



# Calvin Engineering Department Guidelines for Professionalism

**Last Name:** \_\_\_\_\_

**First Name:** \_\_\_\_\_

**Student ID:** \_\_\_\_\_

I have read and understand the Engineering Department Guidelines for Professionalism and agree to abide by these standards as I pursue my engineering degree. This sheet will be retained in my file for audit at the time of application to the engineering program.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# Calvin Engineering Department Guidelines for Professionalism

## Introduction

*You are the salt of the earth. But if the salt loses its saltiness, how can it be made salty again? It is no longer good for anything, except to be thrown out and trampled by men. You are the light of the world. A city on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.*

Matthew 5:13-16

The Calvin Engineering Department is a Christian community of learning, and as such, each community member has certain responsibilities. This document defines the standards of expected behavior for a student participating in the engineering program at Calvin University. Because engineering is a profession, an effective engineer must conform to certain standards of professional behavior. Further, as a Christian engineer, you are commanded to serve as a light on a hill to everyone with whom you work. You are to reflect on and follow these standards while at Calvin, as well as throughout your career, because this is what your chosen profession, and more importantly, your God, call you to do.

Your education at Calvin will not be completed by mastering only technical skills. You must anchor these technical abilities in behaviors that reflect a life dedicated to service for the kingdom of God: demonstrating piety, integrity, and personal responsibility. Further, you are earning an engineering degree within a Liberal Arts context. This is unusual and should be a great asset. To maximize your effectiveness as an engineer (and live up to employers' expectations for Calvin University graduates), you should practice the behaviors outlined in this document as a necessary complement to your technical skills.

## Summary

The expectations of an engineering student at Calvin University include:

- Personal Responsibility for Success
- Class Attendance
- Professional Homework Presentation
- Meeting Due Dates
- Academic Integrity
- Collaboration and Professional Communication
- Stewardship of Facilities
- Advising Participation
- Appropriate Use of Computing Resources

# Guidelines and Policies

## 1. Personal Responsibility for Success

*By the seventh day God had finished the work he had been doing; so on the seventh day he rested from all his work (Genesis 2:2). God saw all that he had made, and it was very good (Genesis 1:31).*

Designing, analyzing, and innovating require significant effort. You should expect to work hard as an engineer (and as an engineering student). But creating as a reflection of God's image is also a joyful activity, and you should learn to share in that joy. Engineering is an exciting and challenging profession. As an engineer you are called to use your technical skills and creativity to develop products and systems that provide a service to society. As an engineer you will be in a position of great responsibility. The decisions you make as an engineer will impact your employer, your colleagues, and society in a significant fashion. A passion for your work and acceptance of the responsibility to perform it well should be evident as you study engineering at Calvin University. You are expected to:

- *Take your course work seriously.* A key to success in the engineering program at Calvin is effort. Even students who are weaker academically can be successful by putting in the necessary time. The most successful students are those who faithfully attend all of their classes and do all of the assigned work. There is a lot of work to do, but the reward is effective learning.
- *Take advantage of and contribute to the expertise of fellow students and faculty.* Engineers are committed to continuous improvement of their own knowledge and skills. Respect the contributions of others. Give feedback that builds others up. Be fair and constructive in your evaluations of others' work and open to correction of your own work.
- *Have fun.* Engage in your coursework and projects. Make friends with other engineering students. Participate in engineering activities (picnics, professional societies, seminars). Engineering may be your professional activity for 40 or more years. Learn to enjoy it today.

## 2. Class Attendance

When you enroll in a course, you are making a public commitment. As a professional, you demonstrate your reliability and trustworthiness by following through on your commitments. Therefore, regular class and lab attendance is expected. As a professional courtesy, if you know you will need to be absent on a given day, notify the professor in advance. If you miss a class because of an emergency, notify your instructor as soon as possible after the missed class or lab period.

When a student arrives late for class, it is disruptive. Therefore, out of respect for other students and the professor (and for your own benefit in making sure you don't miss

critical information presented at the beginning of the session), you should plan to arrive at each class on time. Arriving at or before the scheduled time, equipped with the proper materials (writing materials and textbooks), with necessary preparation activities completed, and with an eager attitude, demonstrates your professional time management skills, readiness to learn, and ability to help contribute to the learning of others.

Engineering seminars are provided as opportunities for students to learn more about professional engineering work, career opportunities, and cutting-edge technology. Speakers take time out of their personal schedules to prepare for and present this information. Therefore, engineering students are expected to arrive promptly for seminars and stay until the presentation portion of the seminar is complete. Students who arrive late or leave early will not be allowed to report attendance for seminar credit (ENGR 294/394).

