



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

MAOR 804

Whakakokoi Mātauranga
Academic Study Skills

Trimesters 1 and 2
2008

IMPORTANT

**Please read and note the information
on the back page of this course outline**

MAOR 804

Whakakokoi Mātauranga – Academic Study Skills *Trimesters 1 and 2 Course Outline 2008*

Tēnā koutou e ngā taura e whai ake nei i te Tohu Māoritanga. Ko tēnei te mihi nui ki a koutou katoa. Koinei ngā kōrero whakamārama mō te tau 2008.

1 KO NGĀ KAIWHAKAAKO **Course Personnel**

1.1	Tohu Coordinator	Tonga Karena Room 210, 50 Kelburn Parade 04 463 5444 tonga.karena@vuw.ac.nz
	Office Hours	Wednesday 10-10.50am
1.2	Additional Information	All notices and course information will be posted on both the downstairs notice board at 48 Kelburn Parade and on http://blackboard.vuw.ac.nz/

2 KO NGĀ WHĀINGA **Course Aims and Objectives**

MAOR 804 is a compulsory component of the Tohu Māoritanga/Diploma of Māoritanga. The aim of the course is to facilitate the development of skills necessary for effective and successful academic study. By the end of this course students will be expected to:

- plan and manage their study time
- be proficient with web-based educational resources, especially Blackboard;
- take effective lecture notes
- confidently use the VUW library and catalogue for research purposes
- write a 1500 word essay to the standard of a 100-level course
- have developed effective study skills
- utilise revision strategies to prepare for examinations
- confidently use examination techniques in examination situations
- give a presentation using PowerPoint.

2.1 Relationship of assessment to objectives

Assessment exercises are designed to promote the student's skill development in these areas. In order to mentor students through the process of writing a University-standard essay, for example, students are expected to submit an essay plan and a draft, in addition to submitting the essay itself.

The student will thus receive constructive feedback from the coordinator at two crucial stages of the essay writing process. The library assessment will encourage the student to become familiar with the Victoria University of Wellington library. Blackboard exercises are designed to give students familiarity with the online teaching environment, and will be used to reinforce and assess student mastery of the learning techniques covered in class. Weekly lecture summaries are designed to give students practice in the art of rewriting, paraphrasing, and revising lecture material. Weekly summaries will also provide the student with a useful suite of study notes. In addition, the onus of producing good lecture summaries will encourage the student to take good notes in their lectures. Skills relevant to the use of PowerPoint in presenting academic material will be assessed in the oral presentations. Course participation marks are intended to encourage students to contribute and engage with each other, and class exercises, during lectures.

3 KO NGĀ KAUPAPA MATUA Course Content

The course will cover the following topics:

- time management
- use of Blackboard and other internet and computer skills
- lecture note taking
- study skills
- reading strategies
- essay writing process
- research skills
- revision strategies
- examination techniques, and
- using PowerPoint for oral presentations.

4 KO NGĀ PUKAPUKA Texts

4.1 Text Required

Students are required to purchase the Course Reader, *Whakakokoi Mātauranga/Academic Study Skills MAOR 804*, from the Student Notes Distribution Centre, Student Union Building for a cost of approximately \$30. This text provides a summary of the main course material, lecture material and exercises. It should be brought to every lecture.

Te Kawa a Māui, 2008. *Whakakokoi Mātauranga/Academic Study Skills MAOR 804*. Wellington: Victoria University Student Notes Distribution Centre.

6 KO NGĀ TATAURANGA Course Assessment

6.1 Course Work

All work for this course MUST be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade. All assignments are registered in the Māori Studies Office. DO NOT hand work to the Tohu Coordinator or leave assignments under the Coordinator's door. Please keep a copy of your work.

6.2 Assessment Tasks

Information about all course assessment is contained in this course outline. Assessment will be explained in lectures. If you are unsure about any assessment requirement, please contact the Tohu Coordinator during office hours for this course or make an appointment.

This course is designed to support your study within the Tohu Māoritanga programme and prepare you for Degree study. The assessment tasks include individual, group and whole class activities.

