



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

# MAOR 125

## **Special Topic: Māori Cultural Practices for Professionals**

Course Reference Number (CRN): 14310  
Course Value: 20 points  
Trimester 2 2015



## 1 IMPORTANT DATES

<b>Trimester dates</b>	13 July to 15 November 2015
<b>Teaching dates</b>	13 July to 16 October 2015
<b>Mid-trimester break</b>	24 August to 6 September 2015
<b>Last assessment item due</b>	13 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

Tuesday	9:00-10:50am	MR101 (Te Tumu Herenga Waka, KP46)
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There are no tutorials for this course.

## 3 NAMES AND CONTACT DETAILS

<b>Course Coordinator</b>	Karena Kelly Room 202, 48 Kelburn Parade Telephone 463 5470 Email <a href="mailto:karena.kelly@vuw.ac.nz">karena.kelly@vuw.ac.nz</a>
<b>Office Hour</b>	Tuesday, 11:00am-12:00pm
<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 125 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 prepares students to enter the workforce equipped to understand and deal with the challenges of engaging with the Māori world and Māori stakeholders. It focuses on basic Māori language skills, workplace Treaty issues, and operating appropriately and effectively in the context of a marae or Māori meeting.

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

Students who pass this course will be able to:

- 1 correctly pronounce and understand a range of selected Māori words
- 2 perform and respond to Māori greetings
- 3 participate actively in a marae pōwhiri or mihi whakatau situation, and
- 4 know the history, role and place of the Treaty of Waitangi in workplace situations.

## **6 COURSE CONTENT**

The lecture programme is flexible and where necessary will be tailored to the needs and requests of the students in the course. A full schedule of classes will be available on Blackboard.

## **7 TEACHING FORMAT**

Students will attend one 1-hour 50 minute lecture per week.

Lectures will involve a presentation from the Course Coordinator or guest lecturers, often with time for questions.

## **8 MANDATORY COURSE REQUIREMENTS (MCRs)**

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

- obtain at least 40% for the essay, mihi assessment, and one of the pronunciation tests, in order to demonstrate the achievement of all CLOs in the course.

Any student who is concerned that they have been (or might be) unable to meet any of the MCRs because of exceptional personal circumstances, should contact the Course Coordinator as soon as possible.

## **9 WORKLOAD**

The standard University workload for a 20 point course applies, i.e. 200 hours in total, spread over the teaching weeks and the mid-trimester break, i.e. about 14 hours per week (including the scheduled classes).

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

- mastery of material: 6 hours per week (spent on key readings, revising lecture material, and completing exercises as required)
- revision for tests: 2 hours per week, and
- assignments: 4 hours per week.

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

## 10 ASSESSMENT REQUIREMENTS

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

All components of the course assessment must be satisfactorily completed to meet course requirements.

To pass the course, the student must attain at least 50% when the marks for all components of the assessment are combined in the proportions specified, **and** meet the mandatory course requirements.

**MAOR 125 is 100% internally assessed.**

Assessment items	%	CLOs	Due date
1 Pronunciation test 1	10%	1	In-class, 21 July
2 Vocabulary test	10%	1	In-class, 4 August
3 Essay (1,200 words)	30%	3, 4	By 4:30pm, 21 September
4 Pronunciation test 2	10%	1	In-class, 8 September
5 Mihi test	20%	2, 3	In-class, 29 September
6 Final test	20%	2, 3, 4	In-class, 16 October
<b>Total internal assessment</b>	<b>100%</b>		

## 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**

### **12.1 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 125 course assessment is Friday 16 October at 4:30pm.

### **12.2 Missed Test**

If you miss a test or assessment submission deadline through circumstances beyond your control, you must contact the Course Coordinator (beforehand if possible, or as soon as possible afterwards). In such cases, alternative arrangements will be made, and there will be no penalties.

If you miss a test inadvertently, you should contact the Course Coordinator immediately. Possible remedies and any penalties will be considered on a case by case basis.

## **13 SET TEXTS**

### **13.1 Required Text**

There is no set text for this course. Readings associated with the lectures will be made available on Blackboard.

### **13.2 Academic Writing Guide**

Students will be required to make their written work conform to the Māori Studies academic writing guidelines. A copy of these guidelines will be made available on Blackboard.

### **13.3 Work Written in Te Reo Māori**

You are reminded that if you wish to submit written work in te reo Māori, you must advise the Course Coordinator of this at the outset of the course.

#### **14 TE PŪTAHI ATAWHAI MENTORING PROGRAMME**

Te Pūtahi Atawhai (TPA) coordinates a mentoring programme for Māori and Pasifika students who would like assistance with their courses. To check which courses this service is available for, speak to a TPA staff member at the beginning of the course. Their office is located on Level 2 of the Student Union Building.

#### **15 TE PŪTAHI REO**

The Language Learning Centre (LLC) is Victoria's technology-rich, multimedia centre supporting language learning.

At the LLC you can:

- practise and extend your language learning
- find materials to support your language studies including dictionaries, textbooks and graded readers
- study independently using language learning software, audio material and DVDs
- find a welcoming environment with services and events, and onsite assistance and support for languages, and
- become a language buddy or find a conversation group.

Visit the LLC on Level 0, von Zedlitz Building or take a look at their website [www.victoria.ac.nz/lc/](http://www.victoria.ac.nz/lc/) to find out more about the services available.

#### **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**

Feedback is important to ensure this course contains information of relevance to our students. MAOR 125 has received positive feedback from previous student cohorts.

A Centre for Academic Development (CAD) feedback process will be conducted at the end of the course, which will allow students to give feedback on an anonymous basis. Student feedback on University 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/tautoko](http://www.victoria.ac.nz/tautoko)

**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)

**Vic Books**

[www.vicbooks.co.nz](http://www.vicbooks.co.nz)

**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)