



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui

MAOR 213

**Te Kawa o Te Marae
Marae Etiquette
and Protocols**

Trimester 2 2009
13 July to 15 November 2009

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
Trimester 2 Course Outline 2009

“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**

- | | | |
|-----|---|---|
| 1.1 | Ko te Pūkenga
Course Coordinator | Te Ripowai Higgins
Room 202, 46 Kelburn Parade
Telephone: 04 463 5473
E-mail address:
teripowai.higgins@vuw.ac.nz |
| | Hāora Wātea
Office Hour | Monday 3:10pm – 4:10pm |
| 1.2 | Ko te Pūkenga Āwhina
Co Course Coordinator | Noti Teepa
Room 204, 46 Kelburn Parade
Telephone: 04 463 5282
Email address:
noti.teepa@vuw.ac.nz |
| 1.3 | Ngā Kaimahi o Te Marae
Marae Personnel | Kathy Samuel ‘Grandma’
Matu Stevens
Tu Temara
Maryjane Waru |
| 1.4 | Class Times
Lectures
Monday, Wednesday | 1:10pm – 3:00pm
Te Tumu Herenga Waka (Wharenuui)
and Ngā Mokopuna (Wharekai)
Te Herenga Waka Marae |
| 1.5 | Trimester Dates
Teaching dates

Mid-trimester break
Study Week
Examination/assessment period | 13 July – 21 August
7 September – 16 October
24 August – 6 September
19 – 23 October
27 October – 14 November |
| 1.6 | 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. |

1.7 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 16 October 2009. Only in the case of individual extensions will commitments for MAOR 213 extend into the end-of-trimester Study Week examination/assessment period.

2 KO NGĀ WHĀINGA COURSE CONTENT

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	M 13 Jul	1	Introduction He aha te marae?	Ka'ai, Moorefield, Reilly, Mosley (ed), 2004. <i>Ki te whaiiao: An introduction to Māori culture and society.</i> pp.73-82
	W 15 Jul	2	Te Wero!	
2	M 20 Jul	3	Hui: review and reflect	Group assessment

Week	Day/Date	Lecture	Lecture Topic	Other Information
	W 22 Jul	4	Kitchen facilities, safety and hygiene Mahinga kai: Poke paraoa	Waiata Ngahau mō te kai!
3 Te Wiki o Te Reo Māori	M 27 Jul	5	Pōhiri – Manuhiri tūārangi	This will be video recorded
	W 29 Jul	6	Review pōhiri process Kawa and Tikanga	Ako Waiata Tawhito
4	M 3 Aug	7	Organisation of a marae Traditional and contemporary Ngā kaitiaki, roles and functions	Waiata Ngahau mō te kai!
	W 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	M 10 Aug	9	Mihimihī, kōrero kaupapa, karakia, waiata	Group assessment
	W 12 Aug	10	Practicum 1	Assessment worth 25%
6	M 17 Aug	11	Review of assessment Koha, utu and whakaaro	Ako: Waiata Tawhito
	W 19 Aug	12	Lecturer's kaupapa	Submit diary, due 5pm
Mid-trimester Break				
7	M 7 Sep	13	Ahikā, tāngata whenua whānau, hapū, iwi, waka	Guest Lecturer
	W 9 Sep	14	Tribal – Urban Marae	Guest Lecturer
8	M 14 Sep	15	Ngā momo hui a te Māori – eg, hui tangata ora, hui tangata mate – tono / kawē mate	Essay worth 20%, due 5pm
	W 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	M 21 Sep	17	Te whenua – Papatūānuku	Fieldtrip – Guest Lecturer
	W 23 Sep	18	Mahinga kai – Tane Māhuta, traditional and modern kai	
10	M 28 Sep	19	Mahinga kai – Tangaroa traditional and modern kai	Fieldtrip – Guest Lecturer
	W 30 Sep	20	Ngā mahi toi – arts	Guest Lecturer

Week	Day/Date	Lecture	Lecture Topic	Other Information
11	M 5 Oct	21	Ngā mahi a Rehia – performing arts	
	W 7 Oct	22	Tane Māhuta – Rongoa	Guest Lecturer
12	M 12 Oct	23	Practicum 2	Assessment worth 25%
	W 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. You must attend 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

Lectures are held on Monday and Wednesday from 1:10 pm – 3:00 pm at Te Herenga Waka Marae.

There are no additional tutorials for this course.

3.2 Course Workload

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

4 KO NGĀ PUKAPUKA READINGS

4.1 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.

4.2 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 student notes will be sold from the Memorial Theatre foyer. After week two all undergraduate student notes will be sold from the Student Notes Distribution Centre on the ground floor of the Student Union Building.

Customers can order 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 the shop. Customers will be contacted when they are available.

Opening hours are 8:00am – 6:00pm, Monday – Friday during term time (closing at 5:00 pm in the holidays). Telephone: 04 463 5515.

At the start of the trimester please refer to the noticeboards 48 and 50 Kelburn Parade for an updated list of Course Readers available for purchase from the Victoria University Student Notes Distribution Centre.

5 KO NGĀ TATAURANGA ASSESSMENT

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 5pm 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.

5.2 Assessment Tasks

This course is internally assessed, i.e. there is no final examination. The assessment includes three practicum assessments, one essay, and one reflective journal. The assessments are designed to assess your knowledge and understanding of marae protocols and procedures pertaining to the rituals of encounter.

The final grade for MAOR 213 will be determined by:

Internal Coursework 100%

5.3 Assessment Schedule

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

5.4 Practicum assessments (2) 50% (25% each)

- The first hui will take place on 12 August. You will take the role of tangata whenua and paeārahi.
- 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 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>

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/avcademic/Publications.aspx>

10 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 Course Add/Drop form, available from your Faculty Student and Academic Services Office, and submit it by the following deadlines.

Second Trimester Courses, July to October 2009

No addition of second trimester courses permitted after **Friday, 24 July 2009**.

If you withdraw before **Friday, 24 July 2009** you will get a full refund of fees.

The last date for withdrawal from second trimester courses (without refund) before Associate Dean's approval is required is **Friday, 25 September 2009**.