The course is internally assessed. There is no final examination. The final grade for MAOR 804 will be determined by:

Internal Coursework	100%
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6.3 Internal Course Work 100%

Trimester One

Blackboard Exercise	5%	11 March (Week 3)
Library Exercise	10%	18 March (Week 4)
Essay 1 Plan	5%	1 April (Week 6)
Essay 1 Draft	5%	29 April (Week 8)
Essay 1	10%	13 May (Week 10)
Lecture Summaries	10%	3 March-26 May (Weeks 2-12)
Course Participation	10%	(Weeks 1-12)

Trimester Two

Blackboard Exercise	5%	8 July (Week 1)
Essay 2 Draft	5%	22 July (Week 3)
Essay 2	10%	4 August (Week 5)
Essay Presentation	10%	In lectures
Field Trip Exercise	5%	15 September (Week 9)
Course Participation	10%	(Weeks 1-12)

6.4 Blackboard Exercises 10%

In the second week of the first trimester an online test will be posted on Blackboard. You will have until the **11 March** to complete this. It is worth up to 5% of your final mark. A second Blackboard test, also worth up to 5% of your final mark, will be posted towards the end of the first trimester. You must complete this by the **8 July**. In order to maximise your score, you may attempt the Blackboard tests as many times as you like before their due dates.

6.5 Library Exercise 10%

Students are required to complete a library exercise designed specifically for the course. The exercise will be distributed in lecture 2 on 3 March 2008. The completed exercise must be posted in the Assignment Box, Māori Studies Office, by 5pm on **18 March**.

6.6 Essay 1 Plan 5%

Students are required to submit their plan for Essay 1. Planning for essays is part of the essay writing process. This assessment is designed to ensure students learn to effectively plan before writing. The particular requirements for the essay plan will be explained in lectures. Refer to 6.3 for due dates.

6.7 Essay 1 and 2 Drafts (1000-1500 words) 10%

You are required to submit drafts for Essays 1 and 2 (essay topics are provided in the course reader). The essay draft will be marked and returned with recommendations on how to improve the essay. The essay drafts must be posted in the Assignment Box, Māori Studies Office, by 5pm on the due date (refer 6.3).

You are expected to follow the normal conventions for essay writing and follow the *Te Kawa a Māui Academic Writing Guide 2007 Edition*. Refer to 4.3 for further information regarding the *Academic Writing Guide*.

6.8 Essays (1000-1500 words) 10%

Two essays in total must be submitted for this course. Essays 1 and 2 are to be submitted after essay plans and drafts have been marked and returned to students (refer 6.3 for due dates). As stated above, essay questions and topics will be provided in lectures.

6.9 Field Trip Exercise 5%

A variety of field trips have been scheduled for the second trimester. In order for you to receive the maximum benefit of these excursions, you will be required to complete an associated piece of assessment, which will test you on your knowledge of the resources at places visited. The due date for this will be the **16 September**.

6.10 Lecture Summaries 10%

In the first trimester, you will be required to submit a one-page (maximum) summary of the week's lectures for any one of MAOR 122, MAOR 123 or MAOR 124 (or other paper that you are taking, subject to the coordinator's approval). To gain credit you **must** hand in **at least** 8 out of 10 of these summaries. You will receive 1% toward your final grade for every lecture summary completed. The summaries will be marked and comments given to help you improve the structure and layout. These should be clearly labelled with your name and course, and handed to the Te Kawa a Māui assignment box the Tuesday following the week of lectures that you are summarising.

6.11 Essay Presentation

10%

Each student is required to give a 10 minute PowerPoint presentation on an essay completed for MAOR 804. The date for presentations will be arranged with students in lecture two. Further detail and instruction will be provided in lectures. The presentation is worth 10% of the final mark for this course.

6.12 Course Participation 20%

Students will receive a mark out of 10% per trimester for participation in the course. This mark will represent attendance, participation in lecture discussions, activities, and class field trips. Failure to participate in all course work will disadvantage students in their mark for this component of the assessment.

6.13 Final Assessment

The student's final grade will be determined from their marks in the assessments outlined above. In order to pass this course, students must obtain a minimum aggregate mark of 50% when all assessment marks are combined.

7 KO NGĀ WHIUNGA Penalties

Extensions will only be granted for extenuating circumstance. You **MUST** contact the Tohu Coordinator. Work submitted late will be penalised by 5% for each day. Where students have not informed the Coordinator, more severe penalties may be imposed. It is important to begin work on assignments well in advance of the due date.

8 KO NGĀ MAHI Mandatory Course Requirements

In order to complete this course, students must:

- attend a minimum of 10 lectures per trimester
- attain a grade of at least 10% out of the possible 20% for course participation
- complete all assessment
- attain a minimum combined mark of 50% from assessments.

9 KO NGĀ TUAKANA Mentoring Support

9.1 Tuakana/Teina

Te Kawa a Māui offers Tuakana/Teina mentoring support to students studying first year language and culture papers. Tuakana are senior Te Kawa a Māui students from the 200 and 300-level language and culture papers.

Students should take advantage of the mentoring programme for other courses required to complete the Tohu Māoritanga. Registration forms will be circulated in the first week of lectures. Students should ensure they register to receive on-going support.

