



**Te Kawa a Māui**  
Faculty of Humanities and Social Sciences

# **MAOR 003**

## **Whakakokoi Mātauranga Academic Study Skills**

Course Reference Number (CRN): 27104  
Course Value: 20 points  
Trimester 1 and 2 2015



## 1 IMPORTANT DATES

<b>Trimester dates</b>	2 March to 15 November 2015
<b>Teaching dates</b>	2 March to 16 October 2015
<b>Last assessment item due</b>	9 October 2015
<b>Withdrawal dates</b>	Refer to <a href="http://www.victoria.ac.nz/students/study/withdrawals-refunds">www.victoria.ac.nz/students/study/withdrawals-refunds</a> .
<b>Aegrotats</b>	If you cannot complete an assignment or sit a test or examination, refer to <a href="http://www.victoria.ac.nz/students/study/exams/aegrotats">www.victoria.ac.nz/students/study/exams/aegrotats</a> .

## 2 CLASS TIMES AND LOCATIONS

### 2.1 Lectures

#### TRIMESTER 1

Monday	10:00-11:50am	Alan MacDiarmid Building (AM102)
Friday	9:00-10:50am	Alan MacDiarmid Building (AM104)

#### TRIMESTER 2

Monday	10:00-11:50am	Kirk Building (KK203)
Friday	9:00-10:50am	Alan MacDiarmid Building (AM104)

### 2.2 Tutorials

Thursday	11:00-11:50am	Te Ahumairangi (KP48/101)
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Tutorial sessions will commence in Week 3 of the course. An attendance roll will be taken during each tutorial. While Te Ahumairangi is the scheduled tutorial venue, on occasion we will use Te Tumu Herenga Waka (MR101). Change of venues will be announced in class and posted on Blackboard.

## 3 NAMES AND CONTACT DETAILS

<b>Course Coordinator</b>	Kelly Keane-Tuala Room 211, 50 Kelburn Parade Telephone 463 5469 Email <a href="mailto:kelly.keane-tuala@vuw.ac.nz">kelly.keane-tuala@vuw.ac.nz</a>
<b>Office Hours</b>	Monday, 1:00-2:00pm
<b>Tutor</b>	Jamie Yeates Room 203, 48 Kelburn Parade
<b>Office Hours</b>	Available on Blackboard

**Course Administrator**

Jeremy Porima  
Room 102, 50 Kelburn Parade  
Telephone 463 5314  
Email jeremy.porima@vuw.ac.nz

**Office Hours**

Monday-Friday, 8:00am-4:30pm

**4 COMMUNICATION OF ADDITIONAL INFORMATION**

MAOR 003 has a Blackboard site. You should check this site regularly, i.e. at least twice a week.

All notices, course information (including information relating to assessments), and grades will be made available on Blackboard.

**5 PRESCRIPTION AND COURSE LEARNING OBJECTIVES****5.1 Prescription**

MAOR 003 is a course tailored to the Tohu Māoritanga programme and introduces students to competencies needed for University such as critical thinking, academic writing, independent learning, personal management, note making, goal setting, presentations and library skills. Students will also learn to read academic texts, and follow ethical study practices. Essential computing skills are also covered and students will develop and refine their own study strategies.

**5.2 Course Learning Objectives (CLOs)**

Students who pass this course will be able to:

- 1 demonstrate effective study, communication, and examination techniques
- 2 read academically and demonstrate the ability to self-reflect
- 3 recognise key research processes and demonstrate academic writing ability
- 4 demonstrate competency in the use of relevant educational technology, and
- 5 critically analyse texts and theories in order to articulate an argument.

Student performance against each of the five key CLOs will be measured using a range of assessment tools.

**6 COURSE CONTENT**

This programme provides an outline of lecture content. The programme is flexible and where necessary will be tailored to the needs and requests of the students in the course. Students are invited to give their feedback about any aspects of the course to the Course Coordinator.

