



Te Kawa a Māui

MAOR 213

Te Kawa o Te Marae Marae Etiquette and Protocols

Trimester 2, 2010 dates
Lectures begin Monday, 12 July
Lectures end Friday, 15 October
Mid-trimester break 23 August-5 September
Study week 18-22 October
Assessment/examination period 22 October-13 November

“He tangata takahi manuhiri, he marae puehu!”

Nau mai e hine, nau mai e tama, kia areare ō taringa ki ngā kōrero a te riro tītapu o raurangi; kia kaitokomauri tōu puku ki ngā kupu a ngā ihoiho o Tuawhakarere; kia matura te hinu o tō rae e whakatinanahia ai e koe a rātou waihotanga. Nau mai rā!

1 KO NGĀ WHAKAHAERE **Course Organisation**

Ko te Pūkenga **Course Coordinator**

Te Ripowai Higgins
Room 202, 46 Kelburn Parade
Telephone 463 5473
Email teripowai.higgins@vuw.ac.nz

Hāora Wātea **Office Hour**

Monday 3:10-4:10pm

Ngā Kaimahi o Te Marae **Marae Personnel**

Matu Stevens
Tu Temara
Te Ati Teepa
Kathy Samuel ‘Grandma’
Maryjane Waru

Class Times

Lectures

Tuesday and Thursday 1:10-3:00pm
Te Tumu Herenga Waka (Wharenuī)
and Ngā Mokopuna (Wharekai)
Te Herenga Waka Marae

Practicum

You are required to pay a \$15 koha to cover the cost for practicum work done in this course. Please pay this to the Māori Studies Office at 50 Kelburn Parade

Class Representative

The MAOR 213 class representative is a channel through which VUWSA can liaise with the Course Coordinator on behalf of students. The class representative will be elected at the first lecture. That person’s name and contact details will be given to VUWSA, the Course Coordinator and the class.

Additional Information

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

All work for this internally assessed course is scheduled to be completed by 15 October 2010. Only in the case of individual extensions will commitments for MAOR 213 extend into the study week assessment/examination period.

2 KO NGĀ WHĀINGA Course Content and Learning Objectives

2.1 Summary of Course Content

This course examines Māori rituals and customs, which govern the processes and functions of the marae. This is a practical course that will develop students' understanding of the operations of the marae and the language associated with it. It will also analyse tikanga Māori comparable to other 200 level courses.

2.2 Learning Objectives

Students on completion of this course will:

- have learnt the kawa of Te Herenga Waka marae and the local tribes of the Wellington area namely Te Ātiawa, Ngāti Toa and Ngāti Raukawa
- have a better understanding of the customs, concepts and spiritual aspects of the marae
- be able to use the appropriate language of the marae
- be able to operate, plan and manage a hui on a marae – both front and back
- be able to organise budgets, menus and purchase food for a hui
- be able to utilise all the equipment of Te Herenga Waka Marae
- be able to recognise and understand other Māori customs pertaining to the marae.

2.3 Provisional Lecture Schedule

The lecture schedule below is subject to change. The Course Coordinator will notify you of any changes to the programme with as much warning as possible.

Week	Day/Date	Lecture	Lecture Topic	Other Information
1				
	T 13 Jul	1	Introduction He aha te marae?	Ka'ai, Moorefield, Reilly, Mosley (ed), 2004. <i>Ki te whaiao: An introduction to Māori culture and society.</i> pp.73-82.
	Th 15 Jul	2	Te Wero!	
2				
	T 20 Jul	3	Hui: review and reflect	Group assessment.
	Th 22 Jul	4	Kitchen facilities, safety and hygiene Mahinga kai: poke paraoa	Waiata ngahau mō te kai!
3	Te Wiki o Te Reo Māori			
	T 27 Jul	5	Kawa and tikanga	Ako waiata tawhito.
	Th 29 Jul	6	Organisation of a marae Traditional and contemporary Ngā kaitiaki, roles and functions	