10 KO NGĀ HAUĀ Students with a Disability

10.1 The University has a policy of reasonable accommodation for the needs of students with disabilities in examinations and other assessment procedures. Please contact the Tohu Coordinator if you have any queries or issues.

11 KO TE MĀHERE MAHI Course Programme

This programme provides an outline of lecture content. The programme is **flexible** and will be tailored to the needs/requests of the students in the course. Students should complete the readings for each topic area contained in the course text for MAOR 804.

Week	Date	Lecture	Other Information
TRIMESTER 1			
1	25 Feb	L1 Course Introduction, Time Management, Introduction to Blackboard	
2	3 Mar	L2 Using Your Library, Research Skills	
3	10 Mar	L3 Note Making, Study Skills, Advanced Blackboard	Blackboard Exercise due 11 March
4	17 Mar	L4 Approaching Essay Questions	Library Exercise due 18 March
5	24 Mar	L5 Reading and Note-making for Essays	Easter Monday
6	31 Mar	L6 Essay Writing Process	Essay 1 Plan due 1 April

Week	Date	Lecture	Other Information
7	23 Apr	L7 Essay Refinement	
TRIMESTER 1: MID TRIMESTER BREAK: 14 – 27 April 2008			
8	28 Apr	L8 Using the Internet/Search Engines as Research Resources	Essay 1 Draft due 29 Apr
9	5 May	L9 Computer Skills	
10	12 May	L10 Revision Strategies	Essay 1 due 13 May
11	19 May	L11 Examination Techniques	
12	26 May	L12 Term Summary	
TRIMESTER 2			
1	7 Jul	L1 Revisiting our Academic Skills	Blackboard Test due 8 July
2	14 Jul	L2 Further research skills	
3	21 Jul	L3 Advanced research skills	Essay 2 Draft due 22 July
4	28 Jul	L4 Presentations (PowerPoint)	
5	4 Aug	L5 National Library/ Alexander Turnbull Library	Essay 2 due 5 August
6	11 Aug	L6 National Archives / Law Library	
TRIMESTER 2: MID TRIMESTER BREAK: 18 – 31 August 2008			
7	1 Sep	L7 National Film Archive / Library Audio-Visual Suite	
8	8 Sep	L8 Revision Strategies	
9	15 Sep	L9 Examination Techniques	Field Trip Exercise due 16 September
10	22 Sep	L10 Class Presentations	
11	29 Sep	L11 Careers Planning	
12	6 Oct	L12 Course Planning 2006	

12 KO NGĀ PUKAPUKA

Texts

A variety of texts have been placed on Closed Reserve at the Te Pātaka Kōrero/University Library (Level 3) to assist you with your study and essay writing. Students should return Library books by the due date to avoid Library fines.

12.1 Dictionaries For Reference Only

Biggs, B.G., 1981. *The Complete English-Māori Dictionary*. Auckland: Auckland University & Oxford University Press.

Ngata, H.M., 1993. *English – Māori Dictionary*. Wellington: Learning Media.

Williams, H.W., 1971. *A Dictionary of the Māori Language*. Wellington: Government Print.

12.2 Study Skills Reference Texts

It is recommended that all students have access to the following text. This text can be purchased from the Victoria University Bookshop and copies are held in the library.

Hawke, Y., and A., Morrison, 1995. *He Korowai*. Auckland: Unitec Publishers.

All other texts listed below are for reference only. Students do not need to purchase these texts. Students will be referred to the appropriate texts throughout the course.

Burdess, N., 1991. *The Handbook of Student Skills*. Victoria: Prentice Hall.

Jensen, E., 1995. *The Learning Brain*. San Diego: Turning Point Publishing.

Jones, J., B., Grant, 1991. *Writing, Setting and Marking Essays*. Auckland: Higher Education Research Office, University of Auckland.

Margulies, M.A., 1992. *Mapping Inner Space*. Victoria: Hawker Browlow Education.

Murphy, E., 1988. *You Can Write, A Do-It-Yourself Manual*. Melbourne: Longman Cheshire Pty Ltd.

Newby, M., 1989. *Writing, A Guide For Students*. Avon: Cambridge University Press.

Rountree, K., 1991. *Writing For Success*. Auckland: Longman Paul Ltd.

Ward, C., J., Daley, 1993. *Learning to Learn*. Christchurch: Ward & Daley.

12.3 Māori Culture Reference Texts

The Māori Resource Librarian at the University Library is available to assist with any research conducted at the library. Texts for the subject areas of Māori society, culture and language can be located in the DU426 (3rd floor) and PL6454 (6th floor) sections of the library. The following is a list of useful texts on a range of Māori topics.

