



Te Kawa a Māui

# MAOR 213

## Te Kawa o Te Marae Marae Etiquette and Protocols

Course Reference Number (CRN): 9177

### **Trimester 1, 2012 dates**

Lectures begin Monday, 5 March

Lectures end Friday, 8 June

Mid-trimester break 6 April - 22 April

Study week 11 - 15 June

Assessment/examination period 15 June - 4 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

<b>Ko te Pūkenga</b>	Te Ripowai Higgins Room 202, 46 Kelburn Parade Telephone 463 5473 Email teripowai.higgins@vuw.ac.nz
<b>Hāora Wātea</b>	By appointment or drop in – the Course Coordinator has an open door policy
<b>Ngā Kaimahi o Te Marae</b>	Kathy Samuel Matu Stevens Monoa Taepa Pei Tamiana Tu Temara
<b>Ko te Kaiāwhina</b>	Paora Edwards Room and building number tbc Telephone 463 5471 Email edwardpaul1@myvuw.ac.nz
<b>Class Times</b>	Tuesday, 1:10-3:00pm Thursday, 1:10-3:00pm
<b>Venue</b>	Te Tumu Herenga Waka  Other venues may be used where appropriate. Sufficient notice of any venue changes will be given.
<b>Practicum</b>	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.
<b>Class Representative</b>	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 course information will be posted on the course Blackboard site.

All work is scheduled to be completed by 8 June. Only in the case of individual extensions will commitments for MAOR 801 and MAOR 213 extend into the study week assessment/examination period.

## **2 KO NGĀ WHĀINGA**

### **2.1 Course Prescription and Summary of Course Content**

#### **MAOR 801**

MAOR 801 is a course within the Tohu Māoritanga programme, and is a practical placement course based at Te Herenga Waka Marae. Students will learn about marae procedure, customs and organisation through participation in marae activities and work. The course is aimed at developing competence in the operation of a marae and in using language appropriate to it.

#### **MAOR 213**

This course examines the Māori rituals and customs that govern the processes and functions of the marae. It examines the theoretical and practical application of kawa (protocols) of the marae, in both a traditional and contemporary context. As this course is co-taught with MAOR 801, reading supplementary to that for MAOR 801 is required, and a deeper and more extensive knowledge of the subject is expected in internal coursework.

### **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, and
- be able to recognise and understand other Māori customs pertaining to the marae.

## **3 KO NGĀ MAHI**

### **3.1 Lectures**

MAOR 801 and MAOR 213 are practical courses with two 2-hour lectures per week in Te Tumu Herenga Waka as well as 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 contact the Course Coordinator or the Course Assistant 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 801 18 point course 12 hours per week inclusive of lecture time

MAOR 213 20 point course 13 hours per week inclusive of lecture time

## 4 NGĀ WHAKAMĀRAMA

Please note that the lecture schedule below is subject to change, particularly in regards to guest lectures. The Course Coordinator will notify you of any changes to the programme with as much warning as possible.

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	Pānui
1	T 6 Mar	Karakia Mihi whakatau Waiata Whakawhanaunga Class organisation  Kaupapa: Manaakitanga History of Te Herenga Waka Marae	No reading  Blackboard/email class groups journals  Māori Studies Department, n.d. Te Herenga Waka Marae.
	Th 8 Mar	Te Wero!	
2	T 13 Mar	Review and reflect  What is a marae?  Traditional and contemporary marae	Higgins, Rawinia and John C. Moorfield, 2003. Ngā Tikanga o te Marae in Ki Te Whaiao: An Introduction to Māori Culture and Society.
	Th 15 Mar	Kawa and tikanga  Te Mauri o te marae - mana  Karanga and whaikōrero	Karetu, Sam, 1978 Kawa in Crisis Rewi, Poia. 2010, Whaikōrero: The World of Māori Oratory.
3	T 20 Mar	Planning and budgeting for hui  Kitchen facilities, safety and hygiene  Menu planning	
	Th 22 Mar	Whakarite kai – preparing kai, how to cope on a shoestring budget	
4	T 27 Mar	<b>Practicum 1</b>	

