



NATIONAL OPEN UNIVERSITY OF NIGERIA

SCHOOL OF MANAGEMENT SCIENCES

COURSE CODE: COP 418

COURSE TITLE: SEMINAR IN COOPERATIVE MANAGEMENT I1

NATIONAL OPEN UNIVERSITY OF NIGERIA

14/16 AMADU BELLO WAY, VICTORIA ISLAND, LAGOS

SCHOOL OF MANAGEMENT SCIENCES

COP415 ASSESSMENT SHEET

PROGRAMME: B.Sc. COOPERATIVE MANAGEMENT

COURSE CODE: COP 415

COURSE TITLE: SEMINAR IN COOPERATIVE 1

CREDIT: 02 PART A: SEMINAR PRESENTATION

NAME OF CENTER:

NAME OF STUDENT:

MATRIC NO:

Seminar presentation	Max Score (%)	Facilitator Score (%)	Head/Coordinator, Hq. Score(%)	Remark
Content mastery: <ul style="list-style-type: none">• Relevance and Comprehensiveness• Correctness	10			
Comportment of the presenter	5			
<ul style="list-style-type: none">• Confidence• Demonstration of boldness to address the audience	10			
<ul style="list-style-type: none">• Response to questions• Ease attending to audience's questions and observation	10			
Communication- Correction of grammer <ul style="list-style-type: none">• Fluency and Simplicity	10			
Dressing-Simplicity and neatness	5			
Grand total 50%	50%			
Facilitator name and signature				

PART B: ASSESSMENT OF TERM PAPER

Term Paper Report Feature	Max Score (%)	/Coordinator, Hq. Score(%)	Remark
Literature review <ul style="list-style-type: none">• Relevancy of cited works• Comprehensiveness of the review• Extensive of the sources – textual, interact, journals, government report etc.	15		
Summary, conclusion and recommendation:	10		
Referencing: <ul style="list-style-type: none">• Materials – correctly cited using the APA format, Comprehensive cited	10		
Others: <ul style="list-style-type: none">• Typing/Neatness/consistency of character• Overall impression	5		
Applicability: <ul style="list-style-type: none">• Relevance of the topic to the course• Applicability of findings	10		
Total = maximum Mark = 50%	50%		
Total = maximum Mark = 100%			

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SCHOOL OF MANAGEMENT SCIENCES

COP418 ASSESSMENT SHEET

PROGRAMME: B.Sc. COOPERATIVE MANAGEMENT

COURSE CODE: COP 418

COURSE TITLE: SEMINAR IN COOPERATIVE II

CREDIT: 02 PART A: SEMINAR PRESENTATION

NAME OF CENTER:

NAME OF STUDENT:

MATRIC NO:

Seminar presentation	Max Score (%)	Facilitator Score (%)	Head/Coordinator, Hq. Score(%)	Remark
Content mastery: • Relevance and Comprehensiveness • Correctness	10			
Comportment of the presenter	5			
• Confidence • Demonstration of boldness to address the audience	10			
• Response to questions • Ease attending to audience's questions and observation	10			
Communication- Correction of grammer • Fluency and Simplicity	10			
Dressing-Simplicity and neatness	10			
Grand total 50%	50			
Facilitator name and signature				

PART B: ASSESSMENT OF TERM PAPER

Term Paper Report Feature	Max Score (%)	/Coordinator, Hq. Score(%)	Remark
Literature review • Relevancy of cited works • Comprehensiveness of the review • Extensive of the sources – textual, interact, journals, government report etc.	15		
Summary, conclusion and recommendation:	10		
Referencing: • Materials – correctly cited using the APA format, Comprehensive cited	10		
Others: • Typing/Neatness/consistency of character • Overall impression	5		
Applicability: • Relevance of the topic to the course • Applicability of findings	10		
Total = maximum Mark = 50%	50%		
Total = maximum Mark = 100%	100%		

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SCHOOL OF MANAGEMENT SCIENCES

