Calvin Engineering Department
Guidelines for Professionalism

Last Name: __________________________
First Name: __________________________
Student ID: __________________________

I have read and understand the Engineering Department Guidelines for Professionalism. I understand that the Engineering Department will be auditing my files on a regular basis.

Signature: __________________________
Date: __________________________
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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 College 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 in an engineering course at Calvin College. Because engineering is a profession\(^1\), a successful engineer must conform to certain standards of professional behavior. Further, as an engineer, you are commanded to serve as a light on a hill to everyone with whom you work. You are to learn and follow these standards while at Calvin College, 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 College is not complete with only technical skills. You must anchor these technical abilities in behaviors that reflect a life dedicated to service for the kingdom of God, showing personal piety, integrity, and responsibility. Further, you are earning an engineering degree within a Liberal Arts context. This is unusual and should be a great asset. To maximize this (and live up to employers’ expectations for Calvin College graduates), the skills outlined in this document are equally as important as technical skills.

Summary
The Expectations of an engineering student at Calvin College include:

- Expressing a positive, joyful attitude, and treating all students, staff, and faculty with respect
- Attending class regularly
- Preparing neat, careful homework
- Completing assignments on time
- Exhibiting academic integrity
- Caring for college facilities
- Preparing for and attending advising appointments
- Using computing resources appropriately

\(^1\) Merriam Webster’s collegiate dictionary defines a profession as “a calling requiring specialized knowledge and often long and intensive academic preparation.
Policies for Professional Behaviors

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).

   Creating and designing are hard work. You should expect to work hard as an engineer, creating even in the image of God. But creating is a joyful activity, and you should learn to share in that joy.

   Engineering is an exciting profession. As an engineer you are called to use your technical skills and creativity to develop products 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. That excitement for engineering and responsibility necessary for good professional work should be evident as you study engineering at Calvin College.

   Have fun. Enjoy your classes. 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.

   Take your course work seriously. A key to success in the Engineering program at Calvin College is effort. Even students who are weaker academically can be successful by being willing to work hard. The most successful students are those who attend all of their classes and do all of the assigned work. There is a lot of work to do, but the rewards are great.

   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.

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 attendance is expected. If you know you will need to be absent, notify the professor.

   When you arrive late for class, it is disruptive. Therefore, out of respect for other students and the professor, you should arrive at each class on time, with the proper materials, with necessary preparation completed, and with an eager attitude, ready to learn and to help others to learn.
3. Homework Presentation
The purpose for assigning homework is not only to provide you with practice but also to allow for grading (assessment of student performance) and/or to provide feedback to you about successful progress in the course. Thus, your homework is a communication from you to your professor or grader.

As a professional, documenting your work is essential. A neat and orderly record provides a proof of your analysis, and thereby gives an evaluator confidence in its correctness. In your 3 career, you will find careful documentation necessary for a variety of reasons, including as a reference for future improvements or related projects, and 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 the rules for professional documentation of your work. You may need to rewrite homework assignments from scratch work before handing in.

Throughout your career, you will likely have many different supervisors, each with different requirements, and you will need to adapt and follow changing instructions. This is also true as a student at Calvin College. For each course, pay careful attention to the format requested by your professor, and follow it. However, there are some general guidelines, which apply to any course. All homework solutions should be neat, logically and clearly presented, include some statement of the problem being solved, and show all work needed to reach the (clearly identified) answer.

4. Due Dates
Assignments of any nature are due at the date and time specified. After that, a penalty will be assessed. The professor should inform students of the penalty to be assessed for tardiness in a particular course or on a particular assignment. Exams are to be taken at the time scheduled.

In any professional position, multiple tasks will compete for time and attention. Part of your education at Calvin College is to learn to be efficient, plan your time, and establish priorities. As further incentive, remember that habitual tardiness makes a bad impression on your professor, whom you might wish to use as a reference for future employment.

5. Ethics and 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”. This policy addresses academic honesty in the Engineering Department. Please refer to this policy for specific items related to honesty and integrity. Some general guidelines related to this include:
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. For tests given in class, academic dishonesty includes 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 ask another student what the answer is to a particular question.

5.2. Group Projects and Labs
For group projects and reports, use only 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 handled 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 answer a specific homework question to get past a sticking point in the 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 develops 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 academic dishonesty. For example, use of homework answer keys to complete homework assignments without citing the answer key is a case of academic dishonesty.

6. Facility Usage
The buildings and equipment belong to all of us in the Calvin College community. We all share stewardship responsibility for them. To this end, please observe common sense and courtesy in the use of college facilities. Anticipate outcomes before acting.

· Treat all equipment and buildings with respect.

· Do not use anything for unintended purposes.

· For your own and others’ safety, operate equipment only if you have been trained to do so and given permission.

· Do not relocate any equipment without appropriate permission.

7. Advising and Communication
Advising is not optional. Each student is responsible to sign up for and appear for an advising appointment every semester (including first-semester seniors). Failure to do so will delay your registration, and may delay your graduation. If you are unsure who your advisor is, contact the Engineering Department Assistant.

Students are expected to regularly read and respond to department communications. Important information is often conveyed through the e-news and other email announcements, information that can enhance your education and help you avoid problems. Students should keep an accurate email address on file with the college and commit to checking it frequently.

8. Computer Usage
As a professional, you should be aware of how your actions influence others, and always behave courteously. The Calvin College computers belong to the community and an
individual student should not unfairly appropriate this resource. No changes should ever be made to machine configurations, including software installation, without permission. Otherwise, computers may fail to function properly for other students at a critical time. Further, unauthorized changes create time-consuming problems for the system administrator.

All use of Engineering Department computers is subject to Calvin College policies, as outlined in the Student Handbook (http://www.calvin.edu/admin/student_life/units/publication/handbook.txt). Game playing is discouraged, and certainly not allowed when others are waiting to work. You should not attempt to access another's files without permission. Inappropriate materials should not be accessed.