



TE WHARE WĀNANGA O TE ŪPOKO O TE IKA A MĀUI



VICTORIA
UNIVERSITY OF WELLINGTON

Te Kawa a Māui
Faculty of Humanities and Social Sciences

MAOR 804

Whakakokoi Mātauranga Academic Study Skills

Course Reference Number (CRN): 6377

Trimester 1, 2013 dates

Lectures begin Monday, 4 March
Lectures end Friday, 7 June
Easter break 28 March - 3 April
Mid-trimester break 22 April - 28 April

Trimester 2, 2013 dates

Lectures begin Monday, 15 July
Lectures end Friday, 18 October
Mid-trimester break 26 August - 8 September
Last piece of assessment due 14 October
Study week 21 - 25 October
Assessment/examination period 25 October - 16 November

1 KO TE KAIWHAKAAKO

Ko te Pūkenga Course Coordinator

Everard Halbert
Telephone 027 563 8104
Email everard.halbert@vuw.ac.nz

Office Hours

By appointment only

Lectures Trimester 1 and 2

Monday, 9:00-10:50am in CO119
Cotton Building

and

Friday, 9:00-10:50am in EALT206
Easterfield Building

Ko te Kaitūruki Tutor

Paul Edwards
Room 102, 48 Kelburn Parade
Telephone 463 5471
Email tbc

Office Hours

tbc

Tutorials

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.

Blackboard

The course is supported by Blackboard. 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.

2 KO NGĀ WHĀINGA ME NGĀ HUA

2.1 Course Prescription

This course focuses on writing skills, note taking techniques, essay writing skills, exam requirements, processes and procedures, use of libraries, library information and technology, presentation of work, some study techniques and an introduction to Victoria University and the School of Māori Studies.

2.2 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:

- 1) have a knowledge of and be able to demonstrate effective study, communication, and exam techniques (CRIT, COMM)
- 2) 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)
- 3) have a knowledge of key research processes and be able to demonstrate academic writing ability (CREA, CRIT, COMM), and
- 4) 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

3.1 Essential Texts

There is no set text for MAOR 804. Course readings will be posted on Blackboard. Other 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.

3.2 Academic Writing Guide

Te Kawa a Māui. *Te Ara Poutama*. Wellington: Victoria University. This guide is available as a **free download** from the MAOR 804 Blackboard site, and needs to be followed for all written assignments for Te Kawa a Māui courses.

4 KO NGĀ MAHI

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

Tutorials will be arranged for sign-up in Week 1 and will begin in Week 2. 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 worth nine points towards the Tohu Māoritanga.

5 KO NGĀ TATAURANGA

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

| Assessment | Due Date | Value | Link to Learning Objectives (LO) |
|---|---|-------|----------------------------------|
| Yearly planner and weekly plans | 15 March, 5 April, 19 April, 17 May, 7 June | 25% | LO: 1 |
| Vision board, mission statement, and support plan | 25 March | 10% | LO: 1, 2 |
| Essay plan | 5 April | 10% | LO: 2, 3 |
| Research plan | 17 May | 10% | LO: 2, 3 |
| Summarising/paraphrasing | 7 June | 10% | LO: 2, 3 |
| Essay | 16 August | 20% | LO: 2, 3 |
| Group production | 14 October | 15% | LO: 4 |

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 by the due date.

Due: 15 March, 4 April, 5 April, 19 April, 17 May, 7 June.

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, 25 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, 5 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, 17 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.

Due: 7 June.

5.6 Essay **20%**

Students are required to submit a completed 1500 word 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 standards for referencing as set out in *Te Ara Poutama*.

Essays must be submitted digitally through Blackboard no later than the time specified on the due date detailed below. **Note that e-mail submissions will not be accepted unless through prior approval by the Course Coordinator.**

Due: 5:00pm, 16 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.

Although this is a group based task, each student will be awarded an individual grade. The University recognises that group work, when used appropriately, can be a valuable teaching strategy that contributes to students' learning and the development of communication and team work skills.

Due: 5:00pm, 14 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

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 MANDATORY COURSE REQUIREMENTS

In order to complete this course, students must:

- attend a minimum of 90% of the lectures
- attend a minimum of 90% of the tutorials, and
- submit all assessments.

8 KO TE MAHERE MAHI

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 | 4 Mar 8 Mar | Introduction to course planning, time management, and note taking | |
| 2 | 11 Mar 15 Mar | Vision, mission, support | Yearly planner and weekly plans (15 Mar) |
| 3 | 18 Mar 22 Mar | Introduction to academic writing, analysing the question and reo support | |
| 4 | 25 Mar | Essay structure I and essay plan | Vision board, mission statement, and support plan (25 Mar) |
| EASTER BREAK: 28 March - 3 April | | | |
| 5 | 5 Apr | Referencing I | Weekly plans, and essay plan (5 Apr) |
| 6 | 8 Apr 12 Apr | Critical thinking | |

| | | | |
|---|------------------|--|---|
| 7 | 15 Apr 19 Apr | Research I and reo support | Weekly plans (19 Apr) |
| MID-TRIMESTER BREAK: 22 - 28 April | | | |
| 8 | 29 Apr 3 May | Argument development essay writing process | |
| 9 | 6 May 10 May | Reading SQ3R method, summarising and paraphrasing | |
| 10 | 13 May 17 May | Revising and editing I | Weekly plans, and research plan (17 May) |
| 11 | 20 May 24 May | Goal setting and reo support | |
| 12 | 27 May 31 May | Review | |
| 13 | 7 June | Preparation for trimester 2 | Weekly plans, and summarising/ paraphrasing (7 Jun) |
| End of Trimester 1 | | | |
| Trimester 2 | | | |
| 1 | 15 Jul 19 Jul | Note taking II and essay structure II | |
| 2 | 22 Jul 26 Jul | Strong writing and grammar; research II; and reo support | |
| 3 | 29 Jul 2 Aug | Topic sentence and paragraphs | |
| 4 | 5 Aug 9 Aug | Linking words, referencing II | |
| 5 | 12 Aug 16 Aug | Revising, editing II, and reo support | Essay (16 Aug) |
| 6 | 19 Aug 23 Aug | Your challenges | |
| MID-TRIMESTER BREAK: 26 August - 8 September | | | |
| 7 | 9 Sep 13 Sep | Self-reflection, challenging your own assumptions, and reo support | |
| 8 | 16 Sep 20 Sep | Public speaking | |
| 9 | 23 Sep 27 Sep | Exam strategy and reo support | |
| 10 | 30 Sep 4 Oct | Exam strategy | |
| 11 | 7 Oct 11 Oct | Review | |
| 12 | 14 Oct 18 Oct | Review and reo support | Group production (14 Oct) |
| End of Trimester 2 | | | |

A variety of texts have been placed on Closed Reserve 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 and PL6454 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

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 (see Section C)
- Other useful information for students may be found at the Academic Office website at:
www.victoria.ac.nz/home/about/avcademic

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/withdrawalsrefunds

Information about refunds may also be found here.