

IE 478 PRODUCTION SYSTEMS DESIGN – PRACTICE

GENERAL SCHEDULE FOR 2017 – 2018 SPRING

Course Coordinators (CC)	Administrative Coordinator	Teaching Assistants (TA)
Prof. Savaş Dayanık Office: EA210 Ext: x3029 sdayanik@bilkent.edu.tr Dr. Emre Uzun Office: EA328 Ext: x3484 emreu@bilkent.edu.tr	Yeşim Gülseren Office: EA308 Ext: x8017 yesime@bilkent.edu.tr	İrem Akçakuş irem.akcokus@bilkent.edu.tr Nazlıcan Arslan nazlican.arslan@bilkent.edu.tr Ece Çiğdem ece.cigdem@bilkent.edu.tr Metehan Dilaver metehan.dilaver@bilkent.edu.tr
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 478. 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 this semester, you will submit three reports:

- **Project Progress Report**
- **End of Semester Final Report**
- **10-Page Project Summary (In Turkish)**

You will have three presentations:

- **Project Progress Presentation** (March 12th – March 30th) Participants: AA, IA, CC
- **Presentation to Course Coordinators** (April 16th – April 20th) Participants: All CC
- **End of Semester Presentation** Participants: All CC

Also, you will submit a **poster** to be presented in the project fair, a **one-page PowerPoint slide** with a summary of your project and a **peer evaluation form** (individually).

PROJECT PROGRESS REPORT: This report should show the status of the project and will be in English. It is strongly advised that at this point the project must be ready for implementation. The model must have been tested and validated, the codes must be ready and all the necessary data must have been collected. The project team must provide an implementation plan of the project.

Draft Due: Monday, February 26th to be submitted to your AA.

Feedback: You are advised to get feedback from your AA within 7 days after submitting your draft.

Project Progress Report Due: Friday, March 9th at 17:30. Submit TWO printouts your final version AND your draft with feedback to your CC. Email your final version to your IA. Also, send your final version to ie477@ie.bilkent.edu.tr.

PROJECT PROGRESS PRESENTATION: You will present the status of your project to the company officials. This presentation will be in Turkish and likely to be at Bilkent. However, for some companies it could be at company premises.

Tentative Date: Any day between March 12th – March 30th. The course assistants will schedule these meetings considering your group's and your academic and industrial advisors', and coordinator's schedules.

PRESENTATION TO COURSE COORDINATORS (April 16th – April 20th): 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.

10-PAGE PROJECT SUMMARY: This will be included in the 2018 Projects Booklet and will be in Turkish. Check the report format available on course web page. You must adhere to this report format!

Draft Due: Friday, April 13th. Submit your draft to your AA and IA. You are advised to schedule ahead with your AA and IA to make sure that you receive feedback on time.

Feedback: You are advised to get feedback from your AA and IA within 7 days after submitting your draft.

Approval: You **MUST** obtain approval from your IA. (Sent from IA directly to the course TA via email)

Final Report Due: Wednesday, May 2nd at 17:30. Submit your final version to your TA. Also, send your final version to ie477@ie.bilkent.edu.tr.

END OF SEMESTER FINAL REPORT: This report should contain 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: Friday, April 27th. 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 advised to get feedback from your AA and GA within 7 days following April 27th.

Final Report Due: Monday, May 11th at 17:30. Submit TWO printouts your final version AND your draft with feedback to your CC. Email your final version to your IA. Also, send your final version to ie477@ie.bilkent.edu.tr.

END OF SEMESTER PRESENTATION:

FOR GROUPS PRE-QUALIFIED TO PARTICIPATE IN THE PROJECT FAIR, the end of semester presentations will be held at Mithat Çoruh Amphi on May 23rd, 24th and 25th. This will be a 12-minute presentation specifically prepared for the Project Fair Competition. The final eight groups qualified to participate in the competition will be determined based on this presentation and the final report.

FOR THE REMAINING GROUPS, it will be on May 28th and May 29th. This will be a 10-minute presentation and in English. Check the suggested content on the course web page.

Scheduling: For both cases, 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.

PEER EVALUATIONS: Deadline to submit the peer evaluation form is May 11th. Please be aware that peer evaluation is a part of the assessment criteria of this course.

IMPORTANT DATES FOR PROJECT FAIR AND COMPETITION:

(All submissions below must be made to the TAs)

April 6 th	Last day to finalize the project title (English and Turkish). You must obtain approval from AA and IA. (IA approval must be sent by IA directly to the course TA via email)
April 6 th	Submit one paragraph project summary (English and Turkish). You must obtain approval from AA and IA. (IA approval must be sent by IA directly to the course TA via email)
April 6 th	Obtain the official company logo from the company officials and submit to TAs. This logo will be printed on the Project Fair and Competition invitation letters and projects booklet. (Obtain approval)
April 6 th	Submit the list names and addresses of the company officials invited to the project fair. Be extremely careful not to miss anyone involved in the project. Consult Yeşim Gülseren if necessary!
May 7 th	Submit the one page PowerPoint slide describing the project. Sample slide will be on the course web page.
May 9 th	Submit the draft of the poster. Submit a print out on an A4 size paper preferably in color . Specifications will be on the course web page. You should get feedback from TAs by May 15th .
May 16 th	The coordinators will announce groups pre-qualified to participate to the Project Fair Competition. These groups should contact their AA prior to the end of semester presentations.
May 23 rd	Submit the final version of the poster. Do NOT print the posters! We will print them.
May 25 th	The coordinators will announce the groups qualified to participate to the Project Fair Competition. These groups should contact their AA prior to the presentations.
May 29 th	Submit the final version of the presentation for project fair and competition. These presentations should have been tested on the computer at Mithat Çoruh Amphi and will not further be modified.