

IE 477 PRODUCTION SYSTEMS DESIGN – SYNTHESIS

GENERAL SCHEDULE FOR 2017 – 2018 FALL

Course Coordinators (CC)	Administrative Coordinator	Teaching Assistants (TA)
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Course Web Page	https://courses.ie.bilkent.edu.tr/ie477	
Course E-mail	ie477@ie.bilkent.edu.tr (Will be distributed to all TAs)	

This is the general schedule for IE 477. You should follow this closely not to miss any deadline. Although very unlikely, the dates and times are subject to change with proper advance notification by the course coordinators.

Abbreviations: Academic Advisor (AA), Industrial Advisor (IA), Course Coordinator (CC), Teaching Assistant (TA), Graduate Assistant (GA).

In the first three weeks of this semester, groups are formed and project assignments are performed according to the schedule below:

Sep 20th by 17:30: All groups submit group information form to ie477@ie.bilkent.edu.tr. Students with no group or groups of **less than six students** will inform the TAs via ie477@ie.bilkent.edu.tr.

Sep 25th: Groups are finalized.

Sep 27th by 12:00 noon: Groups submit project ranking and a cover letter describing their group's strengths and weaknesses to ie477@ie.bilkent.edu.tr

Oct 2nd: Project Assignments are announced. Each group will have a CC, an AA, a TA, a GA and IA(s).

In this semester, you will submit two reports:

- **Project Proposal Report**
- **End of Semester Progress Report**

Also, you will have four meetings/presentations:

- **Kick-off Meeting** (Oct 5th – Oct 27th) Participants: AA, IA, CC
- **Project Proposal Presentation** (Oct 30th – Nov 24th) Participants: AA, IA, CC
- **Presentation to Course Coordinators** (Nov 29th – Dec 1st) Participants: All CC
- **End of Semester Presentation** (Jan 8th – Jan 10th, 2018) Participants: All CC

KICK-OFF MEETING: You will meet your IA and other company officials and will have an opportunity to discuss the scope of the project. This meeting is likely to be at the company premises. It is vital that you gather necessary information about the project and the expectations of the company as this info will be your basis for the project proposal.

Tentative Date: Although the exact date is not guaranteed, your TA will begin the process of scheduling for the Kick-off Meetings on or about Oct 2nd. Depending on the date you have your Kick-off, the deadlines of the project proposal report and the project proposal presentation will be determined.

NOTE THAT, *it is strongly recommended that you have your kick off and hence your project proposal as early as possible since the calendar for the rest of the semester is very tight and the progress you will make until the end of the semester is crucial on the outcomes you will get next semester!*

PROJECT PROPOSAL REPORT: After your group's Kick-off Meeting, you will need to submit a Project Proposal Report, which will be in English. Check the suggested content and the report format available on course web page. You must adhere to this report format!

Draft Due: At most 7 days after your Kick-off Meeting (including Saturdays and Sundays). Submit your draft to your AA. You should set this date together with your AA to make sure that you receive feedback on time.

Feedback: You are supposed to get feedback from your AA within 7 days after submitting your draft (including Saturdays and Sundays).

Project Proposal Due: At 17:30 18 days after your Kick-off meeting (including Saturdays and Sundays – this means the due date might be a Saturday or a Sunday). Submit your final version AND your draft with feedback to your CC. Also, send your final version to ie477@ie.bilkent.edu.tr.

PROJECT PROPOSAL PRESENTATION: After you submit your project proposal report, you will have your proposal presentation. This presentation will be about 30 minutes, in Turkish (unless the company asks for an English presentation), and likely to be at Bilkent. Check the suggested content on the course web page.

Tentative Date: Your Proposal Meeting will be about 21 days after your Kick-off Meeting. Your TAs will begin scheduling for this meeting promptly at the Kick-off.

PRESENTATION TO COURSE COORDINATORS (Nov 29th – Dec 1st): This will be a 10-minute presentation and in English. Check the suggested content on the course web page. This meeting will be at Bilkent.

Scheduling: About one week before the presentations, your group's contact person will receive a link to pick a time slot for your presentation. This system will work on a first come first served basis, so be prompt to pick the best time slot for your group.

END OF SEMESTER PROGRESS REPORT: This report will be in English. Check the suggested content and the report format available on course web page. You must adhere to this report format!

Draft Due: Dec 11th. Submit your draft to your AA and GA. You are advised to schedule ahead with your AA and GA to make sure that you receive feedback on time.

Feedback: You are supposed to get feedback from your AA and GA within 7 days after submitting your draft (including Saturdays and Sundays).

Progress Report Due: Dec 22nd at 17:30. Submit your final version AND your draft with feedback to your CC. Also, send your final version to ie477@ie.bilkent.edu.tr.

END OF SEMESTER PRESENTATION (Jan 8th – Jan 10th, 2018): This will be a 10-minute presentation and in English. Check the suggested content on the course web page. This presentation will be at Bilkent.

Scheduling: About one week before the presentations, your group's contact person will receive a link to pick a time slot for your presentation. This system will work on a first come first served basis, so be prompt to pick the best time slot for your group.