



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, 2009

Lectures begin Monday, 2 March

Lectures end Friday, 16 October

Assessment period 19 October-14 November

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 2009

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 o MAOR 804 mō te tau 2009.

1 KO NGĀ KAIWHAKAAKO Course Personnel

- 1.1 **Course Coordinator** Meegan Hall
Room 202, 10 Wai-te-ata Road
Telephone 463 5793
Email meegan.hall@vuw.ac.nz
- Office Hours** Wednesday 10:00-11:00am
- 1.2 **Additional Information** Check the noticeboard at 48 Kelburn Parade
or the MAOR 804 Blackboard site
<http://blackboard.vuw.ac.nz>

2 KO NGĀ WHĀINGA Course Aims and Learning Objectives

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. This course also contributes to its students acquiring the Victoria University Graduate Attributes of creative (CREA) and critical (CRIT) thinking and communication (COMM). By the end of this course students will:

- have a knowledge of and be able to demonstrate effective study and exam techniques (CRIT, COMM)
- have a knowledge of key research processes and be able to demonstrate academic writing ability (CREAT, CRIT, COMM), and
- be competent in the use of relevant educational technology (CREAT, COMM).

Student performance against each of the three key course objectives will be measured using a range of assessment tools. For example, students will demonstrate their study and exam techniques through the submission of study and exam timetables and lecture notes. They will also demonstrate their research and academic writing skills through the completion of practical research and writing related tasks, and the submission of essay plans and drafts. Student competence in the use of educational technology will also be demonstrated through the completion of Blackboard tasks and PowerPoint presentations.

3 KO NGĀ RAUEMI Course Resources

Students are required to purchase the following Course Reader (approximately \$20), from the Student Notes Distribution Centre in the Student Union Building and bring it to every lecture.

MAOR 804 Whakakokoi Mātauranga/Academic Study Skills 2009.

MAOR 804 is supported by a course Blackboard site at <http://blackboard.vuw.ac.nz/>. 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.

The *Te Kawa a Māui Academic Writing Guide* is also available as a **free download** from the MAOR 804 Blackboard site (or it can be purchased from the Student Notes Distribution Centre). This guide needs to be followed for all written assignments for Te Kawa a Māui courses.

4 KO NGĀ MAHI Course Workload

MAOR 804 is a full year course and lectures are held once a week. Students must attend a minimum of 20 from 24 lectures to meet the mandatory course requirements (refer 7). There are no additional tutorials.

Lectures in the first trimester will be held on Mondays from 9:00-10:50am in Cotton 119 (CO119) and lectures in the second trimester are held on Tuesdays from 10:00-11:50am in Murphy 402 (MY402), unless otherwise advised.

Trimester 1	Mondays	9:00-10:50am	in CO119
Trimester 2	Tuesdays	10:00-11:50am	in MY402

MAOR 804 is worth nine points towards the Tohu Māoritanga. Students should allow four hours per week, including lecture time, for this course.

MAOR 804	1/3 + 2/3	4 hours per week (including lectures)
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5 KO NGĀ TATAURANGA Course Assessment

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

Key Learning Objectives	Assessment	Value	Due Date
Knowledge of and ability to demonstrate effective study and exam techniques	Note-taking assignment	5%	16 March 2009
	Construction of study and exam timetables x 2	10%	Week of 1 June and 27 July
Knowledge of key research processes and demonstration of academic writing ability	Submit essay plan x 2	10%	5:00pm, 6 April and 5:00pm, 10 August
	Submit essay draft x 2	30%	Week of 11 May and Week of 14 September
	Academic skills tasks: <ul style="list-style-type: none"> • library task • reading task • formatting task • grammar task • referencing task 	25%	5:00pm, 30 March 5:00pm, 30 March 4 May 21 July 18 August
Competence in the use of relevant educational technology	Blackboard exercise	5%	27 April
	PowerPoint presentation	15%	29 September or 6 October

Further details about the assessment tasks will be provided in class however an overview is provided below:

5.1 Note-taking Assignment 5%

Knowing how to take good notes and use them to summarise key course content is an important skill for University students to develop. This assignment will require all students to submit a comprehensive sample of their note-taking, including a summary, and a reflection on their preferred note-taking styles.

