



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 804

Whakakokoi Mātauranga Academic Study Skills

Course Reference Number (CRN): 6377

Course Value: 9 points

Trimester 1 and 2 2014

1 IMPORTANT DATES

Trimester dates	3 March to 16 November
Teaching dates	3 March to 17 October
Easter/mid-trimester break	18 April to 4 May
Mid-year break	3-13 July
Mid-trimester break	25 August to 7 September
Last assessment item due	9 October
Withdrawal dates	Refer to www.victoria.ac.nz/students/study/withdrawals-refunds
Aegrotats	If you cannot complete an assignment or sit a test or examination, refer to www.victoria.ac.nz/students/study/exams/aegrotats

2 KO TE KAIWHAKAAKO

Ko te Pūkenga Course Coordinator	Everard Halbert Telephone 027 563 8104 Email everard.halbert@vuw.ac.nz
Office Hours	By appointment only
Lectures Trimester 1 and 2	Tuesday, 9:00-10:50am in Te Ahumairangi Seminar Room Room 101, 48 Kelburn Parade and Thursday, 9:00-10:50am in KK 202, Kirk Building
Ko te Kaituruki Tutor	Ani Eparaima Room 211, 50 Kelburn Parade Telephone 463 5469
Office Hours	tbc
Tutorials Trimester 1 and 2	Wednesday, 1:10-2:00pm Room tbc and Friday, 9:00-9:50am in Te Ahumairangi Seminar Room Room 101, 48 Kelburn Parade

Class Representative

A class representative will be elected at the start of the course. Contact details will be made available through Blackboard. The class representative will liaise between the students and the Course Coordinator as necessary.

Blackboard

The course is supported by Blackboard. Students will be taught how to access and navigate around this site and will be referred to it often for important course information and assessment.

3 KO NGĀ WHĀINGA ME NGĀ HUA**3.1 Course Prescription**

This course focuses on writing skills, note taking techniques, essay writing skills, exam requirements, processes and procedures, use of libraries, library information and technology, presentation of work, some study techniques and an introduction to Victoria University and the School of Māori Studies.

3.2 Course Learning Objectives (CLOs)

MAOR 804 is a compulsory component of the Tohu Māoritanga/Diploma of Māoritanga. The aim of this course is to support Tohu students to be effective and successful in their academic study.

Students who pass this course should be able to:

- 1 demonstrate effective study, communication, and examination techniques
- 2 read academically and demonstrate the ability to self-reflect
- 3 recognise key research processes and demonstrate academic writing ability
- 4 demonstrate competency in the use of relevant educational technology, and
- 5 critically analyse texts and theories in order to articulate an argument.

Student performance against each of the five key course objectives will be measured using a range of assessment tools.

4 KO NGĀ RAUEMI**4.1 Set Text**

There is no set text for MAOR 804. Course readings will be posted on Blackboard. Other course resources will be distributed in lectures and tutorials along with being made available on Blackboard. Students are required to purchase a folder or binder to organise and hold course materials.

4.2 Academic Writing Guide

Te Kawa a Māui. *Te Ara Poutama*. Wellington: Victoria University. This guide is available as a **free download** from the MAOR 804 Blackboard site, and needs to be followed for all written assignments for Te Kawa a Māui courses.

5 KO NGĀ MAHI

MAOR 804 is a full-year course that meets twice per week. Lectures are held on Tuesdays and Thursdays. Students must attend a minimum of 90% of the lectures to meet the mandatory course requirements.

Tutorials will be arranged in Week 2 and will begin in Week 3. Students must attend two tutorials a week, and must also attend a minimum of 90% of the tutorials to meet the mandatory course requirements.

MAOR 804 is worth nine points towards the Tohu Māoritanga. As such, the standard Faculty workload for a 9 point course applies, i.e. 90 hours in total, spread over the teaching weeks and the mid-trimester breaks, i.e. about 7.5 hours per week (inclusive of lectures and tutorials).

6 KO NGĀ TATAURANGA

This course is 100% internally assessed. The final grade will be determined by:

Assessment	Due date	Value	CLOs
Yearly planner and weekly plans	13 March, 3 April, 8 May, 29 May	25%	1
Vision board, mission statement, and support plan	27 March	10%	1, 2
Essay plan	10 April	10%	2, 3
Research plan	22 May	10%	2, 3
Summarising/paraphrasing	5 June	10%	2, 3, 5
Essay (1500 words)	14 August	20%	2, 3, 5
Group production	9 October	15%	4

All assessments are designed to scaffold the learning process and skill acquisition. It is important that assignments and tasks be completed in sequence. Further details about the assessment tasks will be provided in class. However, an overview is provided below.

