

ABSTRACT

This study was conducted to develop Phase I of the Study Skills Manual (S.S.M.) which contains the assessment of needs, the contents of the manual and its evaluation. This study is basically intended for DLSU Freshmen Engineering students, particularly the under-achievers. It sought to find out the basic needs and study difficulties of the students in order to determine the specific topics that should be incorporated in the manual. This was made possible through the use of the SHI results and the interviews conducted among students, their professors and guidance counselors. After constructing the modules in the manual, the researchers had it evaluated by the students in terms of its applicability to them.

The results of the SHI showed that the respondents have poor study habits. They scored very low in almost all of the categories in the SHI. The interviews conducted among students showed that these respondents do not know how to budget their time properly. They find it hard to avoid social life. On the other hand, the professors said that the most common difficulty of their students is on analysis. Whereas the guidance counselors



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said that most of their students do not know how to budget their time, and how to concentrate on their studies.

The manual herein was presented to the users with a general introduction and a diagram. It is self-instructional that is why procedures are placed at the beginning of each module. Each module contains subsections and at the end of which are learning activities and exercises. Answer keys are also provided.

The results of the evaluation showed that the manual was considered to be clear and understanding by the respondents. Most of them answered Module I as the module which they find most applicable to them and Module III as the least applicable to them. They also gave several suggestions for the improvement and modification of the manual.

