**FACULTY INSTRUCTIONS**

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.

**STUDENT INSTRUCTIONS (Both Campuses)**

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 and having books shipped to them. Regardless of shopping/ordering method, students may be eligible for a clergy discount by ordering through Cokesbury!

Textbook lists will be available online at [http://www.spst.edu/advance-assignments-booklists](http://www.spst.edu/advance-assignments-booklists).

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### COURSE INSTRUCTOR(S)

Hal Knight

### COURSE NUMBER & SECTION

DMIN 550

### COURSE NAME

Praxis Thesis Seminar

### COURSE SEMESTER & YEAR

Summer, 2015

### DATE OF SUBMISSION

12-12-14

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#### REQUIRED TEXTBOOKS LIST

<table>
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<th>BOOK TITLE and EDITION (include subtitle if applicable)</th>
<th>AUTHOR(S)</th>
<th>No. of PAGES to be read</th>
<th>PUBLISHER and DATE</th>
<th>13-Digit ISBN (without dashes)</th>
<th>LIST PRICE (estimate)</th>
<th>DECK COPIES</th>
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<td>John Swinton and Harriet Mowat</td>
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*Copies of this text will be available from the instructor. Used copies can be found online.

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#### RECOMMENDED TEXTBOOKS LIST

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**TOTAL Number of Pages to Be Read**

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_Special Instructions from Faculty to Cokesbury Bookstore:_

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