Week	Day/Date	Lecture	Lecture Topic	Other Information
4				
	T 3 Aug	7	Te Herenga Waka Marae Pōhiri for Chinese student delegation	Waiata ngahau mō te kai!
	Th 5 Aug	8	Rituals of encounter Karanga, Whaikōrero	Ako: karanga / whaikōrero. Salmond, A. <i>Hui</i> . pp. 147-156. ed King, M. Language and Protocol of the Marae. In <i>Te Ao Hurihuri</i> . Pp. 137-141.
5				
	T 10 Aug	9	Mihimihi, kōrero kaupapa, karakia, waiata	Group assessment.
	Th 12 Aug	10	Practicum 1	Assessment worth 25%.
6				
	T 17 Aug	11	Review of assessment Koha, utu and whakaaro	Ako: waiata tawhito.
	Th 19 Aug	12	Lecturer's kaupapa	Submit diary, due 5:00pm.
Mid-Trimester Break: 23 August-5 September 2010				
7				
	T 7 Sep	13	Ahikā, tāngata whenua, whānau, hapū, iwi, waka	Guest lecturer.
	Th 9 Sep	14	Tribal – urban marae	Guest lecturer.
8				
	T 14 Sep	15	Ngā momo hui a te Māori – eg, hui tangata ora, hui tangata mate – tono / kawemate	Essay worth 20%, due 5:00pm.
	Th 16 Sep	16	Lecturer's kaupapa	Ka'ai, Moorfield, Reilly, Mosley (ed), 2004. <i>Ki te whaiao: An introduction to Māori culture and society</i> . pp.50-59.
9				
	T 21 Sep	17	Te whenua – Papatūānuku	Fieldtrip – Guest lecturer.
	Th 23 Sep	18	Mahinga kai – Tane Māhuta, traditional and modern kai	

Week	Day/Date	Lecture	Lecture Topic	Other Information
10				
	T 28 Sep	19	Mahinga kai – Tangaroa, traditional and modern kai	Fieldtrip – Guest lecturer.
	Th 30 Sep	20	Ngā mahi toi – arts	Guest lecturer.
11				
	T 5 Oct	21	Ngā mahi a Rehia performing arts	
	Th 7 Oct	22	Tane Māhuta – Rongoa	Guest lecturer.
12				
	T 12 Oct	23	Practicum 2	Assessment worth 25%.
	Th 14 Oct	24	Review of assessment and programme	Submit journal worth 30%.

3 KO NGĀ MAHI Course Work

3.1 Lectures

MAOR 213 is a second trimester course held twice weekly. As this is a practical course some lectures will be held in Ngā Mokopuna, and some in Te Tumu Herenga Waka. You must attend 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

Lectures are held on Tuesday and Thursday from 1:10-3:00pm at Te Herenga Waka Marae.

There are no additional tutorials for this course. Students are however encouraged to utilise the Office Hour with Course Coordinator on Mondays at 3:10-4:10pm for individual or group work support. Early planning and organisation for Practicum Assessments is highly recommended. Please note that all Marae staff are always available to give support and advice.

3.2 Expected Workload

MAOR 213 is a 200-level course worth 20 points, and as such you should allow 13 hours per week, inclusive of lecture time, for this course.

4 KO NGĀ PUKAPUKA Essential Texts

4.1 Course Reader

Students are required to purchase the MAOR 213 Course Reader, *Te Tū Marae/Marae Practice*, 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.

4.2 Academic Writing Guide

Students are required to have a copy of the *Te Kawa a Māui Academic Writing Guide, 2007 Edition*. Wellington: Victoria University Student Notes Distribution Centre. (NB: Earlier editions are not adequate.)

4.3 Obtaining Student Notes

For the first two weeks of trimester all undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two all undergraduate textbooks will be sold from vicbooks and student notes from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

Students can order textbooks and student notes online at www.vicbooks.co.nz or can email an order or enquiry to enquiries@vicbooks.co.nz. Books can be couriered to customers or they can be picked up from nominated collection points at each campus. Students will be contacted when they are available.

Opening hours are 8:00am-6:00pm, Monday-Friday during term time (closing at 5:00pm in the holidays), telephone: 463 5515.

At the start of the trimester please refer to the noticeboards at 48 and 50 Kelburn Parade for an updated list of available Course Readers.

5 KO NGĀ TATAURANGA Assessment Requirements

5.1 Submission of Course Work

All work for this course MUST be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade by 5:00pm on the due date. All assignments are registered in the Māori Studies Office. DO NOT hand work to the Course Coordinator or leave assignments under the Coordinator's door. Please keep a copy of your work.

Your written work must adhere to the *Te Kawa a Māui* conventions for essay writing contained in the *Te Kawa a Māui Academic Writing Guide 2007 edition*. These guidelines include information about the requirements for the cover sheet, the formatting of assignments, the presentation of the bibliography, and advice on the avoidance of plagiarism. Assignments for MAOR 213 are required to use the Harvard referencing system.

5.2 Assessment Tasks

This course is internally assessed, i.e. there is no final examination. The assessments are designed to evaluate students' understanding of the concepts and practices associated with the marae, and their competency in the operation of the marae. This includes two practicum assessments, one essay, and one reflective journal.