Trimester 1		
Week	Lecture	Assessment
1	Introduction to course, planning, time management, and note taking 1	
2	Introduction to academic writing, analysing the question, and reo support	<b>Time management, learning action and support plan (13 March)</b>
3	Essay structure 1 and essay plan	
4	Referencing 1	<b>Essay plan 1 (27 March)</b>
5	Research 1 and reo support	
<b>EASTER / MID TRIMESTER BREAK: 3-19 April</b>		
6	Critical thinking	<b>Research plan 1 (24 April)</b>
7	<b>No lecture on 27 April (ANZAC Day observed)</b> Argument development and essay writing process	<b>Referencing scavenger hunt and worksheet (1 May)</b>
8	Reading SQ3R method	
9	Summarising and paraphrasing	
10	Revising and editing 1	
11	Basic grammar 1	<b>Summarising and paraphrasing task (25 May)</b>
12	<b>No lecture on 1 June (Queen's Birthday)</b> Review	
<b>MID YEAR BREAK: 2-12 July</b>		
Trimester 2		
Week	Lecture	Assessment
1	Note taking 2 and essay structure 2	
2	Strong writing and grammar, research 2, and reo support	<b>Essay plan 2 (20 July)</b>
3	Topic sentence and paragraphs	
4	Linking words, and referencing 2	<b>Research plan 2 (3 August)</b>
5	Revising and editing 2, and reo support	
6	Your challenges	
<b>MID TRIMESTER BREAK: 24 August-6 September</b>		
7	Self-reflection, challenging your own assumptions, and reo support	<b>In-class test (14 September)</b>
8	Public speaking	
9	Examination strategy 1 and reo support	
10	Examination strategy 2	
11	Review	<b>Group production (9 October)</b>
12	Review and reo support	

## 7 TEACHING FORMAT

### 7.1 Lectures

Students will attend two 1-hour 50 minute lectures per week, which will involve a presentation from the Course Coordinator or guest lecturers, often with time for questions.

### 7.2 Tutorials

Students will attend a 50-minute tutorial, once per week. Tutorials provide a space for students to discuss the readings and issues for each section of the course. Students are expected to have read all assigned readings in preparation for tutorials and to have formulated questions to discuss with other students and the tutor.

## 8 MANDATORY COURSE REQUIREMENTS

In addition to achieving an overall pass mark of 50%, students must (except where the Course Coordinator's permission is granted):

- attend a minimum of 80% of the lectures
- attend a minimum of 80% of the tutorials, and
- submit all assessments.

## 9 WORKLOAD

The standard University workload for a 20-point course applies, i.e. 200 hours in total, spread over the teaching weeks, i.e. about 14 hours per week (inclusive of lectures and tutorials).

## 10 ASSESSMENT

### 10.1 Assessment Requirements

Information about all course assessments are contained in this course outline. Assessments will be explained in lectures and tutorials. If you are unsure about any assessment requirement, please contact the Course Coordinator. Marking guides are available on Blackboard.

**MAOR 003 is 100% internally assessed.**

Assessment items	%	CLOs	Due date
1 Time management, learning action and support plan	10%	1	13 March
2 Essay plan 1 and 2	20%	1, 2	27 March and 20 July
3 Research plan 1 and 2	20%	2, 3	24 April and 3 August
4 Referencing scavenger hunt and worksheet	10%	2, 3, 5	1 May
5 Summarising and paraphrasing task	10%	2, 3, 5	During lecture, 25 May
6 In-class test	15%	1-5	During lecture, 14 September
7 Group production	15%	4	9 October
<b>Total internal assessment</b>	<b>100%</b>		

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.

