Saint Paul School of Theology

COURSE TEXTBOOK LIST INFORMATION

FACULTY INSTRUCTIONS

For each semester taught, faculty should complete and submit a new form each time the course is taught and returned. Forms are due by the first day of registration for a given term.

***DESKCOPY** – ordered by faculty and adjuncts USING THE **SAINT PAUL AMAZON** ACCOUNT AND SPST CREDIT CARD. (OR, have Jennifer Smith order for you) at a $200 max for 1st time use of text per course. IF you purchase yourself, note that we will NOT reimburse you for any tax or shipping paid by you, use the Expense Reimbursement Form, attach all actual / delivered receipt or invoices, return via email or mail, and this should be reimbursed with your first stipend payment (or next payroll payment)*

STUDENT INSTRUCTIONS

Students may acquire textbooks by ordering online via Amazon or other book retailer and having books shipped to them. Regardless of shopping / ordering method, students may check Cokesbury online for discount on text and certain texts may be sent free delivery.

COURSE INSTRUCTOR(s) _____

COURSE NUMBER & SECTION(s) _____

COURSE NAME _____

COURSE SEMESTER & YEAR _____

DATE OF SUBMISSION _____

REQUIRED TEXTBOOKS LIST BOOK TITLE *and* EDITION *(include subtitle if applicable)*	AUTHOR(S)	# of pages *to be read*	PUBLISHER *and* DATE	*13-Digit* ISBN	LIST PRICE *(est)*
1					
2					
3					
4					
5					
TOTAL *Number of Pages to Be Read*					

RECOMMENDED TEXTBOOKS LIST BOOK TITLE *and* EDITION *(include subtitle if applicable)*	AUTHOR(S)	# of pages *to be read*	PUBLISHER *and* DATE	*13-Digit* ISBN	LIST PRICE *(est)*
1					
2					
3					
4					
TOTAL *Number of Pages to Be Read*					

Will there be additional readings, articles, websites for students to complete on the moodle course page?   YES / NO