### **3. Professional Homework Presentation**

The purposes for assigning homework include preparation for in-class learning, practicing problem-solving techniques, and reviewing course concepts. Homework is also used for assessment of student performance (grading) and/or to provide feedback to you about successful progress in the course. Thus, your homework is a form of communication from you to your instructor or grader.

As a professional, documenting your work will be essential. A neat and orderly record provides a proof of the quality of your analysis, and thereby gives an evaluator confidence in its correctness. In your engineering career, you will find careful documentation necessary for a variety of reasons, including to provide a reference for others who may be working on future improvements or related projects and to retain evidence for liability or patent protection.

During your time as a student, your homework is your record of work, which you present to your professor. As such, it should follow best practices for professional documentation of your work, particularly organization and clarity. You may need to rewrite or type out homework assignments if your handwriting or scratch work is not legible.

Throughout your career, you will likely have many different supervisors, each with different requirements for documentation, and you will need to adapt to their specific instructions. This is also true as a student taking courses with multiple instructors. For each course, pay careful attention to the format requested by your professor and do your best to comply with it. In all cases, homework solutions should be neat, be logically and clearly presented, include some statement of the problem being solved, show all work needed to reach the (clearly identified) answer, and include appropriate identifying information (first and last name, class number and section).

### **4. Meeting Due Dates**

In any professional position, multiple tasks will compete for time and attention. Part of your education at Calvin includes learning to be efficient with your time by planning well and establishing priorities. Engineering work requires completing tasks by the deadlines that are specified by your supervisor or project manager. Failing to meet deadlines on the job is viewed as a sign of unreliability that compromises the effectiveness of the engineering enterprise and may result in poor performance reviews and even termination of employment.

In the educational context, assignments of any nature are considered to be due at the date and time specified by the instructor. If work is not handed in on time, a penalty may be assessed. The professor should inform students of penalties to be assessed for tardiness in a particular course by including them on the course syllabus or announcing them in class. Aside from penalties that may impact your course grade, it is important to keep in mind that habitual tardiness makes a bad impression on your professor, whom you might wish to use as a reference for future employment. Also, in-class exams are expected to be taken by students at the date and time scheduled. If you anticipate a conflict with a scheduled test date, you must inform your instructor as early as possible prior to the scheduled date. Final exams must be taken with your scheduled course section. Please keep this in mind as you make travel arrangements at the end of each semester. Instructors are not obligated to give early exams or provide make up exams for students with unexcused absences.

## **5. Academic Integrity**

As Christians, we are obligated to live by certain moral standards. This includes displaying academic honesty and integrity in all instances. The engineering department has adopted the “Engineering Department Academic Honesty and Integrity Policy (AHIP)” to encourage academic honesty. Please refer to the policy for specific details and requirements. Some general guidelines are provided below.

### **5.1. Tests and Exams**

Because a test or exam is used as an assessment of individual student performance, it must reflect, in its entirety, the work of only that individual student. Therefore, for tests given in class, academic dishonesty would include copying any part of an answer from another student's test, using any reference material not specifically allowed, and not making a reasonable effort to protect your own work from others. Students are responsible for clarifying with the professor what materials are allowed to be used for study and/or consultation during an exam. There should be no communication between students during the exam. Any questions about the exam or test should be addressed directly to the professor. Take-home tests differ only in the amount of time allowed; all other standards for behavior are the same. For example, on a take-home test it is never appropriate to ask another student how to approach a problem or to check an answer.

### **5.2. Group Projects and Labs**

Group projects and reports should be based only on work done by members of your own group. You have a responsibility to contribute your fair share to the team's effort. If you have been instructed to do your own individual lab or project report, even if based on data collected as a group, then all graphs, tables, and text should be your own work only. Plagiarizing work from other sources in individual or group reports is considered academic dishonesty. Students are responsible for clarifying with the professor what aspects of a project or lab are group work and which must be completed individually.

### **5.3. Individual Projects and Homework**

All aspects of an individual project, including computer-generated output (text, tables, graphs, figures, etc.) should be your own work unless otherwise specified. For individual projects, you should not copy any work from other students, including computer files. Protect your own work by always storing files in your personal directory, by locking your workstation if you move away, and by protecting the security of your passwords.