Barlow, Cleve, 1991. *Tikanga whakaaro: Key concepts in Māori culture*. Auckland: Oxford University Press.

Cox, Lindsay, 1993. *Kotahitanga: The search for Māori political unity*. Auckland: Oxford University Press.

Durie, Manson, 1998. *Te mana te kāwanatanga: The politics of Māori self-determination*. Auckland: Oxford University Press.

King, Michael, 1977. *Te ao hurihuri: The world moves on: Aspects of Māoritanga*. Wellington: Hicks Smith.

King, Michael, 1978. *Tihe Mauri Ora: Aspects of Māoritanga*. Wellington: Methuen.

Mead, Sidney Moko, 1997. *Landmarks, bridges and visions: Aspects of Māori culture*. Wellington: Victoria University Press.

Orange, Claudia, 1992. *The Treaty of Waitangi*. Wellington: Historical Publications Branch, Department of Internal Affairs.

Pere, Rangimarie Rose, 1991. *Te Wheke: A Celebration of Infinite Wisdom*. Gisborne: Ao Ako Learning New Zealand.

Salmond, Anne, 1975. *Hui: A Study of Māori Ceremonial Gatherings*. Wellington: A.H & A.W Reed.

Shirres, Michael, 1997. *Te tangata: The human person*. Auckland: Accent Publications.

Te Whaiti, Pania, McCarthy, Marie and Arohia Durie, 1997. *Mai i Rangiātea. Māori Wellbeing and Development*. Auckland: Auckland University Press.

Walker, Ranginui, 1990. *Struggle without end: Ka whawhai tonu mātou*. Auckland: Penguin.

Winiata, Maharaia, 1967. *The changing role of the leader in Māori society: A study in social change and race relations*. Auckland: Blackwood and Janet Paul.

12.4 Te Pūtahi Reo/Language Learning Centre Von Zedlitz Building

Māori resources are preserved and catalogued as archives at Te Pūtahi Reo (Language Learning Centre). All students can use the self-access facilities to listen to this material. The centre also holds other Māori resources that would be useful for your reo and tikanga development.

13 ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity is about honesty – put simply it means *no cheating*. All members of the University community are responsible for upholding academic integrity, which means staff and students are expected to behave honestly, fairly and with respect for others at all times.

Plagiarism is a form of cheating which undermines academic integrity. The University defines plagiarism as follows:

The presentation of the work of another person or other persons as if it were one's own, whether intended or not. This includes published or unpublished work, material on the Internet and the work of other students or staff.

It is still plagiarism even if you re-structure the material or present it in your own style or words.

Note: It is however, perfectly acceptable to include the work of others as long as that is acknowledged by appropriate referencing.

Plagiarism is prohibited at Victoria and is not worth the risk. Any enrolled student found guilty of plagiarism will be subject to disciplinary procedures under the Statute of Student Conduct and may be penalised severely. Consequences of being found guilty of plagiarism can include:

- an oral or written warning
- cancellation of your mark for an assessment or a fail grade for the course
- suspension from the course or the University.

Find out more about plagiarism, and how to avoid it, on the University's website:

<http://www.victoria.ac.nz/home/study/plagiarism.aspx>

14 GENERAL UNIVERSITY STATUTES AND POLICIES

Students should familiarise themselves with the University's policies and statutes, particularly the Assessment Statute, the Personal Courses of Study Statute, the Statute on Student Conduct and any statutes relating to the particular qualifications being studied; see the Victoria University Calendar available in hardcopy or under "about Victoria" on the Victoria homepage at:

http://www.victoria.ac.nz/home/about_victoria/calendar_intro.html

Information on the following topics is available electronically under "Course Outline General Information" at:

<http://www.victoria.ac.nz/home/about/newspubs/universitypubs.aspx#general>

- Academic Grievances
- Student and Staff Conduct
- Meeting the Needs of Students with Impairments
- Student Support.

15 WITHDRAWAL DETAILS

Have you changed your mind about the courses you want to do this trimester? If you do not withdraw from a course in time, you will receive a fail grade. A fail grade stays permanently on your academic record. You can avoid the fail grade by withdrawing properly from courses before it is too late!

It is not enough just to stop attending lectures and tutorials, or to tell your lecturer or school administrator. You must complete a change of course form, available from your Faculty, Student and Academic Services Office, and submit it by the following deadlines.

First Trimester Courses, February to June 2008

No addition of first trimester courses permitted after Friday, 7 March 2008.

Withdraw before **Friday, 7 March 2008** and you will get a full refund of fees.

Full-Year Courses, March to October 2008

No addition of full-year courses permitted after Friday, 21 March 2008.

Withdraw before **Friday, 7 March 2008** and you will get a full refund of fees.