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	Pānui
	Th 29 Mar	Review of assessment  Koha, utu and whakaaro/ Manaakitanga – expressions of these concepts	
5	T 3 Apr	Manuhiri/Guest Lecturer: Kahu Ropata (Ngati Toa)  Ngā kōrero o Ngati Toa Tribal and urban marae	Recommended:  Collins, Hēni, 2010. Ka Mate Ka Ora! The Spirit of Te Rauparaha.  Rangihau, John, 1975. Being Māori.
	Th 5 Apr	Ahikā, tāngata whenua, tūrangawaewae, whānau, hapū, iwi, waka	
	<b>F 6 Apr</b>	<b>Journal 1 due – submit to Assignment Box at 50KP by 5:00pm</b>	
<b>MID TRIMESTER BREAK: 9 – 22 April</b>			
6	T 24 Apr	Manuhiri/Guest Lecturer:  Pakake Winiata (Ngāti Raukawa)  Ngā kōrero o Raukawa me te kawa o Raukawa	
	Th 26 Apr	Traditional and contemporary marae  Tribal and urban marae	
7	<b>M 30 Apr</b>	<b>Essay due – submit to Assignment Box at 50KP by 5:00pm</b>	
	T 1 May	Mahi kai – cooking	Haka pōhiri
	Th 3 May	Ngā momo hui a te Māori  Hui tangata ora – hui tangata mate	
8	<b>T 8 May</b>	<b>Practicum 2</b>	
	Th 10 May	Review of assessment  Ngā mahi a Rehia – Māori performance	Haka pōhiri
9	T 15 May	VUW's May Graduation Ceremonies	
	Th 17 May	Hui whakapūmau:  9:30am haka pōhiri and marae work groups	Six haka pōhiri for Ceremonies at MFC and THW – 6 work hours

Wiki	Te rā o ia kauhau	Te kaupapa o te rā	Pānui
10	T 22 May	Manuhiri/Guest Lecturer: tbc Ngā mahi toi	Walker, Ranginui, 1992. The relevance of Māori myth and tradition.
	Th 24 May	Te whenua – Papatūānuku  Mahinga kai – Tāne Māhuta and Tangaroa	
11	T 29 May	Manuhiri/Guest Lecturer: Dr Takirangi Smith  Ranginui – Tātai Whetū: Voyaging	Reading tbc
	Th 31 May	Roles and functions of the kaitiaki  What is the value of the marae?	
12	T 5 June	<b>Practicum 3</b>	No reading
	Th 7 June	Review of assessment and programme  Course evaluations/poroporoaki	
	F 8 June	<b>Journal 2 due – submit to Assignment Box at 50KP by 5:00pm</b>	

## 5 KO NGĀ PUKAPUKA

### 5.1 Course Reader

Te Kawa a Māui, 2012. *Te Tū Marae / Marae Practice*. (Note: This is the same text used for MAOR 802). The Course Reader should be brought to each lecture.

### 5.2 Academic Writing Guide

Students will be required to make their written work conform to one of the standards for referencing set out in:

*Te Kawa a Māui Academic Writing Guide, 2011 edition*. Wellington: Victoria University. This edition will not be available in print form, though you may of course print your own if you wish from Blackboard or download a copy from the School's website at:

[www.victoria.ac.nz/maori/study/resources.aspx](http://www.victoria.ac.nz/maori/study/resources.aspx)

### 5.3 Obtaining Student Notes

All undergraduate textbooks and student notes will be sold from the Memorial Theatre foyer from 13 February to 16 March 2012, 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 4 of the Student Union Building.

Students can order textbooks and student notes online at [www.vicbooks.co.nz](http://www.vicbooks.co.nz) or can email an order or enquiry to [enquiries@vicbooks.co.nz](mailto: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.

## 6 KO NGĀ TATAURANGA

### 6.1 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 or email 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.

