●		●		
2 - Online Quiz(zes) - 10%		●	●	●		●		●		
3 - Written Assessment - 20%	●	●	●	●		●	●	●		
4 - Written Assessment - 25%	●	●	●	●		●		●		

Assessment Tasks	Graduate Attributes									
	1	2	3	4	5	6	7	8	9	10
5 - Examination - 40%	•	•	•	•				•	•	

Textbooks and Resources

Textbooks

BLAR11049

Prescribed

Building and Construction Skills
Edition: 5th edn (2016)
Authors: Hawkins, E
Cengage Australia
South Melbourne , Victoria , Australia
ISBN: 9780170357944
Binding: Other
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Supplementary

The Little Pearson Handbook
4th Australasian edition (2017)
Authors: Faigley, L
Pearson Australia
Melbourne , Victoria , Australia
ISBN: 9781488616846
Binding: Spiral

Additional Textbook Information
Basic Building and Construction Skills (5th edition) is part of a three volume series that also includes Advanced Building and Joinery Skills (2nd edition) and Site Establishment, Formwork and Framing (3rd edition) that will be prescribed text books in other units of study. Although Advanced Building and Joinery Skills (2nd edition) and Site Establishment, Formwork and Framing (3rd edition) are not prescribed text books for this unit,
Copies of the pack are available at a discounted price, please see the CQUni Bookshop
here: http://bookshop.cqu.edu.au (search on the Unit code)

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Microphone and headset
- Webcam
- Micorsoft Office

Referencing Style

All submissions for this unit must use the referencing style: Harvard (author-date)
For further information, see the Assessment Tasks.

Teaching Contacts

Peter F Lawrence (Engineering) Unit Coordinator
p.lawrence1@cqu.edu.au

Schedule

Week 1 - 11 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 1 - Introduction to CQU systems and services	Please refer to the Moodle unit site for additional information.	

Week 2 - 18 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 2 - Research and referencing skills	Please refer to the Moodle unit site for additional information.	

Week 3 - 25 Mar 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3 - Written communication skills	Please refer to the Moodle unit site for additional information.	**Assessment 1** Due: Week 3 Tuesday (26 Mar 2019) 11:45 pm AEST

Week 4 - 01 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4 - Visual communication skills 1	Please refer to the Moodle unit site for additional information.	**Assessment 2** Due: Week 4 Tuesday (2 Apr 2019) 11:45 pm AEST

Week 5 - 08 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 5 - Visual communication skills 2	Please refer to the Moodle unit site for additional information.	

Vacation Week - 15 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
No scheduled study this week - enjoy your break!	Consider using this week to catch-up or work on an assessment.	

Week 6 - 22 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6 - Introduction to construction calculation and number operations	Please refer to the Moodle unit site for additional information.	**Assessment 3** Due: Week 6 Tuesday (23 Apr 2019) 11:45 pm AEST

Week 7 - 29 Apr 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 7 - Algebra	Please refer to the Moodle unit site for additional information.	

Week 8 - 06 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 8 - Algebraic equations	Please refer to the Moodle unit site for additional information.	

Week 9 - 13 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 9 - Geometry	Please refer to the Moodle unit site for additional information.	

Week 10 - 20 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 10 - Trigonometry	Please refer to the Moodle unit site for additional information.	

Week 11 - 27 May 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 11 - Vectors	Please refer to the Moodle unit site for additional information.	

Week 12 - 03 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Topic 12 - Examination and revision skills	Please refer to the Moodle unit site for additional information.	**Assessment 4** Due: Week 12 Tuesday (4 June 2019) 11:45 pm AEST

Review/Exam Week - 10 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Unit review and exams begin		

Exam Week - 17 Jun 2019

Module/Topic	Chapter	Events and Submissions/Topic
Exams conclude		

Assessment Tasks

1 Assessment 1

Assessment Type
Online Quiz(zes)

Task Description
Assessment 1 relates to unit learning outcomes 1 and 5 and will require you to answer multiple choice questions based on CQU systems and services.

Number of Quizzes
1

Frequency of Quizzes
Other

Assessment Due Date
Week 3 Tuesday (26 Mar 2019) 11:45 pm AEST

Return Date to Students
Week 3 Friday (29 Mar 2019)

Weighting
5%

Assessment Criteria
Test and apply knowledge based on topic content.

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Submission Instructions
Quiz accessed via the Moodle Assessment portal.

Learning Outcomes Assessed

- Explain, interpret and report on commonly used built environment communication concepts, mediums and strategies

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

2 Assessment 2

Assessment Type
Online Quiz(zes)

Task Description
Assessment 2 relates to unit learning outcomes 1, 4 and 5 and will require you to answer multiple choice questions based on research and referencing skills.

Number of Quizzes
1

Frequency of Quizzes
Other

Assessment Due Date
Week 4 Tuesday (2 Apr 2019) 11:45 pm AEST

Return Date to Students
Week 4 Friday (5 Apr 2019)

Weighting
10%

Assessment Criteria
Test and apply knowledge based on topic content

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Submission Instructions
Quiz accessed via the Moodle Assessment portal.

Learning Outcomes Assessed

- Evaluate course resource materials and demonstrate the effective application of academic referencing and relevant software to create scholarly content in a range of contexts

Graduate Attributes

- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

3 Assessment 3

Assessment Type
Written Assessment

Task Description
    Brief response
    Assessment relates to learning outcomes 1, 2, 4 and 5.
    This assessment is a brief response to an article posted on the Moodle site. It requires you to apply learning from Research and Referencing Skills and Written Communication Skills topics.

