



Te Kawa a Māui

MAOR 213

Te Kawa o Te Marae Marae Etiquette and Protocols

Trimester 1, 2011 dates

Lectures begin Monday, 28 February

Lectures end Friday, 3 June

Mid-trimester break 18 April - 1 May

Study week 6 - 10 June

Assessment/examination period 10 June - 2 July

“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
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Ko te Pūkenga
Course Coordinator

Te Ripowai Higgins
Room 202, 46 Kelburn Parade
Telephone 463 5473
Email teripowai.higgins@vuw.ac.nz

Hāora Wātea
Office Hour

By appointment on Tuesday 3:10-4:00pm
with the Course Coordinator or the
Course Assistant

Ngā Kaimahi o Te Marae
Marae Personnel

Rina Kerei
Kathy Samuel 'Grandma'
Matu Stevens
Monoa Taepa
Tu Temara

Class Times
Lectures

Tuesday, 1:10-3:00pm
Thursday, 1:10-3:00pm

Venue
Tuesday's and Thursday's

Te Tumu Herenga Waka (Wharenuī)
and Ngā Mokopuna (Wharekai)
Te Herenga Waka Marae

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

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.

Class Representative

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

Additional Information

All notices and additional 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 3 June 2011. Only in the case of individual extensions will commitments for MAOR 213 extend into the study week assessment/examination period.

2 KO NGĀ WHĀINGA Course Content and Learning Objectives

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 and some of the urban multi-iwi marae.
- 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, and
- 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				
	T 1 Mar	1	Introduction He aha te marae	King, M., (ed), 1975. Being Māori. In <i>Te ao hurihuri: the world moves on: aspects of Maoritanga</i> . pp.221-233 Ka'ai, Moorfield, Reilly, Mosley (ed), 2004. Ngā tikanga o te marae: marae practices. In <i>Ki te whaiao: an introduction to Māori culture and society</i> . pp.73-82
	Th 3 Mar	2	Te Wero!	Select work groups Reflections in journal for next lecture

Week	Day/Date	Lecture	Lecture Topic	Other Information
2				
	T 8 Mar	3	Hui: review and reflect History of Te Herenga Waka Marae	Group work
	Th 10 Mar	4	History of Te Herenga Waka Marae continued	Kāore Taku Raru explanation
3				
	T 15 Mar	5	Mahinga kai: poke paraoa Kitchen facilities, safety and hygiene	
	Th 17 Mar	6	Kawa and tikanga	Iwi group wānanga Hapū, whānau, governance, trustees
4				
	T 22 Mar	7	Organisation of a marae: traditional and contemporary Ngā kaitiaki, roles and functions	Group work wānanga
	Th 24 Mar	8	Rituals of encounter: karanga and whaikōrero Poroporoaki	Ako karanga/whaikōrero Salmond, A., 1975. The rituals of encounter. In <i>Hui: a study of Maori ceremonial gatherings</i> . pp.115-178 King, M., (ed), 1975. Language and protocol of the marae. In <i>Te ao hurihuri: the world moves on: aspects of Maoritanga</i> . pp.35-54
5				
	T 29 Mar	9	Practicum 1	Group work leading to individual mark worth 25%
	Th 31 Mar	10	Review of assessment	Ako: waiata tawhito
6				
	T 5 Apr	11	Mihimihi, kōrero kaupapa, karakia, waiata	
	Th 7 Apr	12	Koha, utu and whakaaro	Submit journal worth 5%, due 5:00pm
7				
	T 12 Apr	13	Kawa and tikanga of Whanganui-ā-Tara iwi	Guest Lecturer

Week	Day/Date	Lecture	Lecture Topic	Other Information
	Th 14 Apr	14	Ngā momo hui a te Māori – e.g. hui tangata ora, hui tangata mate – tono / kawe mate	
Mid-Trimester Break: 18 April - 1 May				
8				
	T 3 May	15	Tribal – urban marae	Group work wānanga Ka'ai, Moorfield, Reilly, Mosley (ed), 2004. Papa-tūā-nuku: attitudes to land. In <i>Ki te whaiao: an introduction to Māori culture and society</i> . pp.50-60 Essay worth 15%, due 5:00pm
	Th 5 May	16	Ahikā, tāngata whenua, whānau, hapū, iwi, waka	Ka'ai, Moorfield, Reilly, Mosley (ed), 2004. Papa-tūā-nuku: attitudes to land. In <i>Ki te whaiao: an introduction to Māori culture and society</i> . pp.50-60
9				
	T 10 May	17	Te whenua – Papa-tūā-nuku	
	Th 12 May	18	Mahinga kai – Tane Māhuta, traditional and modern kai	Best, E., 1974. Habitations, storehouses, villages, the pa Maori. In <i>The Maori as he was: a brief account of Maori life as it was in pre-European days</i> . pp.239-259
10				
	T 17 May	19	Mahinga kai – Tangaroa, traditional and modern kai	Guest lecturer
	Th 19 May	20	Tane Māhuta – rongoa	Guest lecturer
11				
	T 24 May	21	Ngā mahi a Rehia – performing arts	Guest lecturer
	Th 26 May	22	Ngā mahi toi – arts	Guest lecturer
12				
	T 31 May	23	Practicum 2	Group work leading to individual mark worth 25%
	Th 2 June	24	Review of assessment and programme	Submit journal worth 5%, due 5:00pm

3 KO NGĀ MAHI Course Work

3.1 Lectures

MAOR 213 is a first trimester course held twice weekly. As this is a practical course, the two-hour lectures will be held in Te Tumu Herenga Waka as well as in Ngā Mokopuna. You must attend 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

There are no additional tutorials for this course. Students are however encouraged to utilise the Office Hour with the Course Coordinator and/or the Course Assistant on Tuesday from 3:10-4:00pm for individual or group work support. Early planning and organisation for Practicum Assessments is highly recommended. Please note that all Marae staff are always available to give support and advice.

