



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



**VICTORIA**  
UNIVERSITY OF WELLINGTON

**Te Kawa a Māui**

Faculty of Humanities and Social Sciences

# MAOR 213

## Te Kawa o Te Marae Marae Etiquette and Protocols

Course Reference Number (CRN): 9177

Course Value: 20 points

Trimester 1 2014



**“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 maturu te hinu o tō rae e whakatinanahia ai e koe a rātou waihotanga. Nau mai rā!*

## **1 IMPORTANT DATES**

<b>Trimester dates</b>	3 March to 2 July
<b>Teaching dates</b>	3 March to 6 June
<b>Easter/mid-trimester break</b>	18 April to 4 May
<b>Last assessment item due</b>	3 June
<b>Withdrawal dates</b>	Refer to <a href="http://www.victoria.ac.nz/students/study/withdrawals-refunds">www.victoria.ac.nz/students/study/withdrawals-refunds</a>
<b>Aegrotats</b>	If you cannot complete an assignment or sit a test or examination, refer to <a href="http://www.victoria.ac.nz/students/study/exams/aegrotats">www.victoria.ac.nz/students/study/exams/aegrotats</a> .

## **2 CLASS TIMES AND LOCATIONS**

<b>Class Times</b>	Tuesday and Thursday, 1:10-3:00pm
<b>Venue</b>	Te Tumu Herenga Waka (MR101)

Other venues may be used where appropriate. Sufficient notice of any venue changes will be given.

## **3 NAMES AND CONTACT DETAILS**

<b>Ko ngā Pūkenga</b>	Mike Ross Rūma 212, 50 Kelburn Parade Wāea 463 5468 Īmēra <a href="mailto:mike.ross@vuw.ac.nz">mike.ross@vuw.ac.nz</a>
	Awanui Te Huia Rūma 204, 48 Kelburn Parade Wāea 463 6733 Īmēra <a href="mailto:awanui.tehuia@vuw.ac.nz">awanui.tehuia@vuw.ac.nz</a>
<b>Hāora Wātea</b>	By appointment
<b>Ngā Kaimahi o Te Marae</b>	Jamee Maaka Kathy Samuel Monoa Taepa Pei Tamiana

**Ko te Kaiāwhina**

Ani Eparaima  
Rūma 211, 50 Kelburn Parade  
Wāea 463 5469

**Class Representative**

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture of the course.

Additional course information will be posted on the course Blackboard site or emailed to students as appropriate.

All work for this course is scheduled to be completed by 6 June. Only in the case of individual extensions will commitments for MAOR 213 extend into the study week – assessment/examination period.

**4 KO NGĀ WHĀINGA****4.1 Course Prescription and Summary of Course Content**

This course examines the Māori rituals and customs that govern the processes and functions of the marae. It examines the theoretical and practical application of kawa (protocols) of the marae, in both a traditional and contemporary context. As this course is co-taught with the MAOR 801 class, reading and research supplementary to that for MAOR 801 is required to complete the written assignments.

**4.2 Course Learning Objectives (CLOs)**

Students who pass this course should be able to:

- 1 explain the kawa of Te Herenga Waka Marae and the local tribes of the Wellington area namely, Te Ātiawa, Ngāti Toa and Ngāti Raukawa
- 2 know the customs, concepts and spiritual aspects of the marae
- 3 use the appropriate language of the marae
- 4 operate, plan and manage a hui on a marae - both front and back
- 5 prepare budgets, menus and purchase food for a hui
- 6 utilise the equipment of Te Herenga Waka Marae, and
- 7 recognise and respond to breaches of kawa at Te Herenga Waka Marae.

## 5 KO NGĀ MAHI

MAOR 213 is a practical course with two 2-hour classes per week in Te Tumu Herenga Waka as well as Ngā Mokopuna. You must attend 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

While the lecture topics are prescribed, the actual 'lectures' will consist of a series of wānanga (group discussions and debates). All students are expected to actively participate.

There are no additional tutorials for this course. Students are encouraged to contact the Course Coordinator or the Course Assistant for individual or group work support. Early planning and organisation for practicum assessments is highly recommended. Please note that Marae staff are always available to give support and advice.

## 6 MANDATORY COURSE REQUIREMENTS AND EXPECTED WORKLOAD

### 6.1 Mandatory Course Requirements

In addition to achieving an overall pass mark of 50%, students must:

- attend a minimum of 20 of 24 lectures (except where the Course Coordinator's permission is granted)
- attend and complete all practical assessments, and attain at least 40% for each assessment hui
- complete all written assessments by the due date, and attain at least 40% for each written assessment, and
- to fulfil 20-hours of kaiārahi/manaaki tangata at the marae.

