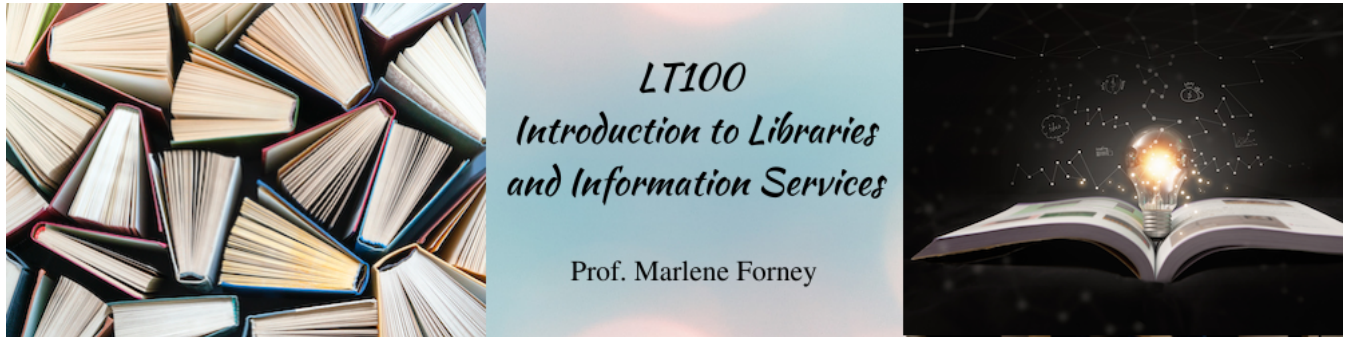




LT100 Fall 2025 - Class Number 70839 – ONLINE **

INSTRUCTOR: Marlene G. Forney, Professor / Systems Librarian

Email: mforney@palomar.edu Office: LRC115 Phone: 760.744.1150 ext. 3695

* Office Hours – Tuesdays 7-8pm via Confer Now Zoom or alternate arrangements

** when emailing me please include LT100 in the Subject line

TEXTBOOKS FOR FALL 2025!

No Required textbooks.

Readings will be assigned using the following resources. Students need not purchase any of these items.

Aside from my extensive experience working in various types of libraries, I will also use these titles to create the readings in the LT100 modules:

[The Foundations of Library Services: an Introduction for Support Staff](#), 2nd ed. by Hali R. Keeler, Rowman & Littlefield, 2021 (EBSCO eBook Collection)

[Introduction to Library and Information Science](#) Reed Hepler and David Horalek College of Southern Idaho | 2023 (Open Source)

[Libraries in the Information Age: an Introduction and Career Exploration](#), 3rd ed. by Denise K. Fourie and Nancy E. Loe, 2016 (EBSCO eBook Collection)

[Meet me at the Library: a Place to Foster Social Connection and Promote Democracy](#) by Shamichael Hallman, Island Press, 2024 (EBSCO eBook Collection)

On Reserve at the San Marcos Library will be a test booklet to allow you preview the type of questions used by employers.

[Library Assistant](#): National Learning Corporation. 2020.

COURSE DESCRIPTION

This course covers the role of Library/Media Technicians (LMTs) [more commonly known as Library Technicians] in meeting information needs of diverse communities served by the four major types of libraries. The history of libraries, principles of customer service and ethical issues faced by library workers are examined. Duties of LMTs in the areas of Access Services, Collection Services, Information Services, and Technical Services are reviewed in depth. Additional topics include:

library funding; job searches, relationship with Librarians, library automation, digital services and continuing education.

COURSE LEARNING OUTCOMES REQUIREMENTS

Upon completion of this course student will be able to:

- demonstrate understanding of the mission and goals of various types of libraries in contemporary society
- describe typical workplace duties for the job title of library/information technician and related job titles
- locate, evaluate, and utilize information in various formats through use of library catalogs, databases and developing information technologies.
- identify strategies for meeting the information needs of diverse library communities (e.g. people from different ethnic origins, with varying physical and emotional abilities, from various racial categories and from a range of socio-economic backgrounds)

Students are expected to complete all work as directed via modules on Canvas. This includes: reading written segments, viewing video clips, listening to audio files, participating in discussions and group projects (always posting and interacting respectfully with classmates) and completing all coursework in a timely manner. Late submissions of assignments are accepted at the Instructor's discretion. Grades for such might result in lost points, from 10-50 % according to the length of delay in submitting. Communicating via email should be done using the **Canvas Inbox tool**.

Important: If you email me directly using my Palomar address mforney@palomar.edu remember to include LT100 in the Subject line of your messages.

Note: While you can use email to communicate with me it is less timely and can be overlooked more easily.

Course Grade will be based on the following Activities and Projects:

Weekly Activities (weekly activities worth on average 20 points each over 15 weeks)	300 points
Library Visit Reports and Additional Assignments (4-5 items worth between 50 and 100 points each)	400 points
Research Project 50 points – Research Project Topic Proposal / Peer Feedback 100 points – Final Research Project Submission 50 points – ResearchProject / Peer Review	200 points
Participation – points will be awarded using Canvas usage data	100 points
Total Possible Points for Final Grade	1000 points

Weekly Activities are 'low stakes' and typically can be 'retaken' to earn all possible points.

