

IE 478 PRODUCTION SYSTEMS DESIGN – PRACTICE

GENERAL SCHEDULE FOR 2019 – 2020 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), Contact Person (CP)

SUMMARY OF REQUIREMENTS

- 1) In this semester, you will submit three reports:
 - **Project Progress Report**
 - **Final Report**
 - **10-Page Project Summary (Booklet Report)**
- 2) You will have three presentations:
 - **Project Progress Presentation** (March 19th – April 10th) Participants: AA, IA, CC
 - **Presentation to Course Coordinators** (April 15th – April 20th) Participants: All CC
 - **End of Semester Presentation** Participants: All CC
- 3) Additionally you are asked to 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** filled 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 is expected be ready for implementation. The approach must have been tested and benchmarked; the codes/algorithms must be ready. The project team must provide an implementation plan of the project.

Draft Due: Monday, March 2nd (to be submitted to your AA and TA).

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

Project Progress Report Due: Friday, March 13th 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.

Title Page Format: Make sure your title page has your group no, title of the project in Turkish and English and date.

PROJECT PROGRESS PRESENTATION: You will present the status of your project to the company officials. This presentation will be in Turkish (or in English depending on the audience from the company officials – CP is responsible to communicate and resolve the language to be used) and likely to be at Bilkent. However, for some companies it could be at company premises. It is expected to take about an hour (or an hour and a half) with questions and answers.

Tentative Date: Any day during the period March 19th – April 10th. The course assistants will schedule these meetings considering schedules of your group as well as your AA and IA and CC.

PRESENTATION TO COURSE COORDINATORS (April 15th – April 20th): This will be a 10-minute presentation and in English. This meeting will be at Bilkent.

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

10-PAGE PROJECT SUMMARY (BOOKLET REPORT): This will be included in the 2020 Projects Booklet and will be in English. There will be a short summary (Öz) in Turkish. The format of this report is strict as all the reports will be published in a book. You must absolutely adhere to this report format!

Draft Due: Friday, April 24th. Submit your draft to your AA, IA and TA. You are advised to schedule ahead with your AA, IA and TA to make sure that you receive feedback on time.

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

Approval: You **MUST** obtain approval for the final version from your IA. (Make sure that the approval is sent from IA directly to the course TA via email.)

Final Report Due: Thursday, May 7th at 17:30. Upload your final version to the link provided via email.

FINAL REPORT: This report should contain all the relevant work you have done for the project and will be in English.

Draft Due: Monday, May 18th. Submit your draft to your AA. You are advised to schedule ahead with your AA to make sure that you receive feedback on time.

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

Final Report Due: Wednesday, June 3rd 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.

Title Page Format: Make sure your title page has your group no, title of the project in Turkish and English and date.

END OF SEMESTER PRESENTATION: Coordinators will announce 12 groups which are short-listed to qualify for participation the project fair by Monday, May 18th. Further on, 8 of these groups will be qualified to participate to the presentations at the project fair.

FOR SHORT-LISTED GROUPS, end of semester presentations will be held at Mithat Çoruh Amphitheater on May 27th through May 29th. This will be a 12-minute presentation specifically prepared for the Project Fair Competition and in Turkish. The final 8 groups qualified to participate in the competition will be determined based on this presentation and their 10-page Project Summary Report.

FOR THE REMAINING GROUPS, end of semester presentations will be on June 4th and June 5th. This will be a 12-minute presentation and in Turkish.

