

IE 478 PRODUCTION SYSTEMS DESIGN – PRACTICE

GENERAL SCHEDULE FOR 2020 – 2021 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. The dates and times are subject to change due to new regulations following the state of the pandemic. 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 8th – April 2nd) Participants: AA, IA, CC
- **Presentation to Course Coordinators** (April 7th – April 12th) Participants: All CC
- **End of Semester Presentation** Participants: All CC

3) Additionally, you are asked to submit

- 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: Friday, February 19th at 23:59 (to be submitted to your AA and TA via email).

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 5th at 23:59. Upload your final version AND your draft with feedback to the link provided. Email your final version to your AA and IA.

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 online 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). **Two days before your meeting until 23:59**, you should upload your presentation video (max 20 minutes) along with your slides as a separate file to the link provided via email.

Tentative Date: Any day during the period March 8th – April 2nd. The course assistants will schedule these meetings considering schedules of your group as well as your AA and IA and CC.

MEETING WITH COURSE COORDINATORS (April 7th – April 12th):

Presentation: For this meeting you will prepare a 10-minute presentation video and a 2-minute demo of your deliverables and upload it along with your presentation slides on **April 5th by 17:30** to the link provided. Check the suggested content on the course web page.

Meeting: This will be a 15-minute online meeting in English. Be prepared to answer questions as a group or individually as we might want to ask questions to a specific student. You may also be asked to present again.

Scheduling: About one week before the meetings, your group's contact person will receive a link to pick a time slot. 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 (BOOKLET REPORT): This will be included in the 2021 Projects Booklet and will be in English. There will be a short summary (Öz) in Turkish. **This report will be prepared using ^LA^TE^X**. You must absolutely adhere to this report format! Check the course web page for details.

Draft Due: Friday, April 16th at 23:59. Email 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: Friday, May 30th at 23:59. 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: Wednesday, April 28th at 23:59. Email your draft to your AA and TA. You are advised to schedule ahead with your AA and TA to make sure that you receive feedback on time.

Feedback: You are advised to get feedback from your AA and TA within 5 days after submitting your draft.

Final Report Due: Monday, May 10th at 23:59. Upload your final version AND your draft with feedback to your CC to the link provided. Email your final version to your AA and IA.

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

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.	Email Report / Pres.				Upload
				AA	CC	TA	IA	
Project Progress Report	Draft	AA, TA	Eng.	✓	-	✓	-	-
	Final	AA, TA	Eng.	✓	-	-	✓	✓
Project Progress Presentation		TA will contact CP	Tur.	-	-	-	-	✓
Mid-term Meeting with CC		CP will use reservation link	Eng.	-	-	-	-	✓
Booklet Report	Draft	AA, TA	Eng.	✓	-	✓	✓	-
	Final	AA	Eng.	-	-	-	✓	✓
Final Report	Draft	AA, TA	Eng.	✓	-	✓	-	-
	Final	AA, TA	Eng.	✓	-	-	✓	✓
End of Semester Presentation to CC		CP will use reservation link	Tur.	-	-	-	-	✓

DELIVERABLES: Final version of all deliverables must be submitted to and usable by the company by May 10.

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 12th. 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 (*Shown as items on the schedule next page*):

(All submissions below must be made to the TAs)

Item No	Date	Explanation
1	March 5 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)
2	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 from IA)
3	May 4 th	Submit the one-page PowerPoint slide describing the project. Sample slide will be on the course web page.
4	May 10 th	Final Report Due, Deliverables to the Company Due
5	May 12 th	Peer Evaluation 2.
6	May 17 th	Submit the 12-minute final presentation (video, ppt and pdf) in Turkish. You MUST obtain IA approval for this presentation to be shared with public. *Date and time subject to change depending on the scheduled final exam date for IE 478. Plan to submit this video 3 days prior to this scheduled final exam date for IE 478 or May 17, whichever is earlier. Will be clarified as the final exams are scheduled and announced.
7	May 20 th -21 st	Final Coordinator Meetings with all groups.
8	May 25 th	Voluntary re-upload deadline for revised final presentation video.
9	June 1 st	Online Project Fair

Jan 2021	25	26	27 Meeting with Coordinators	28	29	30	31
Feb 2021	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	16	17	18	19 Progress Report Draft Due	20	21
	22	23	24	25	26	27	28
Mar 2021	1	2	3	4	5 (<i>Item 1</i>) Progress Report Due	6	7
	8 Company Pres. Begin	9	10	11	12	13	14
	15	16	17	18	19	20	21

	22	23	24	25	26	27	28
	29	30	31	1	2 Company Pres. End	3	4
Apr 2021	5 Peer Evaluation 1 Due	6 (Item 2)	7 Coordinator Meetings	8	9 Coordinator Meetings	10	11
	12 Coordinator Meetings	13	14	15	16 Booklet Report Draft Due	17	18
	19	20	21	22	23	24	25
	26	27	28 Final Report Draft Due	29	30 Booklet Report Due	1	2
May 2021	3	4 (Item 3)	5	6	7	8	9
	10 Final Report Due Deliverables Due	11	12 Peer Evaluation 2 Due	13	14	15	16
	17	18	19	20 (Item 7) Final Coordinator Meetings	21 (Item 7) Final Coordinator Meetings	22	23
	24	25	26	27	28	29	30
	31	1 (Item 9) Online Project Fair	2	3	4	5	6