3.2 Expected Workload

MAOR 213 is worth 20 points, and as such you should allow 13 hours per week, inclusive of lecture time, for this course.

4 KO NGĀ PUKAPUKA Essential Texts

4.1 Course Reader

Students are required to purchase the MAOR 213 Course Reader, *Te Kawa o Te Marae/Marae Etiquette and Protocols*, from the Student Union Building. The Course Reader contains readings necessary for the course and should be brought to each lecture.

4.2 Academic Writing Guide

Students are required to have a copy of the *Te Kawa a Māui Academic Writing Guide, 2007 Edition*. Wellington: Victoria University. This is available for purchase from the Student Union Building. (NB: Earlier editions are not adequate.)

4.3 Obtaining Student Notes

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 7 February to 11 March 2011, while postgraduate textbooks and student notes will be available from the top floor of vicbooks in the Student Union Building, Kelburn Campus. After week two of the trimester, all undergraduate textbooks and student notes will be sold from vicbooks on Level 3 of the Student Union Building.

Students can order textbooks and 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 students or they can be picked up from nominated collection points at each campus. Students will be contacted when they are available.

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

At the start of the trimester please refer to the noticeboards at 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 Requirements

5.1 Submission 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.

Your written work must adhere to the Te Kawa a Māui conventions for essay writing contained in the *Te Kawa a Māui Academic Writing Guide 2007 Edition*. These guidelines include information about the formatting of assignments, the presentation of the bibliography, and advice on the avoidance of plagiarism. Assignments for MAOR 213 are required to use the Harvard referencing system.

5.2 Assessment Tasks

This course is 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 two practicum assessments, one essay, one reflective journal and a requirement to fulfil 15 hours of 'work' at the marae.

General 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 lectures. If you are unsure about any assessment requirement, please contact the Course Coordinator.

The final grade for MAOR 213 will be determined by:

Internal Coursework	100%
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5.3 Assessment Schedule

Practicum 1	25%	29 March
Essay	15%	3 May
Practicum 2	25%	31 May
Journal	10%	7 April and 2 June
Practicum Hours	25%	1 March – 2 June

5.4 **Practicum Assessments** **50% (25% each)**

Practicum 1 – the first hui will take place on 29 March. You will take the role of tangata whenua and paeārahi.

Practicum 2 – the second hui will take place on 31 May 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** **15%**

In no more than 1500 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** **10% (5% each)**

Students will reflect on their learning in each class by making entries into a journal. There will be an expectation and it is highly recommended 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 all planning notes, budgets, etc, and finally will reflect on your understanding of tikanga. 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 (Thursday, 7 April) and on the last day of term (Thursday, 2 June). Pictures, drawings, photographs and other materials may be included in your Marae Practice journal.

5.7 **Practicum Hours** **25%**

Students are required to fulfil 15 hours of kaiarahi/manaaki tangata at the marae any time during this course. These hours give students the opportunity to learn through active participation in a real marae situation, hosting manuhiri. All hui and events are publically displayed and announced in class or at lunch break in the dining room. Students can then select the hui or event they can contribute and learn from.

Each student is required to spend:

- 1 Five hours out the 'front' for pōwhiri ceremonies, to observe and critique the rituals of encounter, supporting the paepae with waiata
- 2 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.

These hours are recorded in the student's journal and signed off by the 'supervisory' Marae Personnel on completion of the tasks.

5.8 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 the 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, and
- 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 programmes and other electronic material
- designs and ideas, and
- the organisation or structuring of any such material.

Find out more about plagiarism, how to avoid it and penalties, on the University's website: www.victoria.ac.nz/home/study/plagiarism.aspx

9 WHERE TO FIND MORE DETAILED INFORMATION

- Find key dates, explanations of grades and other useful information at:
www.victoria.ac.nz/home/study
- Find out how academic progress is monitored and how enrolment can be restricted at:
www.victoria.ac.nz/home/study/academic-progress
- Most statutes and policies are available at:
www.victoria.ac.nz/home/about/policy
- However, qualification statutes are available via the *Calendar* webpage at:
www.victoria.ac.nz/home/study/calendar.aspx (See Section C).
- Other useful information for students may be found at the website of the Assistant Vice-Chancellor (Academic) at:
www.victoria.ac.nz/home/about_victoria/avcacademic

10 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 course/add drop form, available from your Faculty, Student and Academic Services Office, and submit it by the due dates specified at:

www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx

Information about refunds may also be found here.