



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

Trimester 1, 2010

Lectures begin Monday, 1 March

Lectures end Friday, 4 June

Mid-trimester break 5 April-18 April

Study week 7-11 June

Assessment period 11 June-4 July

1 KO TE KAIWHAKAAKO Course Personnel

Ko te Pukenga Course Coordinator

Everard Halbert
Room 204, 48 Kelburn Parade
Telephone tbc
Email everard.halbert@vuw.ac.nz

Office Hours

By appointment

Tutorials

Monday, 1:10-3:00pm in MY301

Workshops

Wednesday, 9:00-10:50am in HULT119

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 Coordinators if necessary.

Additional course information will be posted on Blackboard (see 3 below).

2 KO NGĀ WHĀINGA ME NGĀ HUA 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, communication, and exam techniques (CRIT, COMM)
- have an ability to read academically and be able to demonstrate the ability to self-reflect and critically analyse in order to articulate an argument (CREA, CRIT)
- 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 four 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 a weekly diary that articulates study and exam timetables along with an in-class note-taking assessment. They will demonstrate their ability to read and think critically through a series of short self-reflective and analytical writing assignments along with two larger writing assignments. They will demonstrate their research and academic writing skills through the completion of practical research and writing related tasks including a research plan, two essay plans and drafts. Student competence in the use of educational technology will also be demonstrated through the completion of Blackboard tasks.

3 KO NGĀ RAUEMI Course Resources

Course resources will be distributed in tutorials and workshops along with being made available on Blackboard. Students are required to purchase a folder or binder to organise and hold course materials.

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. Course readings will also be posted to Blackboard.

The *Te Kawa a Māui Academic Writing Guide 2007 Edition* 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 trimester long course that meets twice per week. Tutorials are held on Mondays, and workshops are held on Wednesdays. Students must attend a minimum of 10 tutorials and 9 workshops to meet the mandatory course requirements. There are no additional lectures.

Tutorials will be held on Mondays from 1:10-3:00pm in Murphy 301 (MY301), and workshops will be held on Wednesdays from 9:00-10:50am in Hunter 119 (HULT119), unless otherwise advised.

MAOR 804 is worth nine points towards the Tohu Māoritanga. Students should allow 7.5 hours per week, including tutorial and workshop for this course.

MAOR 804 1/3 7.5 hours per week (including tutorials and workshops).

5 KO NGĀ TATAURANGA Course Assessment

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

Key Learning Objectives	Assessment	Value (%)	In-Class	Due Date
Academic skills	Total	20		
	Note taking task	5	12 May	
	Time management – diary	5	Monday weekly	
	Communication assessment	5		26 March
	Exam study plan	5		2 June
Research processes	Total	15		
	Library task	5	17 March	
	Referencing task	5	24 March	
	Research plan	5		23 April
Academic writing	Total	35		
	Essay plan x 2	10		19 March 14 May
	500 word essay	10		1 April
	1200 word essay draft	15		28 May
Reading	Total	30		
	Reading assignment	20		30 April
	Summarising/paraphrasing	10	19 May	

All tasks and assignments 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:

Academic Skills

5.1 Note-taking Task 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 and do an in class note-taking assessment.

Note-taking Task 12 May

5.2 Time Management – Diary 5%

Time management is critical to university success. At the start of the course, each student will receive a diary that will be used to develop course, study, and exam timetables. These diaries will be assessed weekly during Monday tutorial.

Time Management - Diary Assessment Ongoing

5.3 Communication Assessment 5%

Communication in university takes on many forms including interpersonal communication with lecturers, tutors, and administrators as well as technological communications via blackboard, e-mail, and text. Communication skills will be assessed through a series of assignments in which the students will demonstrate their ability to effectively initiate and manage communications through multiple channels. Students will be required to upload assignments to blackboard, participate in discussion boards, develop e-mail communication skills, and initiate and maintain relationships with lecturers and university administrators.

Communication Assessment Ongoing

5.4 Exam Study Plan 5%

Exam preparation is a primary skill at university. Students will be required to build a comprehensive study plan including a timetable in preparation for their final exams.

Exam Study Plan 2 June

Research Processes

5.5 Library Task 5%

Using library resources is fundamental to university education. Students will be required to demonstrate their ability to effectively navigate the library and its databases with an in class assignment.

