



Te Kawa a Māui

MAOR 213

Te Kawa o Te Marae
Marae Etiquette and
Protocols

Trimester Two
2008

IMPORTANT

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

MAOR 213

Te Kawa o Te Marae – Marae Etiquette and Protocols Course Outline 2008

Nau mai e tama, nau mai e hine, kia areare ōu taringa ki ngā kōrero a te riro tītapu o raurangi, kia kaitokomauri tōu puku ki ngā kupu a ngā ihoiho o Tuawhakarere.

1 KO NGĀ WHAKAHAERE Course Administration

Ko te Pūkenga

Tonga Karena

Room 210, 50 Kelburn Parade
Telephone 463 5444
Email: Tonga.Karena@vuw.ac.nz

Haora Wātea

Office Hours

Tuesday 11:00 am – 12:00 am

Rā Ako

Class Times

Tuesday 1:10 pm – 3:00 pm

Thursday 1:10 pm – 3:00 pm

Lectures are held in Te Tumu Herenga Waka Marae, MR101.

All notices, grades and course information will be posted on the notice boards at 48 Kelburn Parade and 50 Kelburn Parade.

2 TE PAE TATA Course Aims and Objectives

2.1 Te Pae Tata/Course Aims

This course examines Māori rituals and customs, which govern the processes and functions of the marae.

2.2 Te Pae Tawhiti/Course Objectives

This course studies kawa, etiquette and protocols, of the local tribes of the Wellington region namely Te Ati Awa, Ngāti Toa and Ngāti Raukawa. The paper will also encourage comparative study of the kawa of Te Herenga Waka, and other iwi. By the end of this course students will have an understanding of:

- the kawa of the tangata whenua of the Wellington region
- the kawa of Te Herenga Waka
- the rituals of tangihanga, hura kohatu, kawē mate, takahi whare, and hahunga
- the various roles pertaining to the rituals of encounter, karanga, whaikōrero and koha.

3 KO NGA PUKAPUKA Course Texts

- 3.1 Students are required to purchase the MAOR 213 Course Reader, *Te Kawa o Te Marae, Marae Etiquette and Protocols*, from the Student Notes Distribution Centre, Student Union Building. The Course Reader contains readings necessary for the course and should be brought to each lecture.
- 3.2 Students are required to purchase the Te Kawa a Māui Academic Writing Guide 2007. All work submitted to Te Kawa a Māui must adhere to this guide. This is available from Student Notes Distribution Centre.
- 3.3 Please refer to the notice boards at 50 Kelburn Parade for an updated list of Course Readers available for purchase from the Victoria University Student Notes Distribution Centre.

4 KO NGA MAHI Course Work

4.1 Lectures

MAOR 213 is a second trimester course. You must attend 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

Tuesday	1:10 – 3:00 pm	Te Tumu Herenga Waka Marae
Thursday	1:10 – 3:00 pm	Te Tumu Herenga Waka Marae

There are no additional tutorials for this course.

4.2 Course Workload

MAOR 213 is a 200-level course. You should devote 15 hours per week, inclusive of lecture time, for this course.

5 KO NGĀ TATAURANGA Assessment

- 5.1 This course is 100% internally assessed. The assessment includes two course tests, two essays, one presentation, attendance at the noho marae, and course participation. The assessments are designed to assess your knowledge and understanding of marae protocols and procedures pertaining to the rituals of encounter.

5.2 Course Work

Internal Course Work

100%

Due Date	Assessment	Weighting
Week 3	Essay One	20%
Week 9	Essay Two	20%
Week 12	Class Test	20%
Week 6	Presentation	15%
16 September	Noho Marae, Practicum	15%
On-going	Course Participation	10%

5.3 Essays

40%

You are required to write two essays for this course. Each essay is worth 20% and the length of each essay is **2000 words**. Further information and instruction will be provided in lectures.

Essay One

You are required to write an essay critically examining one practice pertaining to the ritual of encounter. Please select one of the following essay topics:

- karanga
- whaikōrero
- haka pōhiri
- karakia
- manuhiri
- tangata whenua
- waiata.

You must submit **Essay 1 by 5:00 pm on Friday 25 July**. Essays must be posted in the assignment box, Māori Studies, 50 Kelburn Parade. Do not hand assignments to the Course Coordinator or place assignments under the Course Coordinator's door.

Essay Two

You are required to write an essay providing a comparative analysis between the protocols and practices of Te Herenga Waka Marae and those of your own marae.

You must submit **Essay 2 by 5:00 pm on Friday 19 September**. Essays must be posted in the assignment box, Māori Studies, 50 Kelburn Parade. Do not hand assignments to the Course Coordinator or place assignments under the Course Coordinator's door.

5.4 Class Test 20%

The in-course class test is worth 20% of your final mark for the course, and will be held in the normal lecture time in **week 12** on **Tuesday 7 October**. The test will be one hour in duration. You will be tested on various subjects covered during lectures. Further information will be provided closer to the time.