Assessment Requirements

6.1 Yearly Planner and Weekly Plans 25%

The 'yearly planner' sets out your assessments for the year for every course you are taking. It will include other relevant information such as mid-trimester breaks and exam periods. The 'weekly plans' will use the information on the 'yearly planner' to work backwards from assessments and plan what you need to do each week. It is your responsibility to buy a folder and hand in your work by the due date.

Due: 13 March, 3 April, 8 May, 29 May.

6.2 Vision Board, Mission Statement, and Support Plan 10%

Students must present a 'vision board' (A3 size) that shows in picture format their values and goals for the future. A personal mission statement must be memorised and presented in class without notes. A support plan must be handed in that shows support people with contact details that the student can call on – including contacts internal and external to the University. The support plan must also contain 2-5 paragraphs of how that support will happen from two of those contacts – one from a University contact person and one from an external contact person.

Due: 4:30pm, 27 March.

6.3 Essay Plan 10%

Students are required to submit their plan for one essay. Planning for essays is part of the essay writing process. This assignment is designed to ensure students learn to effectively plan before writing.

Due: 4:30pm, 10 April.

6.4 Research Plan 10%

The research plan provides students an opportunity to design and coordinate the research necessary to complete the first essay assignment. This plan will help students conduct research both efficiently and effectively while also helping them learn to access the expertise of research librarians.

Due: 4:30pm, 22 May.

6.5 Summarising and Paraphrasing 10%

The ability to summarise an article and paraphrase are key aspects of reading and writing skills. As part of the assessment, students will complete a test that requires them to read a short academic passage and then summarise and paraphrase the passage.

Due: 5 June.

6.6 Essay 20%

Students are required to submit a completed 1500 word essay based on the essay plans submitted earlier in the course. The essays will be marked and returned with feedback on how to improve the essays. Essays are expected to conform with the standards for referencing as set out in *Te Ara Poutama*.

Essays must be submitted digitally through Blackboard no later than the time specified on the due date detailed below. **Note that e-mail submissions will not be accepted unless through prior approval by the Course Coordinator.**

Due: 4:30pm, 14 August.

6.7 Group Production

15%

Students will be put into groups of 4-7 students. You will put together a DVD movie of 10-15 minutes long. The subject for the movie will be given to you closer to the date.

Although this is a group-based task, each student will be awarded an individual grade. The University recognises that group work, when used appropriately, can be a valuable teaching strategy that contributes to students' learning and the development of communication and team work skills.

Due: 4:30pm, 9 October.

6.8 Submission and Return of Course Work

All work submitted 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 Course 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 KO NGĀ WHIUNGA

Work submitted after the due date will be penalised by 5% for each day that it is late, in accordance with Te Kawa a Māui policy. It is important to begin work on assignments well in advance of the due date.

8 MANDATORY COURSE REQUIREMENTS

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

- attend a minimum of 90% of the lectures
- attend a minimum of 90% of the tutorials, and
- submit all assessments.

9 KO TE MAHERE MAHI

This is an outline of the lecture content. Students are invited to provide their input and feedback to the Course Coordinator throughout the course.

Trimester 1			
Week	Dates	Topics	Assessments
1	4 March 6 March	Introduction to course planning, time management, and note taking	
2	11 March 13 March	Vision, mission, support	Yearly planner and weekly plans (13 March)
3	18 March 20 March	Introduction to academic writing, analysing the question and reo support	
4	25 March 27 March	Essay structure I and essay plan	Vision board, mission statement, and support plan (27 Mar)
5	1 April 3 April	Referencing I	Yearly planner and weekly plans (3 April)
6	8 April 10 April	Critical thinking	Essay Plan (10 April)
7	15 April 17 April	Research I and reo support	
EASTER/MID-BREAK: 18 April – 4 May			
8	6 May 8 May	Argument development essay writing process	Yearly planner and weekly plans (8 May)
9	13 May 15 May	Reading SQ3R method, summarising and paraphrasing	
10	20 May 22 May	Revising and editing I	Research plan (22 May)
11	27 May 29 May	Goal setting and reo support	Yearly planner and weekly plans (29 May)
12	3 June 5 June	Review	Summarising (5 June)
Trimester 2			
1	15 July 17 July	Note taking II and essay structure II	
2	22 July 24 July	Strong writing and grammar, research II, and reo support	
3	29 July 31 July	Topic sentence and paragraphs	
4	5 August 7 August	Linking words, referencing II	
5	12 August 14 August	Revising, editing II, and reo support	Essay (14 Aug)
6	19 August 21 August	Your challenges	