Library Task 17 March

5.6 Referencing Task 5%

Students will be required to learn APA referencing format. Competency in referencing will be assessed during an in class assignment that asks them to demonstrate command over the different components of APA referencing.

Referencing Task 24 March

5.7 Research Plan 5%

The research plan provides students an opportunity to design and coordinate the research necessary to complete the second 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. Research plans must be submitted digitally to Blackboard no later than the time specified on the following due date:

Research Plan Due: 5:00pm, 23 April

Academic Writing

5.8 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 submitted digitally through Blackboard no later than the time specified on the due dates detailed below. Note that e-mail submissions will not be accepted unless through prior approval.

Essay Plan 1 Due: 5:00pm, 19 March

Essay Plan 2 Due: 5:00pm, 14 May

5.9 500 Word Essay and 1200 Word Essay Draft (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 2007 Edition* (see Section 3).

Essay and essay draft must be submitted digitally through Blackboard no later than the time specified on the due dates detailed below. Note that e-mail submissions will not be accepted unless through prior approval by the course instructor.

500 Word Essay Due: 5:00pm, 1 April

1200 Word Essay Draft Due: 5:00pm, 28 May

Reading

5.10 Reading Assignment (2 x 10% each) 20%

Academic reading demands that students have the ability to critically analyse the text and determine the key arguments. The two reading assignments will require students to read an academic article, summarise, identify key arguments and assumptions, and produce a one page critical response to a guiding question provided by the lecturer. Reading assignments must be submitted digitally through Blackboard no later than the time specified on the due dates detailed below. Note that e-mail submissions will not be accepted unless through prior approval by the course instructor.

Reading Assignment Due: 5:00pm, 30 April

5.11 Summarising and Paraphrasing Exam 10%

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

Summarising and Paraphrasing Exam 19 May

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.

Submission of Work for Assessment

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.

6 KO NGĀ WHIUNGA Penalties

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 10 out of 12 tutorials
- attend a minimum of 10 out of 12 workshops, and
- submit assessments.

8 KO TE MAHERE MAHI Course Programme

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

Week	Dates	Tutorial Topics	Workshop Activities	Assignments
1	1 March	Introduction to course Guiding Principles Time Management Blackboard	Note-taking Critical Reading Summarising	Weekly diary assessment Post comment to Blackboard discussion board
2	8 March	Introduction to Academic Writing Analysing the question Essay planning Critical reading	Critical reading Paraphrasing Essay format	
3	15 March	Library research VUW Library Tour	Creative Thinking Library task Essay plan	Due: 19 March Essay Plan 1

Week	Dates	Tutorial Topics	Workshop Activities	Assignments
4	22 March	Critical thinking Argument development Essay writing process APA referencing	Referencing task Argument development Writing an introduction Campus Activity	Due: 26 March Communication Assignment
5	29 March	Review essay writing Revising and editing Goal Setting Vision Board	Peer feedback Motivation Guest speaker: Passion	Due: 1 April 500 Word Essay
Mid-Trimester Break: 5-18 April 2010				
6	19 April	Research planning Using the internet effectively	Critical reading revisited Subject course Internet research task	Due: 23 April Research Plan
7	26 April	Summarising and paraphrasing Strong writing and grammar	Critical reading and analysis	Due: 30 April Reading Assignment
8	3 May	Note taking revisited Public speaking skills	Public speaking activities Breaking down a question Essay structure	
9	10 May	Sorting and prioritising research Self-reflective writing Challenging your own assumptions	Note taking task Critical self-reflection	Due: 14 May Essay Plan 2
10	17 May	Review essay writing process	Summarising and paraphrasing task	
11	24 May	Exam strategies and techniques	Practice exam Revising and editing	Due: 28 May 1200 Word Essay Draft
12	31 May	Setting new goals Building and maintaining social networks	Acknowledge achievement Course evaluation	Due: 2 June Exam study plan

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 (LLC) is Victoria's technology-rich, multimedia centre supporting independent language learning and teaching. At the LLC you can: study at a time that suits you; select the materials or activities that you find interesting; meet your needs by matching your level and understanding. You can also access a variety of multimedia language resources such as print and audio materials, foreign language TV and DVDs, and comprehensive computer software. The LLC also provides digital access to course materials. Visit the centre to find out more about the services available (Level 0 von Zedlitz Building).

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 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

13 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 change of course form, available from your Faculty, Student and Academic Services Office, and submit it by the following deadlines.

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