



Bilkent University

Department of Industrial Engineering

IE 477 -IE 478 Production Systems Design

Fall 2016 - Spring 2017

Code of Conduct

Course Coordinators:

**Selim Aktürk
Nesim Erkip
Emre Uzun**

Dear IE 477 Students,

Before we launch this course with our kick-off meetings, we wanted to share with you some rules and guidelines that will make your 477-478 experiences fruitful and successful. You are responsible for following these guidelines fully.

As a group, along with your company assignment, you are assigned an academic advisor, a coordinator, a course assistant and a graduate assistant. Additionally, you have Yeşim Gülseren as the TTO coordinator. It is imperative that you use this support team properly and effectively.

General Rules:

This is not a typical course of the IE curriculum where you are only assessed individually and assessment is mainly based on your individual academic achievements. You will reflect Bilkent IE image in different industries and as such you should pay extra caution to professionalism, team-work, punctuality, ethical responsibility and respect.

Team Contact Person:

Each team should delegate a contact person. All the communication between the support team and your group will be through this person and he/she will be held responsible in transferring information to the rest of the team members.

The first task of the contact person is to share his/her team's information with the support team (academic advisor, coordinator, course assistant and graduate assistant) via e-mail before the kick-off meetings.

Academic Advisor:

Your academic advisor will be your primary resource to resort to for all the academic matters. Even though you will put your knowledge accumulated thus far into practice with this course, the learning process still continues and your academic advisor is an excellent source of knowledge. Use her/him effectively. Anything requested by your advisor is a course requirement and you will be assessed based on it. Arrange for weekly meetings with your advisors and make sure you report them your progress throughout the semester. Respect the time and effort they will put into the advising process. Never drop by unannounced, without appointments. Make sure you get feedback on

your reports and presentations, however, provide enough time (several days) for such a feedback.

Before the kick-off meeting, we advise that each group arranges for an introductory meeting appointment with the academic advisor.

Course Coordinators:

Each group is assigned a course coordinator. Note that this might be different than the instructor whose section you registered. The three course coordinators are responsible for the coordination among different projects and for the assessment process. Any non-academic challenges you face, you should inform your group's assigned coordinator first. The coordinator will follow your team's progress through reports and presentations. However, feel free to consult to your coordinator by making appointments, if necessary. You will be responsible from (and hence will be assessed) on any additional requirement demanded by the coordinator.

Company Visits:

Be prepared for the kick-off meeting and for all the following company visits. Make sure you have a delegated member for taking notes. Your contact person is responsible from sharing the team information with and from receiving the contact information of the appointed industrial advisor(s). While visiting the site, be very inquisitive, show enthusiasm and ask questions. However, do not ever criticize the existing system. Yes, you are there to improve the processes but be respectful of the years of experience and the effort leading to them. Especially in your first meeting, do not jump to quick solutions. You are not expected to understand the system until the proposal report is due, so use your time. You will not be able to absorb the system fully in the first visit. Make sure you make as many visits as possible till the proposal time. Pay extra care to the sensitivity of the company on secrecy. Never share company specific information in social media or socially.

Course Assistant:

Your assigned course assistant is the first person to contact for guidance. He/she is responsible for informing you about the requirements (e.g. reports, websites and presentations) and the deadlines. The assistants will communicate with you through the course web page as well as through e-mails. Please check the web page regularly for announcements. All the course requirements will

be collected and pre-evaluated by the course assistants; as a result they will have an input in the assessment process.

Graduate Assistant:

Your graduate assistant is somebody who has gone through the senior project phase recently and who could advise you based on his/her experiences. Graduate assistants are expected to spend 1-3 hours per month on advising, so respect this time while consulting them. They will be reading your reports and will have an input in the assessment process.

Yeşim Gülseren:

She is the person to resort to for all the administrative matters. She will reimburse your receipts as long as they are approved by your academic and industrial advisors. You should inform her about your company visits and your expenses by filling out the appropriate reimbursement forms.

Wishing you a very productive 477-478 experience,

Course Coordinators:

Selim Aktürk

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Emre Uzun