



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

# **MAOR 213**

## **Te Kawa o te Marae Marae Etiquette and Protocols**

Course Reference Number (CRN): 9177  
Course Value: 20 points  
Trimester 1 2015



*“He tangata takahi manuhiri, he marae puehu!”*

E hine, e tama, nau mai rā. 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 māturu te hinu o tō rae e whakatinanahia ai e koe a rātou waihotanga. Piki mai rā, kake mai rā!

## 1 IMPORTANT DATES

<b>Trimester dates</b>	2 March to 1 July 2015
<b>Teaching dates</b>	2 March to 5 June 2015
<b>Last assessment item due</b>	5 June 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

Tuesday	2:10-4:00pm	Te Tumu Herenga Waka (MR101)
Thursday	2:10-4:00pm	Te Tumu Herenga Waka (MR101)

## 3 NAMES AND CONTACT DETAILS

<b>Course Coordinators</b>	Mike Ross Room 212, 50 Kelburn Parade Telephone 463 5468 Email <a href="mailto:mike.ross@vuw.ac.nz">mike.ross@vuw.ac.nz</a>
	Awanui Te Huia Room 210, 50 Kelburn Parade Telephone 463 6733 Email <a href="mailto:awanui.tehuia@vuw.ac.nz">awanui.tehuia@vuw.ac.nz</a>
<b>Office Hours</b>	Wednesday, 10:00am-12:00pm
<b>Course Assistant</b>	Ani Eparaima Room 203, 48 Kelburn Parade
<b>Office Hours</b>	Available on Blackboard
<b>Course Administrator</b>	Jeremy Porima Room 102, 50 Kelburn Parade Telephone 463 5314 Email <a href="mailto:jeremy.porima@vuw.ac.nz">jeremy.porima@vuw.ac.nz</a>
<b>Office Hours</b>	Monday-Friday, 8:00am-4:30pm

#### 4 COMMUNICATION OF ADDITIONAL INFORMATION

MAOR 213 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

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.

##### 5.2 Course Learning Objectives (CLOs)

Students who pass this course will be able to:

- 1 demonstrate a knowledge of the kawa of Te Herenga Waka Marae and the local tribes of the Wellington area, namely Te Ātiawa, Ngāti Toa and Ngāti Raukawa
- 2 know the customs, concepts and spiritual aspects of Te Herenga Waka Marae
- 3 know about the appropriate language of the marae
- 4 operate, plan and participate in hui on a marae – both front and back
- 5 prepare budgets, menus and purchase food for a hui
- 6 utilise the equipment of Te Herenga Waka Marae, and
- 7 recognise and respond to breaches of kawa at Te Herenga Waka Marae.

#### 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.

Wiki	Tūrei	Taite	Aromatawai/Pānui/Kaupapa
1	Karakia, mihi whakatau, waiata, whakawhanaunga, class organisation, brief history of Te Herenga Waka Marae	Te Wero	Email, class groups, journals Māori Studies Department, n.d. <i>Te Herenga Waka Marae</i> .
2	Review and reflections	Planning a hui	
3	Budgeting, financial management, kitchen facilities, safety and hygiene	Practical kitchen experience	Higgins, Rawinia and John C. Moorfield, 2003. "Ngā Tikanga o te Marae", in <i>Ki Te Whaiiao: An Introduction to Māori Culture and Society</i> .
4	Tikanga and kawa of pōwhiri	Whaikōrero and karanga, the use of te reo Māori in pōwhiri	Karetu, Sam, 1978. <i>Kawa in Crisis</i> .

Wiki	Tūrei	Taite	Aromatawai/Pānui/Kaupapa
5	Practicum 1	Review and reflections, relationships and identity	<b>Practicum 1 (20%) Journal due (5%)</b> McIntosh, Tracey, 2005. <i>Māori Identity: Fixed, Fluid and Forced.</i>
<b>EASTER / MID TRIMESTER BREAK: 3-19 April</b>			
6	Contemporary concerns for Māori	Values and tikanga	Rangihau, John, 1975. <i>Being Māori.</i>
7	Hui mate	Hui ora	
8	Ngā mahi a Rēhia	<b>Practicum 2</b>	<b>Practicum 2 assessment (20%)</b>
9	Graduation ceremony	Hui whakapūmau	Haka pōwhiri <b>Essay due (10%)</b>
10	Review and reflections, contemporary concerns 2	The use of tikanga outside of marae settings	
11	Te reo Māori	Tikanga ā-iwi	
12	<b>Practicum 3</b>	Poroporoaki	<b>Practicum 3 (20%) Journal due (5%)</b>