**10.2 Time Management, Learning Action and Support Plan 10%**

The time management and learning action plan sets out your assessments for the year for each of your Tohu courses. It will include other relevant information such as mid-trimester breaks and examination periods. You will consider your external commitments and how you can integrate study into your existing way of life. A support plan must also 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 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. You will work with staff from Te Pūhahi Atawhai to complete this task. **Due: 4:30pm, 13 March.**

**10.3 Essay Plan 1 and 2 20%**

Students are required to submit their plan for one essay in Trimester 1 and one essay in Trimester 2. Planning for essays is part of the essay writing process. This assignment is designed to ensure students learn to effectively plan before writing. There are two essay plans weighted at 10% each. **Due: 4:30pm, 27 March and 20 July.**

**10.4 Research Plan 1 and 2 20%**

The research plan provides students an opportunity to design and coordinate the research necessary to complete the first essay assignment in Trimester 1 and the first essay assignment in Trimester 2. This plan will help students conduct research both efficiently and effectively while also helping them learn to access the expertise of research librarians. You must contact Donald Gregory (Māori Subject Librarian, telephone 463 9608, email donald.gregory@vuw.ac.nz) to make an appointment to complete this task. Donald will then sign your cover sheet before you submit it. Please ensure you have Donald's signature to show you have met with him to plan your research. There are two research plans weighted at 10% each. **Due: 4:30pm, April 24 and 3 August.**

**10.5 Referencing Scavenger Hunt and Worksheet 10%**

Students must participate and complete the referencing scavenger hunt and worksheet. In pairs or groups of 3, you will search for resources and books at various locations. You must locate all resources and then complete the worksheet that will be provided in class on 20 April. 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: 4:30pm, 1 May.**

**10.6 Summarising and Paraphrasing Task 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 worksheet

that requires them to read a short academic passage and then summarise and paraphrase the passage. **Due: During lecture, 25 May.**

#### 10.7 In-class Test 15%

Students are required to sit a 60 minute in-class test that will assess their knowledge on basic grammar and referencing skills. More details will be discussed in class during the first week of Trimester 2. **Due: During lecture, 14 September.**

#### 10.8 Group Production 15%

Students will be put into groups of 4-7 students. You will put together a visual production of 10-15 minutes long. The subject for the production will be provided closer to the time. 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: 4:30pm, 9 October.**

### 11 SUBMISSION AND RETURN OF COURSE WORK

#### 11.1 Submission of Course Work

All work submitted for this course MUST be posted in the Assignment Box, Māori Studies School Office, 50 Kelburn Parade. All assignments are registered in the Māori Studies School 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.

#### 11.2 Return of Course Work

Where possible, marked work will be returned to students in class. If a student is absent, or if work is returned in non-teaching periods, students will be notified of its availability via Blackboard, and it can be collected from the Māori Studies School Office at 50 Kelburn Parade. Students can collect their marked work Monday to Friday between the hours of 9:00am – 1:00pm only. Work cannot be given back outside of these times.

The Course Coordinator endeavours to have work marked and returned within two weeks of its submission.

### 12 EXTENSIONS AND PENALTIES

By prior arrangement and for very good reasons an extension might be granted. However, without an express extension from the Course Coordinator the following late penalties will apply:

- 5%\* will be deducted for every day or part day that the assignment is late. NB\* 5% is equivalent to one grade i.e. from an A+ to an A.
- after ten days the assignment will be accepted for the purposes of meeting the 'course requirements', but no mark will be given.



Unless an extension is previously granted, the final date for submission of MAOR 003 course assessment is Friday 16 October at 4:30pm.

## 13 SET TEXTS

### 13.1 Required Text

There is no set text for MAOR 003. Core readings and supplementary resources will be distributed in class and posted on Blackboard.

### 13.2 Course Materials

Students are required to purchase a folder or binder to organise and hold their MAOR 003 course materials.

### 13.3 Academic Writing Guide

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

*Te Ara Poutama: Academic Skills Handbook, 2012 edition.* Wellington: Victoria University.

A limited number of booklets will be available from the Māori Studies School Office though you may print your own copy from Blackboard.

## 14 RECOMMENDED READING

### 14.1 Study Skills

The following texts are all held at Te Pātaka Kōrero (the University 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.