Assessment Due Date
Week 6 Tuesday (23 Apr 2019) 11:45 pm AEST

Return Date to Students
Week 8 Tuesday (7 May 2019)

Weighting
20%

Assessment Criteria
Your assessment submission needs to be produced in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions from the Assessment block on the unit Moodle site. Your submission will be processed through the similarity detection software, Turnitin. You may amend your work based on the detection report. You must ensure that the work is your own or has been correctly referenced to the appropriate author(s), according to the CQU requirements.
You will find further support material for this assessment on the unit Moodle site.
The assessment will be assessed on the following criteria:

- Show clarity and succinctness of expression.
- Adequate coverage of topics discussed.
- Use and reference correctly supporting information.
- Present original thoughts and opinions.
- Communicate using correct spelling, grammar and punctuation.
- Use graphs, illustrations and other graphics, to visually support your submission.
- Demonstrate the core knowledge associated with this unit and show appropriate application of that knowledge.

Referencing Style

- [Harvard (author-date)](#)

Submission
Online

Submission Instructions
Submit as a single PDF file via the Moodle Assessment portal.

Learning Outcomes Assessed

- Explain, interpret and report on commonly used built environment communication concepts, mediums and strategies
- Evaluate course resource materials and demonstrate the effective application of academic referencing and relevant software to create scholarly content in a range of contexts

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Cross Cultural Competence
- Ethical practice

4 Assessment 4

Assessment Type
Written Assessment

Task Description
Mathematics workbook
Assessment relates to learning outcomes 1, 3, 5.
This assessment is in a multiple question format allowing you to analyse, conceptualise and formulate mathematical solutions by applying learning from Topics 6 to 10.
This assessment will cover all of the mathematics topics. The workbook will be available at the end of week 1 from the unit Moodle site.

Assessment Due Date
Week 12 Tuesday (4 June 2019) 11:45 pm AEST

Return Date to Students
Review/Exam Week Wednesday (12 June 2019)

Weighting
25%

Assessment Criteria

Your assessment submission needs to be produced in an electronic format.

Before or on the nominated due date, upload your work following the on-screen instructions. Your submission will be processed through the similarity detection software, Turn-It-In. For this assessment, Turn-It-In may ask you to resubmit your assessment as it will not recognise your handwritten solutions; ignor this and continue with your lodgement.

You will find further support material for this assessment on the unit Moodle site.

The assessment will be assessed on the following criteria:

- Show logic to solve problems.
- Use correct mathematical conventions, diagrams and other visual communication to support your submission.
- Demonstrate the core knowledge associated with this unit and show appropriate application of that knowledge.

Referencing Style

- Harvard (author-date)

Submission

Online

Submission Instructions

Submit as a single PDF file via the Moodle Assessment portal.

Learning Outcomes Assessed

- Analyse, design and formulate mathematical and trigonometric solutions applicable to built environment activities and logistics

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Information Technology Competence
- Ethical practice

Examination

Outline

Complete an invigilated examination.

Date

During the examination period at a CQUniversity examination centre.

Weighting

40%

Length

150 minutes

Minimum mark or grade

35% (14/40)

Exam Conditions

Closed Book.

Materials

Dictionary - non-electronic, concise, direct translation only (dictionary must not contain any notes or comments).
Calculator - non-programmable, no text retrieval, silent only

Academic Integrity Statement

As a CQUniversity student you are expected to act honestly in all aspects of your academic work.

Any assessable work undertaken or submitted for review or assessment must be your own work. Assessable work is any type of work you do to meet the assessment requirements in the unit, including draft work submitted for review and feedback and final work to be assessed.

When you use the ideas, words or data of others in your assessment, you must thoroughly and clearly acknowledge the source of this information by using the correct referencing style for your unit. Using others' work without proper acknowledgement may be considered a form of intellectual dishonesty.

Participating honestly, respectfully, responsibly, and fairly in your university study ensures the CQUniversity qualification you earn will be valued as a true indication of your individual academic achievement and will continue to receive the respect and recognition it deserves.

As a student, you are responsible for reading and following CQUniversity's policies, including the **Student Academic Integrity Policy and Procedure**. This policy sets out CQUniversity's expectations of you to act with integrity, examples of academic integrity breaches to avoid, the processes used to address alleged breaches of academic integrity, and potential penalties.

What is a breach of academic integrity?
A breach of academic integrity includes but is not limited to plagiarism, self-plagiarism, collusion, cheating, contract cheating, and academic misconduct. The Student Academic Integrity Policy and Procedure defines what these terms mean and gives examples.

Why is academic integrity important?
A breach of academic integrity may result in one or more penalties, including suspension or even expulsion from the University. It can also have negative implications for student visas and future enrolment at CQUniversity or elsewhere. Students who engage in contract cheating also risk being blackmailed by contract cheating services.

Where can I get assistance?
For academic advice and guidance, the Academic Learning Centre (ALC) can support you in becoming confident in completing assessments with integrity and of high standard.

What can you do to act with integrity?

Be Honest
If your assessment task is done by someone else, it would be dishonest of you to claim it as your own

Seek Help
If you are not sure about how to cite or reference in essays, reports etc, then seek help from your lecturer, the library or the Academic Learning Centre (ALC)

Produce Original Work
Originality comes from your ability to read widely, think critically, and apply your gained knowledge to address a question or problem