## 7 TEACHING FORMAT

MAOR 213 is a practical course with two 2-hour classes per week in Te Tumu Herenga Waka as well as Ngā Mokopuna. It is co-taught with MAOR 001. You must attend at least 20 of 24 lectures to meet course requirements. An attendance roll will be taken during each lecture.

While the lecture topics are prescribed, the actual 'lectures' will consist of a series of wānanga (group discussions and debates). All students are expected to actively participate.

Students are encouraged to contact the Course Coordinators or the Course Assistant for individual or group work support. **Early planning and organisation for practicum assessments is highly recommended.** Please note that Marae staff are always available to give support and advice.

## 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 at least 20 of 24 lectures
- attend and complete all practical assessments, and attain at least 40% for each assessment hui
- complete all written assessments by the due date, and attain at least 40% for each written assessment, and
- participate in class through engaging in class discussions.

## 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 16 hours per week (inclusive of lectures and tutorials).

Each week, the remaining 12 hours should be spent on:

- reflective journal writing (1-2 hours)
- reading for lectures (2-3 hours)
- preparation for practicum assessments (3-4 hours), and
- practicum hours (2-3 hours).

The division of time between reading for assignments and writing assignments will vary from week to week.

## 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 Coordinators. Marking guides are available on Blackboard.

**MAOR 213 is 100% internally assessed.**

Assessment items	%	CLOs	Due date
1 Practicum 1	20%	3, 4, 5, 6	In lecture, 2 April
2 Journal	10%	1-6	4:30pm, 2 April and 5 June
3 Essay (1500 words)	10%	1, 2, 7	4:30pm, 15 May
4 Practicum 2	20%	3, 4, 5, 6	In lecture, 23 April
5 Practicum 3	20%	3, 4, 5, 6	In lecture, 4 June
6 Practicum hours	20%	1-6	Weeks 2-11
<b>Total internal assessment</b>	<b>100%</b>		

### 10.2 Practicum Assessments

**60% (3 x 20%)**

In Week 1, 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: pōwhiri – 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. Further information and marking schedules will be provided in the second week of class.

**Note:** Practicum assessments 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.

### 10.3 Journal

**10% (5% for each submission)**

Students will reflect on their learning in each class by making entries in a journal. There is 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 planning notes, budgets, etc. Journals will also provide you with a chance to reflect on your understanding of tikanga taught

during class. Additionally, you will be required to make a short summary 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 (Thursday 2 April) and on the last day of trimester (Friday 5 June). Pictures, drawings, photographs and other materials may be included in your marae practice journal.

#### 10.4 **Essay** **10%**

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 describe and analyse the tikanga/kawa of each marae. Explain what changes, if any, have occurred including the impact of urbanisation/globalisation on the people of the marae and their practices. Further information will be provided during class in Week 4.

#### 10.5 **Practicum Hours** **20%**

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 manuwhiri. All hui and events are publicly 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 pōwhiri ceremonies, to perform, observe and critique the rituals of encounter, supporting the paepae with waiata and haka pōwhiri
- 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, and
- 5 hours participating in the May graduation ceremonies, which may include performing the haka pōwhiri under the guidance of 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.

## **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 a Course Coordinator, or leave assignments under a 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 Coordinators endeavour 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 a 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 213 course assessment is Friday 5 June at 4:30pm.

## 13 SET TEXTS

### 13.1 Required Text

You are required to purchase the Course Reader, *Te Tū Marae*, from vicbooks. Visit [www.vicbooks.co.nz](http://www.vicbooks.co.nz) to check price and availability.

Please bring your Course Reader to all classes.

### 13.2 Academic Writing Guide

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

*Te 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 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 a Course Coordinator at the beginning of the course.



## **15 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:

## **16 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).

## 17 OTHER IMPORTANT INFORMATION

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 Taura**

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