Note-taking task **Due: 16 March 2009**

5.2 Study and Exam Study Timetables (2 x 5% each) 10%

Effective time management is critical to University study success. Students will be required to develop and submit two study timetables that demonstrate their skill in determining what their study workload and other commitments are and developing a realistic schedule that will help ensure that they meet all important deadlines. The two schedules that will be assessed are:

Exam study schedule **Due: Week of 1 June 2009**
Trimester 2 study schedule **Due: 27 July 2009**

5.3 Essay Plans 1 and 2 (2 x 5% each) 10%

Students are required to submit their plans for two essays throughout the year. Planning for essays is part of the essay writing process. This assignment is designed to ensure students learn to effectively plan before writing. Essay Plans must be posted in the Assignment Box, Māori Studies Office (50 Kelburn Parade) by the following due dates:

Essay Plan 1 Due: 5:00pm, 6 April 2009
Essay Plan 2 Due: 5:00pm, 10 August 2009

5.4 Essay Drafts 1 and 2 (2 x 15% each) 30%

Students are required to submit completed essay drafts based on the Essay Plans submitted earlier in the course. The Essay Drafts will be marked and returned with feedback on how to improve the essays. Essays are expected to conform with the Te Kawa a Māui Academic Writing Guide (See Section 3).

Essay Drafts must be posted in the Assignment Box, Māori Studies Office, 50 Kelburn Parade, by the following due dates:

Essay Draft 1 Week of 11 May (exact date and time tbc)
Essay Draft 2 Week of 14 September (exact date and time tbc)

5.5 Academic Skills Tasks 25%

Students are required to complete a series of exercises or tasks through the MAOR 804 course to demonstrate that they have acquired a range of key academic skills. A library exercise designed specifically for the course will be completed during and after a site visit to the Library on 23 March. A number of other short tasks will be started in class and completed after class in order to be submitted by 5pm that day including; a reading task started in class on 30 March, a formatting task started in class on 4 May, a grammar task started on 21 July and a referencing task started on 18 August. Completed exercises must be posted in the Assignment Box at the Māori Studies Office, 50 Kelburn Parade or posted on the MAOR 804 Blackboard site (as stipulated by the Course Coordinator) as follows:

Library exercise	Due: 5:00pm 30 March 2009	5%
Reading task	Due: 5:00pm, 30 March 2009	5%
Formatting task	Due: 4 May 2009	5%
Grammar task	Due: 21 July 2009	5%
Referencing task	Due: 18 August 2009	5%

5.6 Blackboard Exercise 5%

To ensure that students regularly access the content on Blackboard they will be required to complete exercises and submit assignments on Blackboard at regular intervals. During the Mid-trimester break in Trimester 1 they will be required to follow a set of instructions to complete a Blackboard based activity and on completion of the activity they will gain 5% towards their final grade.

Blackboard exercise Due: 27 April 2009

5.7 PowerPoint Presentation

15%

Each student is required to give a 10 minute PowerPoint presentation on an essay completed for MAOR 804. Further details and instructions will be provided in lectures. The presentations will be given in class on the following dates:

PowerPoint Presentations **29 September or 6 October**
(as negotiated with the Course Coordinator)

5.8 Final Grade

The final grade will be determined from the marks gained 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.

6 KO NGĀ WHIUNGA Penalties

Extensions will only be granted by the Course Coordinator in extreme circumstances. 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.

7 KO NGĀ MAHI Mandatory Course Requirements

In order to complete this course, students must:

- attend a minimum of 20 out of 24 lectures (10 out of 12 per trimester)
- submit all assessment (or an equivalent, as negotiated with the Course Coordinator).

8 KO TE MĀHERE MAHI Course Programme

This is an outline of the lecture content, however the programme is **flexible** and will be tailored to the needs/requests of the students in the course.

