

IE 477 PRODUCTION SYSTEMS DESIGN – SYNTHESIS

GENERAL INFORMATION AND SCHEDULE FOR 2018 – 2019 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)	

REMEMBER TO CONSULT TO THIS DOCUMENT FIRST FOR ANY ACTIVITY IN THIS COURSE!

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. Any new information that supersedes this document will be announced in advance by the course coordinators or teaching assistants.

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

GROUPS: Each group must be composed of 7 students, one of whom will be the contact person (CP) of the group. This student is expected to handle all the communication between the group and the TAs, CCs... etc. CPs must be available to respond to urgent emails and phone calls promptly. CCs reserve right to change the CPs if a deficiency in communication is observed on a frequent basis.

- **Sep 26th by 17:30:** CPs must send the filled **team information form** to the course email. Students with no group or groups of **less than seven students** will inform the TAs via the course email. You should add the IE Restricted Elective courses you are taking this semester as well as the ones you took before.
- **Oct 3rd by 12:00:** CPs must send a **weekly time schedule** that shows the time slots of the university (from 08:40 to 19:30), and for each time slot, the number of group members that are available. Note that internships and other social activities are not counted as a reason for being busy.
- **Oct 3rd by 12:00:** CPs must send the filled **project preferences list** to the course email.
- **Oct 3rd by 12:00:** CPs must send a **cover letter** outlining their group's strengths and weaknesses and why they are a good fit for the project they wanted the most. This letter should be sent along with the project preferences list.

When the project assignments are finalized, each group will be assigned an academic advisor (AA) – who is a faculty member, a course coordinator (CC), a teaching assistant (TA) – who is one of the assistants from the list above, and if possible a graduate assistant (GA) – who is another assistant from our department. Note that, TAs are responsible for course related stuff like report collection, presentation organization...etc, however, GAs are responsible for project related stuff like report feedback, help with models...etc. Except highly unlikely situations, these assignments will not change throughout the academic year.

LANGUAGE OF COMMUNICATION: All reports (except the booklet report in spring semester) will be in English. All presentations to course coordinators will be in English. However, presentations for the company officials and the project fair presentation will be in Turkish. You should have at least two group members who can present in Turkish.

PROFESSIONALISM: Being organized, responsible and punctual are among the key success factors in this course. A sloppy report or presentation, being late to a meeting, or failing to meet the deadlines are things we will not tolerate. If we observe unprofessional behavior, this will be reflected to your group's letter grade.

PERSONAL CONFLICTS: If you observe any problems within the group related to communication, workload...etc, you should try to resolve it yourself first. If unsuccessful, then you should consult as a group (all members) to Ms. Yeşim Gülseren or your CC. Do not wait until the end of the semester.

PEER EVALUATIONS: Deadline to submit the peer evaluation form is Dec 31st. Please be aware that peer evaluation is a part of the assessment criteria of this course. You may find the form on the course web page.

GRADING: Your groups final letter grade will be based on your performance in your project, reports and presentations. Note that, although this is a group work, group members may receive different letter grades. This is based on your academic advisor's, industrial advisor's and course coordinator's additional feedback on your individual or group performance. In addition, peer evaluation is a fundamental decision criterion in grading.

REPORTS AND PRESENTATIONS

In this semester, you will submit two reports:

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

Also, you will have four meetings/presentations:

1. **Kick-off Meeting** (Oct 11th – Nov 2nd) Participants: AA, IA, CC
2. **Project Proposal Presentation** (Nov 12th – Dec 7th) Participants: AA, IA, CC
3. **Presentation to Course Coordinators** (Dec 12th – Dec 14th) Participants: All CC
4. **End of Semester Presentation** (Jan 16th – Jan 17th, 2019) 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 8th. Depending on the date you have your Kick-off, the deadlines of the project proposal report and the project proposal presentation will be determined. 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: 14 days after your Kick-off Meeting (including Saturdays and Sundays). Submit your draft to your AA.

Feedback: You are supposed to get feedback from your AA within 10 days (recommended) after submitting your draft (including Saturdays and Sundays).

Project Proposal Due: 28 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. Upload your final report to the link provided via email.

PROJECT PROPOSAL PRESENTATION: After you submit your project proposal report, you will have your proposal presentation. This presentation will be about 20 minutes and in Turkish (unless the company asks for an English Presentation). Check the suggested content on the course web page. This presentation is likely to be at Bilkent. Upload your presentation to the link provided via email before the announced deadline.

Tentative Date: Your Proposal Meeting about 30 days after your Kick-off Meeting. Your TA's will begin scheduling for this meeting promptly after the Kick-off.

PRESENTATION TO COURSE COORDINATORS: 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. Upload your presentation to the link provided via email before the announced deadline.

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 21st. Submit your draft to your AA.

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

Progress Report Due: Dec 31st. Submit your final version AND your draft with feedback to your CC. Upload your final report to the link provided via email.

END OF SEMESTER PRESENTATION: 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. Upload your presentation to the link provided via email before the announced deadline.

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.

		Meeting Arrangement	Lang.	Report Hardcopy	Email Report / Pres.				Upload
					AA	CC	TA	GA	
Kick-off Meeting		TA will contact CP	Tur.	-	-	-	-	-	-
Project Proposal Report	Draft	AA (and GA if required)	Eng.	AA	✓	-	-	✓	-
	Final	AA (and GA if required)	Eng.	CC (2 copies + Draft with feedback to mailbox)	✓	✓	✓	✓	✓
Project Proposal Presentation		TA will contact CP	Tur.	-	-	-	-	-	✓
Mid-term Presentation to CC		CP will use Doodle link	Eng.	-	-	-	-	-	✓
End of Semester Report	Draft	AA (and GA if required)	Eng.	AA	✓	-	-	✓	-
	Final	AA (and GA if required)	Eng.	CC (2 copies + Draft with feedback to mailbox)	✓	✓	✓	✓	✓
End of Semester Presentation to CC		CP will use Doodle link	Eng.	-	-	-	-	-	✓