5.5 Student Presentation 15%

You are required to deliver a 10-minute presentation based on Essay One. These presentations will be delivered during normal lecture time in **week 6** of the course.

You must prepare a PowerPoint presentation for this assessment. You need to ensure that you are prepared to give your presentation in the lecture time allocated. Further information will be provided in week 3.

5.6 Noho Marae 15%

Students must attend the noho marae at Te Tumu Herenga Waka, attendance at which is compulsory. The noho Marae is scheduled for the **16-17 September**. The koha for the noho marae is \$15:00 and this can be paid to the Administrator, Māori Studies 50 Kelburn Parade.

MAOR 213 Students are responsible for maintaining the kawa of Te Herenga Waka Marae. These roles include:

- karanga, whaikōrero, waiata, and whakakapi.

If for unforeseen circumstances you are unable to attend the noho marae, you must see the Course Coordinator. Only in exceptional circumstances will absence be accepted. At the Course Coordinator's discretion, you **may** be given the option of submitting an essay in lieu of your absence.

5.7 Course Participation 10%

Student participation in the course will be assessed out of 10%. This assessment will include performance of karakia and waiata in lectures, participation in course discussions, attendance and contribution at the noho marae.

6 KO NGĀ WHIUNGA Penalties

6.1 Penalties

All course assessments must be satisfactorily completed. If you do not complete a piece of assessment, you will not meet course requirements. If you miss an assessment, you must contact the Course Coordinator.

Extensions will only be granted for valid reasons. You **MUST** contact the Course Coordinator only. Work submitted late will be penalised by 5% for each

day. Where students have not informed the Course Coordinator, more severe penalties may be imposed.

It is important to begin work on assignments well in advance of the due date. Lack of planning and organisation is not an extenuating circumstance.

7 KO NGĀ MAHI Course Requirements

7.1 Course Requirements

In order to complete this course students must:

- attend a minimum of 20 of 24 lectures
- attain at least 50% for the course essays
- attain at least 50% for the course test
- attain at least 50% for the course presentation
- attend the noho marae and complete the practicum
- complete all assessments on time.

8 MO TE HUNGA HAUĀ Students with a Disability

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

9 RĀTAKA Course Programme

Week	Date	Lecture	Other Information
1	8 July	Introduction He aha te marae? Organisation of the marae Ngā kaitiaki, roles and functions	Ngā momo hui a te Māori
	10 July	Te Orokōhanga – Māori Genesis	
2	15 July	Rituals of Encounter	
	17 July	Karanga and Whaikōrero	
3	22 July	Te Ati Awa Mana Whenua Te Ika a Māui, (Kawa and Tikanga)	Essay 1 due 5pm Friday, 25 July
	24 July		MAOR 213 Preparation for Presentation assessment
4	29 July	Kawa and Tikanga – Tikanga which may be obsolete	
	31 July	Tangihanga – traditional and modern	

Week	Date	Lecture	Other Information
5	5 August		
	7 August	Koha – Maunga-ā-Ringa – Whakaaro	
6	12 August	Te Tumu Herenga Waka – Te Kawa o te Marae, Ngā Mokopuna Organisation of Te Herenga Waka marae, Budgeting, roles and functions. Kitchen facilities, safety and hygiene	Guest Speakers: THW Marae Staff
	14 August	MAOR 213 Presentations	15%
MID-TRIMESTER BREAK 18 - 31 August			
7	2 September	Preparation for Practicum 1 assessment	MAOR 801/MAOR 213
	4 September	Preparation for Practicum 1 assessment	MAOR 801/MAOR 213
8	9 September	Ngāti Toa Mana Whenua Te Ika a Māui, (Kawa and Tikanga)	
	11 September	Nehunga	
9	16 September	Takahi Whare Noho Marae ki THW	Essay 2 due 5pm Friday, 19 Sept
	18 September	Hāhunga	
10	23 September	Kawe Mate – Tikanga	
	25 September	Hurakōhatu	
11	30 September	Ngāti Raukawa Mana Whenua Te Ika a Māui, (Kawa and Tikanga)	
	2 October	National Library Alexander Turnbull Library	Excursion – All students need to meet outside the National Library at 9:50am
12	7 October	MAOR 213 – Whakamātautau (Class Test)	20%
	9 October	Course Evaluation/He aromatawai i ngā mahi whakaako He whakakapi/Kaitahi	Mauria mai he koha mō te kaitahi

10 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>

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

11 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.

Second Trimester Courses, July to October 2008

No addition of second trimester courses permitted after **Friday, 18 July 2008**.

Withdraw before **Friday, 18 July 2008** and you will get a full refund of fees.

Any student wishing to withdraw from a second trimester course after **Friday, 19 September 2008** will require approval from the Associate Dean.