### 6.2 Non-Assessed Tasks

As part of your learning experience in marae etiquette you are expected to gain practical skills in protocol and oral traditions. This includes karakia, mihi whakatau, and waiata. Students will take turns to perform these duties at the beginning of each class, and also conclude with karakia.

### 6.3 Assessment Requirements

Both MAOR 801 and MAOR 213 are fully 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 three practicum assessments, one essay, one reflective journal and a requirement to fulfil 20 hours of 'work' at the marae.

It is highly recommended that students take the opportunity to seek guidance and support from the Marae staff and/or helping to manaaki manuhiri and other marae-based activities: either in the 'front' or the 'back'. The Marae hosts many hui and you are able to 'work' some of your hours during these and will be 'signed-off' by the supervising staff. Others may choose to 'work' their hours off



at the Hui Whakapūmau and May graduation ceremonies at the Michael Fowler Centre.

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 801 and MAOR 213 will be determined by:

**Internal Coursework** **100%**

#### 6.4 **Assessment Schedule**

Practicum 1	20%	In lecture, 27 March (Week 3)
Journal	15%	By 5:00pm on 6 April (Week 5) and 8 June (Week 12)
Essay	15%	By 5:00pm on 30 April (Week 7)
Practicum 2	20%	In lecture, 8 May (Week 8)
Practicum 3	20%	In lecture, 31 May (Week 11)
Practicum Hours	10%	Ongoing

#### 6.5 **Practicum Assessments** **60% (20% each)**

In the first week, students will be assigned a work group for the duration of the course. Each group will take turns fulfilling the different roles in the organisation and execution of a hui for which they will be assessed. Groups will be assigned an area of responsibility: pōhiri – tangata whenua (mua), tangata whenua (muri), and manuhiri. Students will need to be proactive in organising themselves outside of class hours, as these assessments require a lot of teamwork and effort.

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.

#### 6.6 **Essay** **15%**

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.

Essay word length:

MAOR 801	800 words
MAOR 213	1500 words

## 6.7 Journal

**15% (7.5% each)**

Students will reflect on their learning in each class by making entries in a journal. There will be an expectation 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 you should also reflect on your understanding of tikanga (bullet point format is acceptable). Additionally, you will be required to make a short summary (bullet-point format only) for each of the weekly course readings – see the lecture schedule for a complete list.

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 (Friday, 6 April) and on the last day of term (Friday, 8 June). Pictures, drawings, photographs and other materials may be included in your marae practice journal.

## 6.8 Practicum Hours

**10%**

Students are required to fulfil 20-hours of kaiārahi/manaaki tangata at the marae any time during the 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 wish to contribute and learn from.

Each student is required to spend:

- 5 hours out the 'front' for pōhiri ceremonies, to, perform, observe and critique the rituals of encounter, supporting the paepae with waiata and haka pohiri.
- 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.
- 5 hours participating in the May graduation ceremonies, which may include performing the haka pōhiri under the guidance of the marae personnel.
- These hours must be logged on the timesheet handed out in class and signed off by the 'supervisory' marae personnel. The course assistant will regularly check these timesheets to ensure that students are on-target for completion.

## 6.9 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.

## **7 KO NGĀ WHIUNGA**

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.

## **8 KO NGĀ MAHI**

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.

## **9 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](http://www.victoria.ac.nz/home/study/plagiarism.aspx)

## 10 WHERE TO FIND MORE DETAILED INFORMATION

- Find key dates, explanations of grades and other useful information at:  
[www.victoria.ac.nz/home/study](http://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](http://www.victoria.ac.nz/home/study/academic-progress)
- Most statutes and policies are available at:  
[www.victoria .ac.nz/home/about/policy](http://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](http://www.victoria.ac.nz/home/study/calendar.aspx)
- 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](http://www.victoria.ac.nz/home/about_victoria/avcacademic)

## 11 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](http://www.victoria.ac.nz/home/admisenrol/payments/withdrawlsrefunds.aspx)

Information about refunds may also be found here.