MID-TRIMESTER BREAK: 25 August – 7 September			
7	9 September 11 September	Self-reflection, challenging your own assumptions, and reo support	
8	16 September 18 September	Public speaking	
9	23 September 25 September	Examination strategy I and reo support	
10	30 September 2 October	Examination strategy II	
11	7 October 9 October	Review	Group production (9 October)
12	14 October 16 October	Review and reo support	

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.

11 KO NGĀ PUKAPUKA

A variety of texts have been placed on Closed Reserve at Te Pātaka Kōrero (the University Library) to assist you with your Māori Studies courses. Students should return Library books by the due date to avoid Library fines.

11.1 Study Skills Texts

The following texts are all held at the VUW Library and are valuable sources of information about academic study skills. All of these texts are suggested for reference only. Students do not need to purchase these texts but are encouraged to borrow them from the library for extra support.

Crème, P., and Lea, M., 1997. *Writing at University: A Guide for Students*. Buckingham: Open University Press.

De Luca, R., and Annals, A., 2006. *Writing that Works: A guide for tertiary students*. Auckland: Pearson Education New Zealand.

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

Henderson, E., 2008. *The Active Reader: Strategies for Academic Reading and Writing*. Ontario: Oxford University Press.

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

- Peck, J., and Coyle, M., 2005. *The Student's Guide to Writing: Grammar, Punctuation and Spelling*. Hampshire: Palgrave Macmillan.
- Rose, J., 2001. *The Mature Student's Guide to Writing*. Hampshire: Palgrave Macmillan.
- Rountree, K., 1991. *Writing For Success*. Auckland: Longman Paul Ltd.
- Soles, D., 2005. *The Academic Essay: How to plan, draft, write and revise*. Somerset: Studymates Limited.
- Smith, P., 1998. *Writing an Assignment: How to improve your research and presentation skills*. Oxford: How to Books Ltd.
- Thoreau, M., 2006. *Write on Track: A Guide to Academic Writing*. Auckland: Pearson Education New Zealand.
- Ward, C., and Daley, J., 1993. *Learning to Learn: strategies for accelerating learning and boosting performance*. Christchurch: Ward & Daley.

11.2 Māori Culture 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 and PL6454 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, Mason, 2005. *Ngā Tai Matatū: Tides of Māori Endurance*. Auckland: Oxford University Press.

_____ 2003. *Ngā Kāhui Pou: Launching Māori Futures*. Wellington: Huia.

_____ 1998. *Te Mana te Kāwanatanga: The politics of Māori self-determination*. Auckland: Oxford University Press.

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

_____ 1977. *Te ao hurihuri: The World Moves On: Aspects of Māoritanga*. Wellington: Hicks Smith.

Mead, Sidney Moko, 2003. *Tikanga Māori: Living By Māori Values*. Wellington: Huia.

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

Ngata, H. M., 1993. *English-Māori Dictionary*. Wellington: Learning Media. (Searchable database available online at <http://www.learningmedia.co.nz/ngata/>)

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

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.

Walker, Ranginui, 2004. *Struggle without end: Ka whawhai tonu mātou*. Auckland: Penguin.

Williams, H. W., 1989. *Dictionary of the Maori Language*. Wellington: Legislation Direct.

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

Aegrotats

www.victoria.ac.nz/students/study/exams/aegrotats

Academic Progress

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

Dates and deadlines

www.victoria.ac.nz/students/study/dates

FHSS Student and Academic Services Office

www.victoria.ac.nz/fhss/student-admin

Grades

www.victoria.ac.nz/students/study/progress/grades

Māori at Victoria

www.victoria.ac.nz/tautoko

Resolving academic issues

www.victoria.ac.nz/about/governance/dvc-academic/publications

Special passes

www.victoria.ac.nz/about/governance/dvc-academic/publications

Statutes and policies including the Student Conduct Statute

www.victoria.ac.nz/about/governance/strategy

Student support

www.victoria.ac.nz/students/support

Students with disabilities

www.victoria.ac.nz/st_services/disability

Student Charter

www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter

Student Contract

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

University structure

www.victoria.ac.nz/about/governance/structure

VUWSA

www.vuwsa.org