

IE 478 PRODUCTION SYSTEMS DESIGN – PRACTICE

GENERAL SCHEDULE FOR 2018 – 2019 SPRING

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 478. 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)

REPORTS AND PRESENTATIONS

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 18th – April 5th) Participants: AA, IA, CC
- **Presentation to Course Coordinators** (April 24th – April 29th) 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 two **peer evaluation forms** (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, March 4th 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 15th 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, upload your final version to the link provided via email.

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 18th – April 5th. 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 24th – April 29th): 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 2019 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 19th. 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: Thursday, May 2nd at 17:30. Upload your final version to the link provided via email.

END OF SEMESTER FINAL REPORT: This report should contain everything you have done for the project 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: Thursday, May 2nd. 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 after submitting your draft.

Final Report Due: Friday, May 17th at 17:30. Submit TWO printouts your final version AND your draft with feedback to your CC. Email your final version to your IA. Upload your final version to the link provided via email.

END OF SEMESTER PRESENTATION: 8 groups will be pre-qualified to participate to the project fair.

FOR GROUPS PRE-QUALIFIED TO PARTICIPATE TO THE PROJECT FAIR, the end of semester presentations will be held at Mithat Çoruh Amphi on May 22nd, 23rd and 24th. 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 their final report.

FOR THE REMAINING GROUPS, it will be on May 27th and May 28th. 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.

		Meeting Arrangement	Lang.	Report Hardcopy	Email Report / Pres.					Upload Report / Pres.
					AA	CC	TA	GA	IA	
Project Progress 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 Progress Presentation		TA will contact CP	Tur.	-	-	-	-	-	-	✓
Mid-term Presentation to CC		CP will use Doodle link	Eng.	-	-	-	-	-	-	✓
10 Page Project Summary	Draft	AA (and GA if required)	Tur.	AA	✓	-	-	✓	✓	-
	Final	AA (and GA if required)	Tur.	-	-	-	-	-	✓	✓
Final 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.	-	-	-	-	-	-	✓

UPLOAD FORMAT: Make sure your uploaded files have your group number!

PEER EVALUATIONS: Two peer evaluations will be performed (April 30th and May 17th). Please be aware that peer evaluation is a part of the assessment criteria of this course.

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.

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.

IMPORTANT DATES FOR PROJECT FAIR AND COMPETITION:

(All submissions below must be made to the TAs)

April 5th	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 5th	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 5th	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 5th	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 8th	Submit the one page PowerPoint slide describing the project. Sample slide will be on the course web page.
May 8th	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 18th	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 23rd	Submit the final version of the poster. Do NOT print the posters! We will print them.
May 24th	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 30th	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.
May 30th	Project Fair Rehearsal
May 31st	Project Fair at MSSF Concert Hall