

IE 477 PRODUCTION SYSTEMS DESIGN – SYNTHESIS

GENERAL INFORMATION AND SCHEDULE FOR 2021 – 2022 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 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), Contact Person (CP), Bilwrite (BW).

GROUPS: Each group must be composed of seven 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 the right to change the CPs if a deficiency in communication is observed in a repeated fashion.**

- **Sep 22nd by 17:00:** CPs must fill the online **team information form**. 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.
- **Sep 30th by 17:00:** CPs must send a **weekly time schedule** that shows the time slots of the university (from 08:30 to 22:00), and for each time slot, the number of group members that are available. Note that internships, part-time jobs and other social activities are not counted as a reason for being busy.
- **Sep 30th by 17:00:** CPs must submit the **project preferences list**.
- **Sep 30th by 17:00:** CPs must submit 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 submitted 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) and a teaching assistant (TA) – who is one of the assistants from the list above. Note that, a TA is responsible for course related issues like report collection, presentation organization, etc. They are also instrumental in giving you directions with respect to who to see, what to read in case you have a problem. Except highly unlikely situations, these assignments will not change throughout the academic year.

GRADING: Your group's final letter grade will be based on your performance in your project, reports, meetings and presentations. Note that, although this is a group work, group members may receive different letter grades. This is based on the feedback CCs will receive from your AA and IA, as well as CC's assessment of your individual or group performance. You may be questioned personally during the CC meetings. In addition, peer evaluation is a fundamental decision criterion in grading.

REPORTS, MEETINGS AND PRESENTATIONS

In this semester, you will submit two reports:

- **Project Proposal Report**
- **First Progress Report**

Also, you will have four meetings/presentations:

1. **Kick-off Meeting** (Oct 6th – Oct 22nd) Participants: AA, IA, CC
2. **Project Proposal Meeting and Presentation** (Nov 1st – Nov 19th) Participants: AA, IA, CC
3. **First Coordinator Meeting** (Nov 26th – Dec 1st) Participants: All CCs
4. **Second Coordinator Meeting** (Jan 17th – Jan 18th, 2022) Participants: All CCs

KICK-OFF MEETING: You will meet your IA and other company officials and will have an opportunity to discuss the scope of the project. 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: Your TA will begin the process of scheduling for the Kick-off Meeting, which is expected to take place **after Oct 6th and not later than Oct 22nd**. 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 meeting 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 out the document titled *Suggested Contents for the Project Proposal Report* as well as documents related to report writing and the report format available on course web page. Remember all reports must be written using the $\text{\LaTeX}$ template. 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 and BW.

Feedback: You are supposed to get feedback from your AA and BW within 10 days (recommended) after submitting your draft (including Saturdays and Sundays). **Be prompt to make necessary arrangements in advance!**

Project Proposal Report Due: 28 days after your Kick-off meeting (including Saturdays and Sundays – this means the due date might be a Saturday or a Sunday). Upload your final report and a scanned version of your draft with feedback to the link provided via email.

PROJECT PROPOSAL MEETING AND PRESENTATION: After you submit your project proposal report, you will have your proposal presentation meeting. **Two days before your meeting**, you should upload your presentation video along with your slides (both in original and pdf formats) as a separate file to the link provided via email. Check out the document titled *Information on the Proposal Meeting and Presentation* for details.

Tentative Date: Your group's Proposal Meeting is expected to be in about 30 days after your Kick-off Meeting. Each group will receive a group-specific list of tentative dates once the Kick-off is over.

FIRST MEETING WITH COURSE COORDINATORS:

Presentation: For this meeting you will prepare an 8-minute presentation video and upload it along with your presentation slides (both in original and pdf formats) on **Nov 23rd by 17:00** to the link provided.

Meeting: This will be a 15-minute meeting in English. Be prepared to answer questions as a group or individually as we might want to ask questions to specific students.

Check out the document titled *Information on the First Coordinator Meeting and Presentation* for details.