### 6.2 Workload

The standard Faculty workload for a 20 point course applies, i.e. 200 hours in total, or 13 hours per week (inclusive of lectures).

Each week, the remaining 9 non-contact hours should be spent on:

- revising material from lectures
- completing journal entries
- reading pānui in preparation for class wananga
- fulfilling 20-hours of kaiārahi/manaaki tangata at the marae
- completing your essay
- preparation for practicum assessments as a team, and
- personal preparation of whaikōrero/karanga, waiata, karakia.

## 7 ASSESSMENT

### 7.1 Assessment Requirements

MAOR 213 is fully 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 three practicum assessments, a reflective journal and a requirement to fulfil 20 hours of 'work' at the marae.

It is highly recommended that students take the opportunity to seek guidance and support from the Marae staff and/or helping to manaaki manuhiri and other marae-based activities: either in the 'front' or the 'back'. The Marae hosts many hui and you are able to 'work' some of your hours during these and will be 'signed-off' by the supervising staff. Others may choose to 'work' their hours off at the Hui Whakapūmau and May graduation ceremonies at the Michael Fowler Centre.

More specific 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 classes. If you are unsure about any assessment requirement, please contact the Course Coordinator.

### 7.2 Assessment Schedule

Assessment	Due Date	Value	CLOs
Practicum 1	In lecture, 1 April	20%	3, 4, 5, 6, 7
Journal	By 4:30pm on 17 April and 3 June	10%	1, 2, 3, 4, 5, 6, 7
Essay	By 4:30pm on 16 May	10%	1, 2, 7
Practicum 2	In lecture, 8 May	20%	3, 4, 5, 6, 7
Practicum 3	In lecture, 3 June	20%	3, 4, 5, 6, 7
Practicum Hours	Ongoing	20%	1, 2, 3, 4, 5, 6, 7

### 7.3 Practicum Assessments

**60% (20% each)**

In the first week, students will be assigned a work group for the duration of the course. Each group will take turns fulfilling the different roles in the organisation and execution of a hui for which they will be assessed. Groups will be assigned an area of responsibility: pōhiri – tangata whenua (mua), tangata whenua (muri), and manuhiri. Students will need to be proactive in organising themselves outside of class hours, as these assessments require a lot of teamwork and effort.

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.

### 7.4 Journal

**10% (5% for each submission)**

Students will reflect on their learning in each class by making entries in a journal. There is an expectation that students 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 planning notes, budgets, etc, and you should also reflect on your understanding of tikanga. Additionally, you will be required to make a short summary for each of the weekly course readings – see the lecture schedule for a complete list.

Do not leave this assignment for the last week. It will be noted when students fail to make their journal entries. To ensure students keep up to date with their journal, you will be expected to submit your journal entries prior to the mid-trimester break on **Thursday 17 April** and on **Tuesday 3 June**. Pictures, drawings, photographs and other materials may be included in your marae etiquette and protocols journal.

#### **7.5 Essay 10%**

Students will complete a comparative study of their own marae or a marae of their own choosing with Te Herenga Waka Marae. You will need to examine the historical origins of the hapū/people, and describe and analyse the tikanga/kawa of each marae. Explain what changes, if any, have occurred including the impact of urbanisation/globalisation on the people of the marae and their practices.

The word length for this assignment is 1500 words. **DUE: 16 May.**

#### **7.6 Practicum Hours 20%**

Students are required to fulfil 20-hours of kaiārahi/manaaki tangata at the marae any time during the course. These hours give students the opportunity to learn through active participation in a real marae situation, hosting manuhiri. All hui and events are publicly displayed and announced in class or at lunch break in the dining room. Students can then select the hui or event they wish to contribute and learn from.

Each student is required to spend:

- 5 hours out the 'front' for pōhiri ceremonies to perform, observe and critique the rituals of encounter, and supporting the paepae with waiata and haka pōhiri.
- 10 hours at the 'back' in the wharekai (Ngā Mokopuna) helping with preparation, and setting and serving of food under the supervision and direction of assigned marae personnel.
- 5 hours participating in the May graduation ceremonies, which may include performing the haka pōhiri under the guidance of the marae personnel.
- These hours must be logged on the timesheet handed out in class and signed off by the 'supervisory' marae personnel. The course assistant will regularly check these timesheets to ensure that students are on-target for completion.

#### **7.7 Submission and Return of 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 Course Coordinator or leave assignments under the Coordinator's door. Please keep a copy of your work.

You are required to use the standard cover sheet for Te Kawa a Māui assignments. Hard copies of this are available by the Assignment Box.