It is expected that all assigned homework that will be individually graded will consist of your own individual work. This is true for solutions submitted on paper and solutions implemented in a computer file. The engineering department encourages some collaboration between students to enhance student learning, particularly in order to get past a sticking point in a homework problem, to explain a difficult concept or equation, or to verify that your work is on the right track. However, copying of homework solutions obtained by a group effort is not allowed. For example, it is not appropriate to sit down with a group of students on a single computer to develop a single spreadsheet, then to hand in that same spreadsheet as your own work. It is also not appropriate to sit down with a group of students on separate computers and each develop a spreadsheet using the same formatting and equations. Individually graded work is intended to provide practice for individual students and an assessment of whether individual students understand the concepts of the course. It is up to students to ensure that submitted work is sufficiently distinctive such that it would not reasonably be judged a copy of someone else's work.

You must cite any external references that are used to complete homework assignments or projects. Failure to do so is considered plagiarism, a form of academic dishonesty. For example, use of a published homework answer key to complete a homework assignment without citing the answer key as a source could count as academic dishonesty.

## **6. Collaboration and Professional Communication**

Engineers are expected to conduct themselves in a professional manner that is welcoming to all stakeholders and free from any form of discrimination, intimidation, harassment, or retaliation. Not only are these negative behaviors to be avoided, but engineering students should go out of their way to create a collegial, inclusive, and safe

environment that values diversity and empowers team members and classmates to contribute to the best of their God-given abilities.

Both in and out of class, students should avoid

- Any inappropriate actions or statements based on individual characteristics such as age, religion, race, ethnicity, sexual orientation, gender identity, marital status, nationality, political affiliation, ability status, or educational background.
- Any disrupting or harassing behavior.
- Unwelcome jokes, unwanted attention, offensive images, or photography without permission.

Incidences of unprofessional or harassing conduct, whether experienced or observed, should be brought to the attention of university authorities. The university's Safer Spaces reporting form and associated policies can be found at the website below.

<https://calvin.edu/offices-services/safer-spaces/?dotcmsredir=1>

## **7. Stewardship of Facilities**

The buildings and equipment that engineering students use belong to the Calvin University community. Faculty, staff, and students all share stewardship responsibility for these resources. For this reason, students are expected use common sense and courtesy in the use of University facilities, as well as following all safety-related instructions. It is expected that engineers will always plan well for using resources effectively. Engineering students should always anticipate outcomes and evaluate options *before* acting. In particular, students should

- Treat all equipment and buildings with respect.
- Use equipment only for its intended purposes.
- For your own and others' safety, operate equipment only if you have been trained to do so and given permission.
- Not relocate or borrow equipment without appropriate permission.
- Follow university policies for building access.

## **8. Advising Participation**

Participation in academic advising is a required part of the engineering program. Each semester during advising recess, each student is responsible to sign up for and attend an advising appointment with their assigned engineering faculty advisor. Failure to do so will delay your registration for a given semester, since faculty advisors must electronically verify that students have been advised before they are allowed to register for classes. Students are expected to plan for future coursework prior to each advising appointment. As developing engineering professionals, you should assume the primary responsibility for exploring course options and considering program requirements. Faculty advisors are available to provide guidance, answer questions, and verify that student plans are appropriate (not to do your planning for you). Be aware that faculty advisors enjoy the opportunity to get to know you and can help connect you with



campus resources to ensure your success as a student. Students are encouraged to contact engineering faculty advisors at any time during the semester if they need help (not just during advising recess). If you are unsure who your advisor is, you can contact the engineering department office assistant, Mark Breitenbach (mb223@calvin.edu).

Students are expected to regularly read and respond to engineering department communications. Important information is often conveyed through the e-news (an electronic newsletter distributed weekly during the academic year) and other email announcements. This information can enhance your educational experience by providing notice of opportunities (e.g. seminars, internship opportunities, and student club meetings). Email will also be used to communicate with students about admission status and other official requirements. Students should commit to checking email (delivered to your Calvin email address) frequently.

## **9. Appropriate Use of Computing Resources**

As a professional, you should be aware of how your actions influence others and always behave courteously. The Calvin University computers are shared by the engineering community and therefore an individual student should not unfairly appropriate or misuse this resource. No changes should ever be made to engineering machine configurations, including installing software, without permission. It is critical that computers be maintained such that they will always function properly for other students (particularly at critical times, such as for computer-based exams). Further, any unauthorized changes may create time-consuming problems for the system administrator.

All use of engineering department computers is subject to Calvin University policies, as outlined in the Student Handbook (link provided below). Game playing on engineering department computers is discouraged, and certainly not allowed when others are waiting to work. Students should protect their own computer files and not attempt to access files belonging to others without permission. Students should not view or download inappropriate materials.

<https://calvin.edu/directory/policies/student-conduct-code#IIIF>