General information about all the components of the course assessment is contained in this course outline. Further details about assessment will be

explained on the assignment sheets and in lectures. If you are unsure about any assessment requirement, please contact the Course Coordinator.

The final grade for MAOR 213 will be determined by:

Internal Coursework	100%
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5.3 Assessment Schedule

Practicum 1	25%	12 August
Essay	20%	14 September
Practicum 2	25%	12 October
Journal	30%	14 October

5.4 Practicum Assessments **50% (25% each)**

Practicum 1 – the first hui will take place on 12 August. You will take the role of tangata whenua and paeārahi.

Practicum 2 – the second hui will take place on 12 October when you will host invited manuhiri from the community. You will act as tangata whenua (mua and muri).

Note: The practicum assessment will consist of group work leading to an individual mark. Marae are not organised or run by any single person, but rather by a collective made up of the hapū and whānau. This, therefore, is the most appropriate form of assessment for this course. Further details will be provided during lectures.

5.5 Essay **20%**

In no more than 2,000 words, complete a comparative study of your own marae, or a marae of your choice with Te Herenga Waka Marae. You will need to examine the historical origins of the hapū/people, and analyse the tikanga/kawa of each marae. Explain what changes, if any, has occurred including the impact of urbanisation/globalisation on the people of the marae and their practices.

5.6 Journal **30%**

Students will reflect on their learning in each class by making entries into a journal. There will be an expectation that students will make a weekly entry. Please note, you will be expected to record information and knowledge that you have learnt in lectures and practical classes, including all planning notes, budgets, etc, and finally will reflect on your understanding of tikanga. It is not wise to leave this assignment for the last week to make entries as it will be noted when students fail to make their diary entries. To ensure students keep up to date with their journal, you will be expected to submit your diary entries prior to the mid-trimester break (Wednesday, 19 August). Pictures, drawings, photographs and other materials may be included in your Marae Practice diary.

5.7 Policy on Accommodation for Students with Disabilities

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.

6 KO NGĀ WHIUNGA Penalties

Extensions for internal assessments will be granted only when there are extenuating circumstances, such as illness or bereavement. **Pressure of work for other courses or from work outside the University is not regarded as an extenuating circumstance.** To be considered for an extension, you **MUST** contact the Course Coordinator before the due date, or in the event of an emergency, as soon as possible. Work submitted late will be penalised by 5% for each day, including weekend days. 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, and to discuss any difficulties you may experience with Course Coordinator as soon as they arise.**

7 KO NGĀ MAHI Mandatory Course Requirements

In order to complete this course students must:

- attend a minimum of 20 of 24 lectures (except where Course Coordinator's permission is granted)
- attend and complete all practical assessments, and attain at least 50% for each assessment hui
- complete all written assessments by the due date, and attain at least 50% for each written assessment
- participate in class.

8 ACADEMIC INTEGRITY AND PLAGIARISM

Academic integrity means that university staff and students, in their teaching and learning are expected to treat others honestly, fairly and with respect at all times. It is not acceptable to mistreat academic, intellectual or creative work that has been done by other people by representing it as your own original work.

Academic integrity is important because it is the core value on which the University's learning, teaching and research activities are based. Victoria University's reputation for academic integrity adds value to your qualification.

The University defines plagiarism as presenting someone else's work as if it were your own, whether you mean to or not. 'Someone else's work' means anything that is not your own idea. Even if it is presented in your own style, you must acknowledge your sources fully and appropriately. This includes:

- material from books, journals or any other printed source
- the work of other students or staff
- information from the internet
- software programs and other electronic material
- designs and ideas
- the organisation or structuring of any such material.

Find out more about plagiarism, how to avoid it and penalties, on the University's website: <http://www.victoria.ac.nz/home/study/plagiarism.aspx>

9 GENERAL UNIVERSITY POLICIES AND STATUTES

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 or go to the Academic Policy and Student Policy sections on:

<http://www.victoria.ac.nz/home/about/policy>

The AVC(Academic) website also provides information for students in a number of areas including academic grievances, student and staff conduct, meeting the needs of students with impairments, and student support/VUWSA student advocates. This website can be accessed at:

http://www.victoria.ac.nz/home/about_victoria/avcacademic/Publications.aspx

10 WITHDRAWAL DATES

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 course add/drop form, available from your Faculty, Student and Academic Services Office, and submit it by the due date.

Further information on withdrawals and refunds may be found at <http://www.victoria.ac.nz/home/admisenrol/payments/withdrawalsrefunds.aspx>