BLAR11049 *Built Environment Communication and Skills*
Term 1 - 2023

Profile information current as at 07/05/2024 09:16 am

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 1 - 2023

- 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.

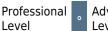# Alignment of Learning Outcomes, Assessment and Graduate Attributes

| — 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

Basic Building and Construction Skills
Edition: 6th edn (2020)
Authors: Moran, R
Cengage Learning Australia P/L
South Melbourne , Victoria , Australia
ISBN: 9780170420570
Binding: Other
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Prescribed

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

Additional Textbook Information
Both paper and eBook copies can now be purchased at the CQUni Bookshop here:
http://bookshop.cqu.edu.au (search on the Unit code).
With publisher restriction, an eBook copy can be accessed via the CQUni Library:
https://www.cqu.edu.au/student-life/library .

View textbooks at the CQUniversity Bookshop

IT Resources

You will need access to the following IT resources:

- CQUniversity Student Email
- Internet
- Unit Website (Moodle)
- Access to printer and scanner
- Computer headset (microphone speaker combo)
- Microsoft Office or equivalent software
- Web camera (webcam)

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 - 06 Mar 2023

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 - 13 Mar 2023

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 (17 Mar 2023) 11:45 pm AEST

Week 3 - 20 Mar 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 3 - Written communication skills	Please refer to the Moodle unit site for additional information.	

Week 4 - 27 Mar 2023

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 Friday (31 Mar 2023) 11:45 pm AEST

Week 5 - 03 Apr 2023

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 - 10 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
No scheduled class	Use the time to work on an assessment or take a wellness break.	

Week 6 - 17 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 6 - Number operations and Algebra	Please refer to the Moodle unit site for additional information.	

Week 7 - 24 Apr 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 7 - Algebraic equations	Please refer to the Moodle unit site for additional information.	**Assessment 3** Due: Week 7 Monday (24 Apr 2023) 11:45 pm AEST

Week 8 - 01 May 2023

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

Week 9 - 08 May 2023

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

Week 10 - 15 May 2023

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

Week 11 - 22 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 11 - Construction communications and social innovation	Please refer to the Moodle unit site for additional information.	Day and time for the A5 online test during the ExamWeek released by Saturday. **Assessment 4** Due: Week 11 Monday (22 May 2023) 11:45 pm AEST

Week 12 - 29 May 2023

Module/Topic	Chapter	Events and Submissions/Topic
Topic 12 - Test/examination and revision skills		

Review/Exam Week - 05 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic
Unit review and exam period begins		

Exam Week - 12 Jun 2023

Module/Topic	Chapter	Events and Submissions/Topic
Exam period concludes		A5 online test as advised in Week 11.

Assessment Tasks

1 Assessment 1

Assessment Type
Online Quiz(zes)

Task Description
Assessment 1 relates to learning outcome 1 and requires you to answer a quiz of multiple choice questions based on CQU systems and services. Quiz opens Week 1 Friday at 15h00.
Please note results for this assessment will be made available within a short period after the due date. Consequently, extension of time requests will be denied except under very exceptional circumstances.

Number of Quizzes
1

Frequency of Quizzes
Other

Assessment Due Date
Week 2 Friday (17 Mar 2023) 11:45 pm AEST

Return Date to Students

Saturday 18/03/23 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 learning outcome 3 and requires you to answer a quiz of multiple choice questions based on research and referencing skills. Quiz opens Week 3 Friday at 15h00.
Please note results for this assessment will be made available within a short period after the due date. Consequently, extension of time requests will be denied except under very exceptional circumstances.

Number of Quizzes
1

Frequency of Quizzes
Other

Assessment Due Date
Week 4 Friday (31 Mar 2023) 11:45 pm AEST

Return Date to Students

Saturday 01/04/23 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 3 relates to learning outcomes 1 and 3, requiring research to answer questions on built environment projects and to demonstrate communication and referencing skills via your response.

Assessment Due Date
Week 7 Monday (24 Apr 2023) 11:45 pm AEST

Return Date to Students
Week 9 Monday (8 May 2023)

Weighting
20%

Assessment Criteria
Your assessment submission must be in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions from the Assessment tab shown 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 4 relates to learning outcome 2, requiring analysis and conceptualisation to formulate mathematical solutions for multiple questions.

Assessment Due Date
Week 11 Monday (22 May 2023) 11:45 pm AEST

Return Date to Students
Review/Exam Week Monday (5 June 2023)

Weighting
25%

Assessment Criteria
Your assessment submission must be in an electronic format.
Before or on the nominated due date, upload your work following the on-screen instructions from the Assessment tab shown on the unit Moodle site. Your submission will be processed through the similarity detection software, Turnitin. You may be advised by Turnitin to resubmit your assessment as it cannot recognise handwritten solutions; ignor this and continue with your lodgement. You must ensure 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

- 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
Assessment 5 relates to learning outcomes 2 and 4. You will research and answer questions exploring the learning content presented in topics 1-11.
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

Date and time during Exam Week (12-16 June 2023) as advised in Week 11.

Return Date to Students

Friday 30/06/2023

Weighting
40%

Minimum mark or grade
16/40 (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