TSM 447 ASSESSMENT SHEET

PROGRAMME: B.Sc. TOURISM STUDIES

COURSE CODE: TSM 447

COURSE TITLE: SEMINAR IN TOURISM STUDIES

CREDIT: 02 PART A: SEMINAR PRESENTATION

NAME OF CENTER:

NAME OF STUDENT:

MATRIC NO:

Seminar presentation	Max Score (%)	Facilitator Score (%)	Head/Coordinator, Hq. Score(%)	Remark
Content mastery: <ul style="list-style-type: none">• Relevance and Comprehensiveness• Correctness				
Comportment of the presenter				
<ul style="list-style-type: none">• Confidence• Demonstration of boldness to address the audience				
<ul style="list-style-type: none">• Response to questions• Ease attending to audience's questions and observation				
Communication- Correction of grammer <ul style="list-style-type: none">• Fluency and Simplicity				
Dressing-Simplicity and neatness				
Grand total 50%				
Facilitator name and signature				

PART B: ASSESSMENT OF TERM PAPER

	Term Paper Report Feature	Max Score (%)	/Coordinator, Hq. Score(%)	Remark
1	Literature review <ul style="list-style-type: none">• Relevancy of cited works• Comprehensiveness of the review• Extensive of the sources – textual, interact, journals, government report etc.	15		
2	Summary, conclusion and recommendation:	10		
3	Referencing: <ul style="list-style-type: none">• Materials – correctly cited using the APA format, Comprehensive cited	10		
4	Others: <ul style="list-style-type: none">• Typing/Neatness/consistency of character• Overall impression	5		
5	Applicability: <ul style="list-style-type: none">• Relevance of the topic to the course• Applicability of findings	10		
	Total = maximum Mark = 50%	50		
	Total = maximum Mark = 100%	100		

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14/16 AMADU BELLO WAY, VICTORIA ISLAND, LAGOS

SCHOOL OF MANAGEMENT SCIENCES

ENT 412 ASSESSMENT SHEET

PROGRAMME: B.Sc. ENTERPRENUERSHIP AND BUSINESS MANAGEMENT

COURSE CODE: ENT 412

COURSE TITLE: SEMINAR IN ENTERPRENUERSHIP AND BUSINESS MANAGEMENT

CREDIT: 02 PART A: SEMINAR PRESENTATION

NAME OF CENTER:

NAME OF STUDENT:

MATRIC NO:

Seminar presentation	Max Score (%)	Facilitator Score (%)	Head/Coordinator, Hq. Score(%)	Remark
Content mastery: • Relevance and Comprehensiveness • Correctness	10			
Comportment of the presenter	5			
• Confidence • Demonstration of boldness to address the audience	10			
• Response to questions • Ease attending to audience's questions and observation	10			
Communication- Correction of grammer • Fluency and Simplicity	5			
Dressing-Simplicity and neatness	10			
Grand total 50%	50%			
Facilitator name and signature				

PART B: ASSESSMENT OF TERM PAPER

	Term Paper Report Feature	Max Score (%)	/Coordinator, Hq. Score(%)	Remark
1	Literature review • Relevancy of cited works • Comprehensiveness of the review • Extensive of the sources – textual, interact, journals, government report etc.	15		
2	Summary, conclusion and recommendation:	10		
3	Referencing: • Materials – correctly cited using the APA format, Comprehensive cited	10		
4	Others: • Typing/Neatness/consistency of character • Overall impression	5		
5	Applicability: • Relevance of the topic to the course • Applicability of findings	10		
	Total = maximum Mark = 50%	50%		
	Total = maximum Mark = 100%	100%		

Course Title: SEMINAR IN COOPERATIVE MANAGEMENT II

GUIDE ON SEMINAR (Post data) PREPARATION AND PRESENTATION

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INTRODUCTION

Seminar in Cooperative Management is a 3 credit unit course for final year students of B.Sc. Cooperative Management. The seminar is an independent presentation. It is compulsory for all students that intend to write their Bachelor's degree thesis in the session under consideration. Each student will present a paper on the topic approved by the supervisor. The presentation shall be within the time stipulated by the seminar panel (Programme leader, Coordinator and Facilitators). Students' assessment will be based on the demonstrated knowledge of the topic in relation to the relevant branch of cooperative management, component and communication skills. The seminar presentation will normally be conducted in a conducive environment.

