



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

Course Reference Number (CRN): 6377

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

Trimester 2, 2012 dates

Lectures begin Monday, 16 July

Lectures end Friday, 19 October

Mid-trimester break 27 August - 9 September

Study week 22 - 26 October

Assessment/examination period: 26 October - 17 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 only

**Lectures
Trimester 1**

Monday, 1:10-3:00pm in AM106,
Alan MacDiarmid Building

and

Wednesday, 9:00-10:50am in AMLT105
Alan MacDiarmid Building

Trimester 2

Monday, 1:10-3:00pm in FT77305,
77 Fairlie Terrace Room 305

and

Wednesday, 9:00-10:50am in AMLT105
Alan MacDiarmid Building

Tutorials

Tuesday, 9:00-9:50am, venue tbc
Friday, 11:00-11:50am, venue tbc

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.

**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 (CREA, CRIT, COMM), and
- be competent in the use of relevant educational technology (CREA, 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 lectures and tutorials 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 2011 Edition* is available as a **free download** from the MAOR 804 Blackboard site. This guide needs to be followed for all written assignments for Te Kawa a Māui courses.

4 KO NGĀ MAHI Expected Workload

MAOR 804 is a full-year course that meets twice per week. Lectures are held on Mondays and Wednesdays. Students must attend a minimum of 44 lectures (90%) to meet the mandatory course requirements.

Tutorials will be arranged for sign-up in week one and will begin in week two. Students must attend two tutorials a week. Students must attend a minimum of 90% of the tutorials to meet the mandatory course requirements.

Students should allow 7.5 hours per week, including the lectures and tutorials for this course.

MAOR 804 is a full year paper of 7.5 hours per week (including lectures and tutorials).

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
Yearly Planner + Weekly Plans	25	Every 3 weeks: 12 March, 4 April, 25 April, 16 May, 6 June, 18 July, 8 August, 12 September, 3 October

Assessment	Value (%)	Due
Vision Board, Mission Statement, and Support Plan	10	30 March
Essay Plan	10	4 April
Research Plan	10	16 May
Summarising/Paraphrasing	10	6 June
Essay (1500 words)	20	15 August
Group Production	15	3 October

All assessments 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.

Assessment Requirements

5.1 Yearly Planner and Weekly Plans 25%

The 'Yearly Planner' sets out your assessments for the year for every course you are taking. It will include other relevant information such as mid-trimester breaks and exam periods. The 'Weekly Plans' will use the information on the 'Yearly Planner' to work backwards from assessments and plan what you need to do each week. It is your responsibility to buy a folder and hand in your work every three weeks.

Due: Every three weeks: 12 March, 4 April, 25 April, 16 May, 6 June, 18 July, 8 August, 12 September, 3 October.

5.2 Vision Board, Mission Statement, and Support Plan 10%

Students must present a 'Vision Board' (A3 size) that shows in picture format their values and goals for the future. A personal mission statement must be learned and presented in class without notes. A support plan must be handed in that shows support people with contact details that the student can call on – including contacts internal and external to the University. The support plan must also contain 2-5 paragraphs of how that support will happen from two of those contacts – one from a University contact person and one from an external contact person.

Due: 5:00pm, 30 March.

5.3 Essay Plan 10%

Students are required to submit their plan for one essay. Planning for essays is part of the essay writing process. This assignment is designed to ensure students learn to effectively plan before writing.

Due: 5:00pm, 4 April.

5.4 Research Plan 10%

The research plan provides students an opportunity to design and coordinate the research necessary to complete the first 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.

Due: 5:00pm, 16 May.

5.5 Summarising and Paraphrasing 10%

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.

Test: 6 June.

5.6 1500 Word Essay 20%

Students are required to submit a 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 20011 Edition*.

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.

Due: 5:00pm, 15 August.

5.7 Group Production 15%

Students will be put into groups of 4-7 students. You will put together a DVD movie of 10 -15 minutes long. The subject for the movie will be given to you closer to the date.

Due: 5:00pm, 3 October.

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 44 out of 48 lectures
- attend a minimum of 90% of the tutorials
- 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 1			
Week	Dates	Topics	Assessments
1	5 March	Introduction to course planning, time management, and note taking	
2	12 Mar	Vision, mission, support	Yearly planner and 3 weekly plans (12 March)
3	19 Mar	Introduction to academic writing, analysing the question and reo support	
4	26 Mar	Essay structure I and essay plan	Vision board, mission statement, and support plan (30 March)
5	2 April	Referencing I	3 weekly plans and essay plan (4 April)
MID TRIMESTER BREAK: 9 – 22 April			
6	23 April	Critical thinking	3 weekly plans (25 April)
7	30 April	Research I and reo support	
8	7 May	Argument development essay writing process	
9	14 May	Reading SQ3R method, summarising and paraphrasing	Research plan, and 3 weekly plans (16 May)
10	21 May	Revising and editing I	
11	28 May	Goal setting and reo support	
12	4 June	Review	3 weekly plans, and summarising/paraphrasing (6 June)
End of Trimester 1			
Trimester 2			
Week	Dates	Topics	Assessments
13	16 July	Note Taking II and essay structure II	Yearly Planner and 3 weekly plans (18 July)
14	23 July	Strong writing and grammar; research II; and reo support	

15	30 July	Topic sentence and paragraphs	
16	6 August	Linking Words, Referencing II	3 weekly plans (8 August)
17	13 August	Revising, editing II, and reo support	Essay (15 August)
18	20 August	Your challenges	
MID TRIMESTER BREAK: 27 August – 9 September			
19	10 Sep	Self-reflection, challenging your own assumptions, and reo support	3 weekly plans (12 September)
20	17 Sep	Public speaking	
21	24 Sep	Exam strategy + reo support	
22	1 Oct	Exam Strategy	3 weekly plans (3 October) + group production (3 October)
23	8 Oct	Review	
24	15 Oct	Review and reo support	
End of Trimester 2			

9 KO NGĀ PUKAPUKA Essential 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 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

11 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/avcadademic

12 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.