## 14.2 Māori Culture

The Māori Subject Librarian (Donald Gregory, telephone 463 9608, email donald.gregory@vuw.ac.nz) 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 PL6465 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 [www.learningmedia.co.nz/ngata/](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.

## **15 TUAKANA/TEINA MENTORING PROGRAMME**

Te Pūtahi Atawhai coordinates the tuakana/teina mentoring programme, which is available for those students who would like assistance with this course, or a mentor to practise with. If this interests you, speak to the Course Coordinator at the beginning of the course.

## **16 CLASS REPRESENTATIVE**

The class representative provides a useful way to communicate feedback to the teaching staff during the course. A class representative will be selected at the first lecture. Students may like to write the Class Rep's name and details in this box:

## **17 STUDENT FEEDBACK**

Student feedback on this and other Victoria courses may be found at [www.cad.vuw.ac.nz/feedback/feedback\\_display.php](http://www.cad.vuw.ac.nz/feedback/feedback_display.php).

The information above is specific to this course. There is other important information that students must familiarise themselves with, including:

**Academic Integrity and Plagiarism**

[www.victoria.ac.nz/students/study/exams/integrity-plagiarism](http://www.victoria.ac.nz/students/study/exams/integrity-plagiarism)

**Aegrotats**

[www.victoria.ac.nz/students/study/exams/aegrotats](http://www.victoria.ac.nz/students/study/exams/aegrotats)

**Academic Progress**

(including restrictions and non-engagement)  
[www.victoria.ac.nz/students/study/progress/academic-progress](http://www.victoria.ac.nz/students/study/progress/academic-progress)

**Dates and deadlines**

[www.victoria.ac.nz/students/study/dates](http://www.victoria.ac.nz/students/study/dates)

**FHSS Student and Academic Services Office**

[www.victoria.ac.nz/fhss/student-admin](http://www.victoria.ac.nz/fhss/student-admin)

**Grades**

[www.victoria.ac.nz/students/study/progress/grades](http://www.victoria.ac.nz/students/study/progress/grades)

**Māori at Victoria**

[www.victoria.ac.nz/maori-at-victoria](http://www.victoria.ac.nz/maori-at-victoria)

**Ngāi Tauria**

[www.ngaitauria.org.nz/](http://www.ngaitauria.org.nz/)

**Resolving academic issues**

[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)

**Special passes**

[www.victoria.ac.nz/about/governance/dvc-academic/publications](http://www.victoria.ac.nz/about/governance/dvc-academic/publications)

**Statutes and policies**

(including the Student Conduct Statute)  
[www.victoria.ac.nz/about/governance/strategy](http://www.victoria.ac.nz/about/governance/strategy)

**Student support**

[www.victoria.ac.nz/students/support](http://www.victoria.ac.nz/students/support)

**Students with disabilities**

[www.victoria.ac.nz/st\\_services/disability](http://www.victoria.ac.nz/st_services/disability)

**Student Charter**

[www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/student-charter)

**Student Contract**

[www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract](http://www.victoria.ac.nz/study/apply-enrol/terms-conditions/student-contract)

**Subject Librarians**

<http://library.victoria.ac.nz/library-v2/find-your-subject-librarian>

**Te Kawa a Māui**

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

**Te Pūtahi Atawhai**

[www.victoria.ac.nz/students/get-involved/lead-mentor/te-putahi-atawhai](http://www.victoria.ac.nz/students/get-involved/lead-mentor/te-putahi-atawhai)

**Turnitin**

[www.cad.vuw.ac.nz/wiki/index.php/Turnitin](http://www.cad.vuw.ac.nz/wiki/index.php/Turnitin)

**University structure**

[www.victoria.ac.nz/about/governance/structure](http://www.victoria.ac.nz/about/governance/structure)

**Victoria graduate profile**

[www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile](http://www.victoria.ac.nz/learning-teaching/learning-partnerships/graduate-profile)

**VUWSA**

[www.vuwsa.org.nz](http://www.vuwsa.org.nz)