Week	Date	MAOR 804 Lecture Topics	Other Information
TRIMESTER 1 – Monday Lectures			
1	2 Mar	Course introduction, goal setting and time management	Homework: Complete study schedule
2	9 Mar	Note-taking, Blackboard and introduction to academic writing	Homework: Visit Blackboard and practice taking notes
3	16 Mar	Analysing the question, essay planning and critical reading	Due: 16 March 2009 Note-taking task with Blackboard reflection 5%
4	23 Mar	How to do research VUW Library Tour	Homework: Complete Learning Styles exercise
5	30 Mar	Reading reports (<i>in-class task</i>) Learning styles	Due: 30 March 2009 Library task 5% Reading report 5%
6	6 Apr	Essay writing process a) The first draft	Due: 6 April 2009 Essay Plan 5%
GOOD FRIDAY 10 April 2009			
TRIMESTER 1: MID TRIMESTER BREAK: 13-26 April 2009			
7	27 Apr	Essay writing process a) Revising and editing	Due: 27 April 2009 Blackboard task 5%
8	4 May	Essay writing process a) Essay format (<i>in-class task</i>)	Due: 4 May 2009 Formatting task 5%
9	11 May	Review of Essay Writing	Due: Week of 11 May 2009 (tbc) Essay draft 15%
10	18 May	<i>Guest lecturer: Dee Winterburn</i> Exam preparation and techniques	Homework: Devise exam study timetable
11	25 May	Lecture cancelled	
12	1 Jun	Queen's Birthday holiday (<i>Alternative lecture time tbc</i>) Review of goals and mock exams	Due: Week of 1 June 2009 (tbc) Exam study timetable 5%
EXAM PERIOD: 8 June-1 July 2009. MID YEAR BREAK 2-12 July 2009			
TRIMESTER 2 – Tuesday Lectures			
13	14 Jul	Review of Trimester 1, goal resetting, time management	Homework: Start creating study schedule
14	21 Jul	Good academic writing and grammar (<i>in-class task</i>)	Due: 21 July 2009 Grammar Task 5%
15	28 Jul	Field trip to National Library/Turnbull Library	Due: 28 July 2009 Study schedule with Blackboard workload reflection 5%
16	4 Aug	Analysing the question and using the internet to do research	Homework: Complete essay plan
17	11 Aug	Memory techniques	Due: 11 August 2009 Essay Plan 5%
18	18 Aug	Essay writing revision a) Referencing (<i>in-class task</i>)	Due: 18 August 2009 Referencing task 5%

Week	Date	MAOR 804 Lecture Topics	Other Information
TRIMESTER 2: MID TRIMESTER BREAK: 22 August-6 September 2009			
19	8 Sep	Essay proofreading	Homework: Complete essay draft
20	15 Sep	Avoiding PowerPoint 'karaoke'	Due: 15 September 2009 Essay draft 15%
21	22 Sep	Essay feedback and PowerPoint presentation preparation	Homework: Work on PowerPoint presentations
22	29 Sep	PowerPoint presentations (<i>in-class task</i>)	Due: 29 September-6 October PowerPoint presentations 15%
23	6 Oct	PowerPoint presentations (<i>in-class task</i>)	Homework: Prepare study timetable
24	13 Oct	Exam techniques and course planning 2010	

9 KO NGĀ PUKAPUKA Texts

A variety of texts have been placed on Closed Reserve (Level 3) 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.

9.1 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.

9.2 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 (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, 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.

10 TE PŪTAHI REO Language Learning Centre

The Language Learning Centre facilitates independent learning and supports the teaching of languages. The LLC is a friendly and supportive environment where you can immerse yourself in language and culture through access to a variety of multimedia language resources. Visit the centre at any time for advice and assistance. It is open year-round, with extended hours during University trimesters.

11 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>

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

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

This 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.

13 ENROLMENT AND WITHDRAWAL DEADLINES

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.

Full-Year Courses, March to November 2009

No addition of full year courses is permitted after **Friday, 27 March 2009**.

Withdraw before **Friday, 13 March 2009** and you will get a full refund of fees.

Any student wishing to withdraw from a full-year course after **Friday, 21 August 2009** will require approval from the Associate Dean.