Scheduling: For both cases, about one week before the presentations, your CP will receive a link to pick a time slot for your presentation. This system works 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	IA	
Project Progress Report	Draft	AA, TA	Eng.	AA, TA	✓	-	✓	-	-
	Final	AA	Eng.	CC (2 copies + Draft with feedbacks to mailbox)	-	-	-	✓	✓
Project Progress Presentation		TA will contact CP	Tur.	-	-	-	-	-	✓
Mid-term Presentation to CC		CP will use reservation link	Eng.	-	-	-	-	-	✓
Booklet Report	Draft	AA, TA	Eng.	AA, TA	✓	-	✓	✓	-
	Final	AA	Eng.	-	-	-	-	✓	✓
Final Report	Draft	AA	Eng.	AA	✓	-	-	-	-
	Final	AA	Eng.	CC (2 copies + Draft with feedbacks to mailbox)	-	-	-	✓	✓
End of Semester Presentation to CC		CP will use reservation link	Tur.	-	-	-	-	-	✓

LANGUAGE OF COMMUNICATION: All reports will be in English. All presentations to course coordinators will be in English. However, presentations for the company officials and end of semester presentations including the project fair presentations will be in Turkish. You should have at least two group members who can present in Turkish.

UPLOAD FILE NAME FORMAT: Make sure your file names contain your group number and your project's abbreviation. (Consult Serkan Turhan for your project's abbreviation.)

PEER EVALUATIONS: Two peer evaluations will be performed with deadlines April 12th and May 17th. Please be aware that peer evaluation is a part of the assessment criteria of this course.

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 either Ms. Yeşim Gülseren or your CC. Do not wait until the end of the semester.

GRADING: Your group's 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 the feedback from AA, IA, TA and CC on your individual or group performance. In addition, peer evaluations are considered in finalizing individual grading.

IMPORTANT DATES FOR PROJECT FAIR AND COMPETITION (*Shown as items on the schedule next page*):
(All submissions below must be made to the TAs)

Item No	Date	Explanation
1	March 2 nd	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)
2	April 10 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 from IA)
3	April 10 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!
4	April 24 th	Submit one paragraph project summary (Turkish). You must obtain approval from AA and IA. (IA approval must be sent by IA directly to the course TA via email)
5	May 11 th	Submit the one page PowerPoint slide describing the project. Sample slide will be on the course web page.
6	May 11 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.
7	May 18 th	The coordinators will announce groups short-listed to participate to the Project Fair Competition. These groups should contact their AA prior to the end of semester presentations.
8	May 29 th	Submit the final version of the poster. Do NOT print the posters! We will print them.
9	May 30 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.
10	June 6 th	Submit the final version of the presentation for project fair and competition. These presentations should have been tested on the computer at MSSF Concert Hall and will not further be modified.
11	June 7 th	Project Fair Rehearsal for the qualified 8 groups
12	June 8 th	Project Fair at MSSF Concert Hall

Feb 2020	3	4	5 Meeting with Coordinators	6	7	8	9
	10	11	12	13	14	15	16
	17	18	19	20	21	22	23
	24	25	26	27	28	29	1
Mar 2020	2 (Item 1) Progress Report Draft Due	3	4	5	6	7	8
	9	10	11	12	13 Progress Report Due	14	15
	16	17	18	19 Progress Presentations Begin	20	21	22
	23	24	25	26	27	28	29
	30	31	1	2	3	4	5
Apr 2020	6	7	8	9	10 (Items 2,3) Progress Presentations End	11	12 1 st Peer Evaluations Due
	13	14	15 Presentations to CC	16	17 Presentations to CC	18	19
	20 Presentations to CC	21	22	23	24 (Item 4) Booklet Report Draft Due	25	26
	27	28	29	30	1	2	3
May 2020	4	5	6	7 Booklet Report Final Due	8	9	10
	11 (Items 5,6)	12	13	14	15	16	17 2 nd Peer Evaluation Due
	18 (Item 7) Final Report Draft Due	19	20	21	22	23	24
	25	26	27 Presentations of Short Listed Groups	28 Presentations of Short Listed Groups	29 (Item 8) Presentations of Short Listed Groups	30 (Item 9)	31
Jun 2020	1	2	3 Final Report Due	4 Presentations of Remaining Groups	5 Presentations of Remaining Groups	6 (Item 10)	7 (Item 11) PROJECT FAIR REHEARSAL
	8 (Item 12) PROJECT FAIR	9	10	11	12	13	14