Library Visit Reports / Additional Assignments must be complete and thorough to earn full points.

Research Projects have several parts and are a significant portion of the final grade so all phases require quality effort to earn maximum points.

The Fall 2025 grading scale is as follows:

Range of Points Earned	Letter Grade Equivalent
800-1000	A
600-799	B
500-599	C
400-499	D
399-0	F

This grading range has been adopted to ease the stress of focusing on points and to steer clear of grade inflation.

HELPFUL RESOURCES FOR STUDENT SUCCESS

Palomar's Counseling Department has identified many attitudes, habits and strategies that help students succeed academically. Visit their [Student Success Tips](#) page for additional help on completing your courses successfully.

In addition you can [schedule online appointments](#) with Palomar Counselors.

Online tutoring is available by enrolling in the [Tutoring Course in Canvas](#). Consider using this option to prepare research projects that are truly at college level. Getting input from English tutors can also help you write better essays for discussion posts. Students re-entering college after long absences from classroom work can refresh their organizational and grammar skills. Visit the Palomar [Tutoring Services website](#) for more details about their tools and services.

Students needing accommodation to optimize their learning, due to physical or emotional challenges, should [contact the Disability Resource Center](#).

Key Dates for Schedule Changes and Grading Penalties:

- Last Refund date (**9/7/2025**)
- Last day to Drop with no notation/no grade (9/7/2025)
- Last day to change for Audit (9/15/2025)
- Last day to change to Drop with 'W' (**10/18/2025**)
- Last date to change to P/NP (12/19/2025)

An Instructor can withdraw a student if they do not complete significant work in the course before the Census date (**Monday 9/8/2025**). All students are expected to participate in classes. Failure to complete assignments can result in an "F" or "FW" grade, unless the student executes a drop within the time periods indicated above.

Refer to the 2025-2026 college [Academic calendar](#) to confirm dates or consult the [Enrollment Services calendar](#).

RESOURCES FOR TECHNOLOGY HELP

- [Palomar Canvas Information for Students](#)
- [Canvas Student Guides](#)
- [Canvas Community Student Guides](#)
- Palomar Information Services helps students with questions about college email and MyPalomar. They maintain a [student help page](#) and an [FAQ](#) (Frequently Asked Question) one.
- Instructor (me) helps students understand technology tools used in LT100 Marlene Forney via Canvas Inbox, email (mforney@palomar.edu) or telephone (760.744.1150 ext. 3695). As needed I can work with students via [my Zoom Room](#).

Academic Integrity, Academic Dishonesty and the Code of Student Conduct

In Spring 2024 Palomar adopted a [Statement on Academic Integrity](#) that consists of five principles: *Honesty, Trust, Fairness, Respect and Responsibility*.

The college's [Academic Integrity League](#) details ways to practice these principles for both [students](#) and [faculty](#). In addition they provide [definitions](#) to facilitate a shared understanding for both groups.

Academic dishonesty consists primarily of cheating and plagiarism. Since disruptive behavior by students (including 'acting out, using inappropriate language and/or abusive Internet use) detracts from a safe/stable learning environment exhibiting those behaviors is also considered Academic Dishonesty. In addition, such actions can lead to expulsion from the class or a failing grade.

For more specific information, the College provides guidelines about behavior in the [Standards of Student Conduct](#) (commonly referred to as the *Code of Conduct*). There are options to petition review of student discipline measures available to students and both Instructors and Counselors can assist in accessing those options.

Student Rights/ Privacy of Student Records

Students' educational records are protected by federal statute. They may not be shared with anyone other than the individual student except as outlined in [The Family Educational Rights and Privacy Act \(FERPA\)](#). Enrollment Services, details [how Palomar safeguards student records](#) o comply with FERPA regulations. The rights of students are also detailed in [Section 76230 of the California Education Code](#). In addition Palomar College details its [guidelines about use of data gathered from webpage sites](#).

If you do not want the College to provide any directory information without your written consent, please notify the Records Office, in writing within thirty (30) days of the start of each semester. All the information pertaining to honesty, conduct and privacy are available in the Students Rights and Responsibilities section of the Palomar College Catalog.

Using Artificial Intelligence (AI) tools

*You may not submit content cloned from generative Artificial Intelligence (AI) apps like the Open AI suite (Chat GPT, DALL-E), Google Gemini (formerly Bard), Imagine AI, or others, **to complete discussions, quizzes, and major assignments** in LT100.*

To a limited extent you will be asked to complete activities reviewing generative AI. LT100 students are expected to always complete assignment submissions using analysis of course materials, and additional information from individual/independent research done about library topics.

Since AI tools are increasingly available in today's information landscape, the LT100 Course Learning Outcomes have been updated to help students develop the ability to 'locate, evaluate, and utilize information' from such products.