OBJECTIVES OF THE SEMINAR

At the end of the seminar, students are expected to:

1. Be familiar with the basic issues in Cooperative Management.
2. Be able to address practical issues and problem areas in the cooperative business.
3. Present a written seminar paper on any issue concerning cooperative management.
4. Defend seminar presentations.
5. Develop skills in writing academic papers.

SEMINAR PAPER OUTLINE

Students are expected to cover the following areas:

1. Topic
 1. Introduction, problem statement/study objectives
 2. Methodology: Study location, Data and sampling procedure/Analytical techniques.
 3. Results and Discussion
 4. Conclusion and Recommendations.
 5. References.

AREAS FROM WHICH STUDENTS CAN CHOOSE A TOPIC

These are the areas in which student can generate their presentation topic from:

1. Identification and choice of co-operative business opportunities.
2. Business feasibility study.
3. Starting a small business.
4. Bankable business proposals.
5. Cooperative business finance identification and use of Micro-Credit Institution.
6. Pricing principles and competitive business analysis.
7. Needs analysis.
8. Cooperative and self employment
9. Cooperatives Organizing and management problems and prospects
10. Cooperatives and Development –Rural and Urban
11. Cooperatives and industrialization
12. Cooperatives and Trade union- conflictory or complementary
13. Cooperative and Mass Literacy
14. Cooperatives Democracy and Efficiency
15. Cooperatives and Local and State Government
16. Officialization and De-officialization of cooperatives
17. Cooperatives Organizational Structure,
18. Indigenous versus Imported cooperatives
19. Cooperatives and Inflation in Nigeria
20. Cooperatives for the Rich or the Poor?
21. Cooperatives and various Programmes –MAMSER, School to land e.t.c

PREPARATION AND PRESENTATION OF A SEMINAR PAPER

1. Determine your seminar's time limit
 - a) Allow 1/4 of that time for questions
 - b) The remaining time is available for your talk

2. Determine your audience

- a) Interests
- b) Level of understanding

3. Pick your major topics

- a) Estimate the time needed for each
- b) Make sure these times don't exceed your 3/4 total allotment
- c) Add or remove topics as needed to meet that time constraint
- d) Make sure all the topics are in a logical order

4. For each major topic, choose the subtopics

- a) Estimate the time needed for each subtopic
- b) Make sure these times don't exceed your 3/4 total allotment
- c) Add or remove subtopics as needed to meet that time constraint
- d) Make sure each subtopic is in the appropriate topic
- e) Make sure all the subtopics within each topic are presented in a logical order

5. Determine which points you want to make

- a) Each point is a SINGLE idea or example
- b) Make sure each point is relevant to your audience
- c) For each point, pick the best subtopic
- d) Once all your points have been placed in subtopics, rearrange the points within each subtopic into logical order
- e) If you find any gaps as a result of this reordering, add the appropriate points
- f) If you find any orphaned points, eliminate them

6. Group the points within each subtopic into closely related groups that make a single argument, i. e. paragraphs

- a) Associate each of these paragraphs with the image or object you'll use to support it
 - b) You'll show this image or object while you're presenting the paragraph's argument
7. Allow just enough time to present each paragraph
 8. Recheck to see that you'll finish within your time limit.

The post data seminar presentation will normally take place at the end of the second semester examination. Each student will present a report of his/her project work in the presence of facilitators and at least a resident academic staff in the centre. Each student is allowed a presentation time of 15minutes and a question and answer time of 20minutes maximum.

It is recommended that the presentation shall be done in Microsoft PowerPoint where the facility exists. The printout of the slides presentation should be submitted at least a day to the defence. Students are expected to arrange for all materials needed (generator s, projectors, screen and laptop).