



BLAR11049 Built Environment Communication and Skills

Term 2 - 2020

Profile information current as at 09/04/2024 03:47 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 their 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 2 - 2020

- 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. **Online Test**

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 - Online Test - 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 - Online Test - 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

BLAR11049

Supplementary

The Little Pearson Handbook

4th Australasian edition (2017)

Authors: Faigley, L

Pearson Australia

Melbourne , Victoria , Australia

ISBN: 9781488616846

Binding: Spiral

Additional Textbook Information

If you prefer to study with a paper copy, they can be purchased at the CQUni Bookshop here: <http://bookshop.cqu.edu.au> (search on the Unit code). eBooks can be purchased at the publisher's website.

[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
- Microsoft 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 - 13 Jul 2020

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 - 20 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Topic 2 - Research and referencing skills	Please refer to the Moodle unit site for additional information.	Assessment 1 Due: Week 2 Friday (24 July 2020) 11:45 pm AEST

Week 3 - 27 Jul 2020

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3 - Written communication skills	Please refer to the Moodle unit site for additional information.	Assessment 2 Due: Week 3 Friday (31 July 2020) 11:45 pm AEST

Week 4 - 03 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
Topic 4 - Visual communication skills 1	Please refer to the Moodle unit site for additional information.	

Week 5 - 10 Aug 2020

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 - 17 Aug 2020

Module/Topic	Chapter	Events and Submissions/Topic
No class	Use the time as a wellness break, to catch-up or work on an assessment.	

Week 6 - 24 Aug 2020

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.	

Week 7 - 31 Aug 2020

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

Week 8 - 07 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Topic 8 - Algebraic equations	Please refer to the Moodle unit site for additional information.	Assessment 3 Due: Week 8 Friday (11 Sept 2020) 11:45 pm AEST

Week 9 - 14 Sep 2020

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

Week 10 - 21 Sep 2020

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

Week 11 - 28 Sep 2020

Module/Topic	Chapter	Events and Submissions/Topic
Topic 11 - Vectors	Please refer to the Moodle unit site for additional information.	
Week 12 - 05 Oct 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Topic 12 - Examination and revision skills	Day and time for online test during the exam period released.	Assessment 4 Due: Week 12 Tuesday (6 Oct 2020) 11:45 pm AEST
Review/Exam Week - 12 Oct 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Unit review and exam period begins	Online test as advised.	
Exam Week - 19 Oct 2020		
Module/Topic	Chapter	Events and Submissions/Topic
Exam period concludes	Online test as advised.	

Assessment Tasks

1 Assessment 1

Assessment Type

Online Quiz(zes)

Task Description

Assessment 1 relates to unit learning outcome 1 and requires you to answer a quiz of multiple choice questions based on CQU systems and services.

Please note: Results for this assessment will be made available to students after the return date. Consequently, extension requests greater than the duration period from the due date to the return date will be denied except under exceptional circumstances.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 2 Friday (24 July 2020) 11:45 pm AEST

Return Date to Students

Friday 24/07/2020 after the quiz due date and time expires

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 outcome 3 and requires you to answer a quiz of multiple choice questions based on research and referencing skills.

Please note: Results for this assessment will be made available to students after the return date. Consequently, extension requests greater than the duration period from the due date to the return date will be denied except under exceptional circumstances.

Number of Quizzes

1

Frequency of Quizzes

Other

Assessment Due Date

Week 3 Friday (31 July 2020) 11:45 pm AEST

Return Date to Students

Friday 31/07/2020 after the quiz due date and time expires

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 and 3.

This assessment will require you to study a range of computer software used commonly within the built environment, present evidence that required application tasks have been completed and to apply referencing and writing skills when preparing your response.

Assessment Due Date

Week 8 Friday (11 Sept 2020) 11:45 pm AEST

Return Date to Students

Week 10 Friday (25 Sept 2020)

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.
- 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 outcome 2.

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 and will address all the mathematical topics. The workbook will be available at the start of week 2 from the unit Moodle site.

Assessment Due Date

Week 12 Tuesday (6 Oct 2020) 11:45 pm AEST

Return Date to Students

Review/Exam Week Friday (16 Oct 2020)

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; ignore 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

5 Online test

Assessment Type

Online Test

Task Description

This assessment covers topics 1-11 in the study guide and will require you to research and answer questions that explore the learning content presented during the term. The online test will be held during the University examination period at a date and time advised by week 12.

The duration of test will be 150 minutes.

The test will be Open Book and will require the use of a calculator - non-programmable, no text retrieval, silent only.

Your submission will be uploaded via the assessment link in Moodle.

Assessment Due Date

Day and time for online test during the University exam period

Return Date to Students

Friday 30/10/2020

Weighting

40%

Minimum mark or grade

14/40

Assessment Criteria

The assessment will be assessed on the following basis:

Clarity of expression and comprehensive coverage of issues;

Use of quality supporting documentation as appropriate;

Use of original thought and content;

Overall presentation and ability to communicate using correct spelling, grammar and punctuation and the use of appropriate diagrams and other visual communication; and
Demonstration of core knowledge and demonstration of appropriate application of knowledge.

Referencing Style

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

Submission

Online

Submission Instructions

Submit as a PDF file

Learning Outcomes Assessed

- Analyse, design, and formulate mathematical and trigonometric solutions applicable to built environment activities and logistics
- Develop strategies to apply social innovation principles in a range of cultural and environmental contexts.

Graduate Attributes

- Communication
- Problem Solving
- Critical Thinking
- Information Literacy
- Ethical practice
- Social Innovation

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