FIRST PROGRESS REPORT: You will extend the contents of your project proposal report with your new work. Check out the document titled *Suggested Contents for the First Progress Report* as well as documents related to report

writing and the report format available on course web page. Remember all reports must be written using the $\text{\LaTeX}$ template. You must adhere to this report format.

Draft Due: Dec 13th. Submit your draft to your AA and BW.

Feedback: You are supposed to get feedback from your AA and BW within 10 days (recommended) after submitting your draft (including Saturdays and Sundays). **Be prompt to make necessary arrangements in advance!**

First Progress Report Due: Dec 29th. Upload your final report and a scanned version of your draft with feedback to the link provided via email.

SECOND MEETING WITH COURSE COORDINATORS:

Presentation: For this meeting you will prepare a 10-minute presentation video and upload it along with your presentation slides (both in original and pdf formats) on **Jan 11th by 17:00** to the link provided. Check the suggested content on the course web page.

Meeting: This will be a 15-minute meeting in English. Be prepared to answer questions as a group or individually as we might want to ask questions to specific students.

Check out the document titled *Information on the Second Coordinator Meeting and Presentation* for details.

SUMMARY		Meeting Arrangement	Lang.	Email Report / Pres.				Upload Report / Presentation
				AA	CC	TA	BW	
Kick-off Meeting		TA will contact CP	Tur.	-	-	-	-	-
Project Proposal Report	Draft	AA, BW	Eng.	✓	-	-	✓	-
	Final	AA	Eng.	✓	✓	-	-	✓
Project Proposal Presentation		TA will contact CP	Tur.	-	-	-	-	✓
First Meeting with Course Coordinators		CP will use appointment link	Eng.	-	-	-	-	✓
First Progress Report	Draft	AA, BW	Eng.	✓	-	-	✓	-
	Final	AA	Eng.	✓	✓	✓	-	✓
Second Meeting with Course Coordinators		CP will use appointment link	Eng.	-	-	-	-	✓

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

UPLOAD AND RESERVATION GUIDELINES: Check your project short-code from the course web site and include it in all filenames and reservation texts. Files with missing project short-codes will be rejected. For Bilwrite feedback, use the **course code (IE 477)** and your **project's short-code** for your reservation.

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 share, 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 to your CC. Do not wait until the end of the semester.

PEER EVALUATIONS: Two peer evaluations will be performed during Fall semester (**Nov 19th and Dec 29th**). Please be aware that peer evaluation is a part of the assessment criteria of this course.

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 2021	20 Wk.1	21	22 ★ Team Info Form	23	24	25	26
	27 Wk.2	28	29 ★	30 Project Pref. Cover Letter Time Schedule	1	2	3
Oct 2021	4 Wk.3	5	6 ★ Kick-offs Start	7	8	9	10
	11 Wk.4	12	13	14	15	16	17
	18 Wk.5	19	20	21	22 Kick-offs End	23	24
	25 Wk.6	26	27	28	29	30	31
Nov 2021	1 Wk.7 Proposal Pres. Start	2	3	4	5	6	7
	8 Wk.8	9	10	11	12	13	14
	15 Wk.9	16	17	18	19 Proposal Pres. End Peer Eval. 1	20	21
	22 Wk.10	23 Upload CC Presentation	24	25	26 First Meeting with CC	27	28
	29 Wk.11 First Meeting with CC	30	1 First Meeting with CC	2	3	4	5
Dec 2021	6 Wk.12	7	8 ★	9	10	11	12
	13 Wk.13 First Progress Report Draft	14	15	16	17	18	19
	20 Wk.14	21	22	23	24	25	26
	27 Wk.15	28	29 First Progress Report Due Peer Eval. 2	30	31	1	2
Jan 2022	3 Wk.16	4	5	6	7	8	9
	10 Wk.17	11 Upload CC Presentation	12	13	14	15	16
	17 Wk.18 Second Meeting with CC	18 Second Meeting with CC	19	20	21	22	23

★: Scheduled general meeting at the lecture hours.