**COURSE TEXTBOOK LIST INFORMATION**

|  |  |  |
| --- | --- | --- |
| **FACULTY INSTRUCTIONS** |  | **STUDENT INSTRUCTIONS (Both Campuses)** |
| **For each semester taught, faculty should complete and submit a new form for every course and return to Joshua Farrell in the Academic Life office**. **The due dates are September 1 for the following Spring and Summer, and February 1 for the following Fall and Winter**. If books are needed in the bookstore at an earlier date than normal, please give exact date in the “Special Instructions” section. Due to limited space, Cokesbury may only have books on hand for the current and upcoming semesters. Desk copies for Teaching Assistants must be requested on this form. It is up to the publishers’ discretion whether or not to provide desk copies for teaching assistants. |  | Students may acquire textbooks by shopping at their campus Cokesbury store (in person, by email, or by fax), or by ordering online at the [Cokesbury Virtual Bookstore](http://www.cokesbury.com/forms/home.aspx?vsl=2568) and having books shipped to them. Regardless of shopping/ordering method, students may be eligible for a clergy discount by ordering through Cokesbury! **Abingdon Press textbook titles are 35% off** in the store. **Textbook lists will be available online at** <http://www.spst.edu/registrar/coursematerial>  |
|  |
| **COURSE INSTRUCTOR(S)** | **Elaine Robinson** |  |
| **COURSE NO & SECTION** | **DMIN 510** |  |
| **COURSE NAME** | **Orienting Seminar** |  |
| **COURSE SEMESTER &YEAR**  | **Fall 2017** |  |
| **DATE OF SUBMISSION** | **3/14/2017** |  |

|  |
| --- |
| **REQUIRED TEXTBOOKS LIST** |
| **BOOK TITLE** *and* **EDITION***(include subtitle if applicable)* | **AUTHOR(S)** | *No. of***PAGES** *to be read* | **PUBLISHER** *and* **DATE** | *13-Digit* **ISBN***(without dashes)* | **LIST PRICE***(estimate)* | **DESK COPIES** |
| 1 | Practical Theology and Qualitative Research, **second ed**. | Swinton, John and Harriet Mowat |  | SCM Press, 2016 | 9780334049883 | $35 |  |
| 2 | Quality Research Papers: For Students of Religion and Theology | Vyhmeister, Nancy Jean and Terry Dwain Robertson |  | Zondervan, 2014 | 9780310514039 | $20 |  |
| 3 |  |  |  |  |  | $ |  |
| 4 |  |  |  |  |  | $ |  |
| 5 |  |  |  |  |  | $ |  |
| 6 |  |  |  |  |  | $ |  |
|  | **TOTAL** *Number of Pages to Be Read* |  |

|  |
| --- |
| **RECOMMENDED TEXTBOOKS LIST** |
| **BOOK TITLE** *and* **EDITION***(include subtitle if applicable)* | **AUTHOR(S)** | *No. of***PAGES** *to be read* | **PUBLISHER** *and* **DATE** | *13-Digit* **ISBN***(without dashes)* | **LIST PRICE***(estimate)* | **DESK COPIES** |
| 1 |  |  |  |  |  | $ |  |
| 2 |  |  |  |  |  | $ |  |
| 3 |  |  |  |  |  | $ |  |
| 4 |  |  |  |  |  | $ |  |
|  | **TOTAL** *Number of Pages to Be Read* |  |