Where possible, marked work will be returned to students in class. If a student is absent, or if work is returned in non-teaching periods, students will be notified of its availability via Blackboard, and it can be collected from the School Office at 50 Kelburn Parade. Students can collect their marked work Monday to Friday between the hours of 9:00am – 1:00pm only. Work cannot be given back outside of these times.

The Course Coordinator endeavours to have work marked and returned within two weeks of its submission.

## 7.8 Extensions and 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 the Course Coordinator as soon as they arise.

## 7.9 Non-Assessed Tasks

As part of your learning experience in tikanga marae, you are expected to gain practical skills in protocol and oral traditions. These include karakia, mihi whakatau, and waiata. Students will take turns to perform these duties at the beginning of each class, and also conclude with karakia.

# 8 SET TEXT AND RECOMMENDED READING

## 8.1 Course Reader

Te Kawa a Māui, 2014. *Te Tū Marae / Marae Practice*. The Course Reader is available for purchase from vicbooks and should be brought to each class.

## 8.2 Academic Writing Guide

Students will be required to make their written work conform to the standards for referencing set out in:

Te Kawa a Māui. *Te Ara Poutama*. Wellington: Victoria University. You can download your own copy of this writing guide from the School's website.



## 9 LECTURE SCHEDULE

Please note that the lecture schedule below is subject to change, particularly in relation to guest lectures. The Course Coordinator will notify you of any changes to the programme with as much warning as possible.

Wiki	Tūrei	Tāite	Pānui / Other Kaupapa
1	Karakia, mihi whakatau, waiata, whakawhanaunga, class organisation, brief history of Te Herenga Waka Marae	Te Wero!	Email, class groups, journals Māori Studies Department, n.d. <i>Te Herenga Waka Marae</i> .
2	Review and reflections	Planning a hui	Moko Mead, Hirini, 2003. <i>Te Marae: The Ceremonial Courtyard</i> .
3	Budgeting, financial management, kitchen facilities, safety and hygiene	Practical kitchen experience	Higgins, Rawinia and John C. Moorfield, 2003. "Ngā Tikanga o te Marae", in <i>Ki Te Whaiao: An Introduction to Māori Culture and Society</i> .
4	Tikanga and kawa of pōhiri	Whaikōrero and karanga. The use of te reo Māori in pōhiri	Rewi, Poia, 2010. <i>Whaikōrero: The World of Māori Oratory</i> .
5	<b>Practicum 1</b>	Review and reflections Contemporary concerns for Māori 1	McIntosh, Tracey, 2005. <i>Māori Identity: Fixed, Fluid, Forced</i> .
6	Relationships and identity	Values and tikanga	Karetu, Sam, 1978. <i>Kawa in Crisis</i> .
7	Hui mate	Hui ora	<b>Journal due</b>
8	Ngā mahi a Rehia	<b>Practicum 2</b>	Haka Pōhiri
9	Graduation ceremony	Hui Whakapūmau	<b>Essay due</b>
10	Review and reflections Contemporary concerns for Māori 2	The use of tikanga outside of marae settings	Durie, Mason, 2001. <i>Mauri Tū: Encounters and Domains – Towards a Māori psychology</i> .
11	Kaitiakitanga	Matariki (Ngā tātai whetu)	
12	<b>Practicum 3</b>	Poroporoaki	<b>Journal due</b>

## 10 STUDENT FEEDBACK

Feedback is important to ensure this course contains information of relevance to our students. Enhancements made to this course, based on the feedback of previous students, will be covered during the trimester. In addition, a Centre for Academic Development course evaluation will be conducted that allows students to give feedback on an anonymous basis.

Student feedback on this and other Victoria courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

## 11 OTHER IMPORTANT INFORMATION

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

### **Academic Integrity and Plagiarism**

[www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)

### **Aegrotats**

[www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)

### **Academic Progress**

[www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress)  
(including restrictions and non-engagement)

### **Dates and deadlines**

[www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)

### **FHSS Student and Academic Services Office**

[www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)

### **Grades**

[www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)

### **Māori at Victoria**

[www.victoria.ac.nz/tautoko](http://www.victoria.ac.nz/tautoko)

### **Resolving academic issues**

[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)

### **Special passes**

[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)

### **Statutes and policies including the Student Conduct Statute**

[www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)

### **Student support**

[www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)

### **Students with disabilities**

[www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)

### **Student Charter**

[www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)

### **Student Contract**

[www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)

### **Subject Librarians**

<http://library.victoria.ac.nz/library/resources/subjectcontacts.html>

### **Turnitin**

[www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)

### **University structure**

[www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)

### **VUWSA**

[www.vuwsa.org.nz](http://www.vuwsa.org.nz)