



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 and 2, 2011 dates

Lectures begin Monday, 28 February

Lectures end Friday, 14 October

Trimester 1 mid-trimester break 18 April - 1 May

Trimester 2 mid-trimester break 22 August - 4 September

Study week 17 - 21 October

Assessment/examination period 21 October - 12 November

**1 KO TE KAIWHAKAAKO
Course Personnel**

**Ko te Pūkenga
Course Coordinator**

Everard Halbert
Room 003, Kirk Building (KK)
Telephone 463 5392
Email everard.halbert@vuw.ac.nz

Office Hours

By appointment

Tutorials

Monday, 10:00-11:50am in AM101

Workshops

Friday, 10:00-11:50am in AMLT105

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.

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.

**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 on 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 Union Building). 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 that meets twice per week. Tutorials are held on Mondays, and workshops are held on Fridays. Students must attend a minimum of 20 tutorials and 18 workshops to meet the mandatory course requirements. There are no additional tutorials or workshops.

Students should allow 7.5 hours per week, including the tutorial and workshop for this course.

MAOR 804 1/3 + 2/3 7.5 hours per week (including tutorials and workshops).

Tutorials will be held on Mondays from 10:00-11:50am in the Alan MacDiarmid Building Room 101 (AM101), and workshops will be held on Fridays from 10:00-11:50am also in the Alan MacDiarmid Building Lecture Theatre 105 (AM LT105) unless otherwise advised.

MAOR 804 is worth nine points towards the Tohu Māoritanga.

5 KO NGĀ TATAURANGA
Course Assessment

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

Assessment	Value (%)	Due
Passport Tasks	35	Ongoing - Friday weekly
Essay Plan I	5	1 April
Referencing Task	5	15 April
500 Word Essay	10	6 May
Research Plan	5	20 May
Reading Assignment I	5	3 June
Essay Plan II	5	29 July
Reading Assignment II	5	12 August
Summarising/Paraphrasing	5	19 August
1200 Word Essay	20	16 September

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 Passport Tasks 35%

The 'passport' is a book that contains tasks to complete. You will be handed your passport in class in week two. Different tasks will require 'stamps' or a sign-off by supporting Victoria University Staff. The passport will be handed in weekly on Fridays and returned to you on Mondays. Tasks will include note taking, time management, communication, study plan, and library activities.

Assessment Ongoing

Research Processes

5.2 Referencing Task 5%

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

Referencing Task Due: 5:00pm, 15 April

5.3 **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, 20 May

Academic Writing

5.4 **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, 1 April

Essay Plan 2 Due: 5:00pm, 29 July

5.5 **500 Word Essay and 1200 Word Essay** **(10% and 20% respectively) 30%**

Students are required to submit completed 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 *Te Kawa a Māui Academic Writing Guide 2007 Edition* (see Section 3).

Essays 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, 6 May

1200 word Essay Due: 5:00pm, 16 September

Reading

5.6 **Reading Assignment** **(2 x 5% each) 10%**

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 Coordinator.

Reading Assignment 1

Due: 5:00pm, 3 June

Reading Assignment 2

Due: 5:00pm, 12 August

5.7 Summarising and Paraphrasing

5%

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.

Summarising and Paraphrasing

Test: 19 August

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.

5.9 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. 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.

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 20 out of 24 tutorials
- attend a minimum of 18 out of 22 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.

TRIMESTER ONE			
Week	Dates	Topics	Assessments
1	28 Feb	Introduction to course Time management Blackboard Vision board	
2	7 Mar	Note taking Summarising	
3	14 Mar	Introduction to academic writing Analysing the question Essay plans	
4	21 Mar	Library research	
5	28 Mar	Critical reading I Paraphrasing	Essay Plan 1 (5%) (1 April)
6	4 April	Critical thinking I	
7	11 April	Critical thinking II	Referencing Task (5%) (15 April).
Mid-Trimester Break: 18 April - 1 May			
8	2 May	Argument development Essay writing process	Essay 1 (10%) (6 May)
9	9 May	Referencing	
10	16 May	Revising and editing	Research Plan for Essay 2 (5%) (20 May)
11	23 May	Goal setting	
12	30 May	Review	Reading Assignment (5%) (3 June)
End of Trimester One			
TRIMESTER TWO			
Week	Dates	Topics	Assessments
13	11 July	Research planning Using the internet effectively	
14	18 July	Critical reading II	
15	25 July	Strong writing and grammar	Essay Plan 2 (5%) (29 July)
16	1 Aug	Summarising and paraphrasing II	
17	8 Aug	Essay Writing II	Reading Assignment 2 (5%) (12 August)
18	15 Aug	Note taking II	Paraphrasing (5%) (19 August)
19	5 Sep	Public speaking	
20	12 Sep	Sorting and prioritising research	Essay 2 (20%) (16 September)
21	19 Sep	Self-reflection - writing Challenging your own assumptions	
22	26 Sep	Exam strategy I	
23	3 Oct	Exam strategy II	
24	10 Oct	Review	
End of Trimester Two			

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

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting independent language learning and teaching. At the LLC you can practise and extend your language learning by: selecting the materials or activities that you find interesting; matching your level and learning style; and studying at a time that suits you. 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 on Level 0 in the von Zedlitz Building to find out more about the services available at the LLC.

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 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

12 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/avcademic

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 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/withdrawalsrefunds.aspx

Information about refunds may also be found here.