

IE 478 PRODUCTION SYSTEMS DESIGN – PRACTICE

GENERAL SCHEDULE FOR 2021 – 2022 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), Bilwrite (BW).

SUMMARY OF REQUIREMENTS

- In this semester, you will submit three reports:
 - Second Progress Report**
 - Final Report**
 - Booklet Report**
- You will have three meetings/presentations:
 - Project Progress Presentation** Participants: AA, IA, CC
 - Third Coordinator Meeting** Participants: All CC
 - Fourth Coordinator Meeting** Participants: All CC
- Additionally, you will submit:
 - Two **peer evaluation forms** filled individually

SUMMARY		Meeting Arrangement	Lang.	Email Latex Link (Hoboken)					Upload
				AA	CC	TA	IA	BW	
Second Progress Report	Draft	AA	English	✓	-	-	-	-	-
	Final	AA	English	✓	✓	-	✓	-	✓ ¹
Progress Meeting and Presentation		TA will contact CP	Turkish	-	-	-	-	-	✓
Third Meeting with CC		CP will use appointment link	English	-	-	-	-	-	✓
Booklet Report	Draft	AA, TA, BW	English	✓	-	✓	✓	✓	-
	Final	AA	English	-	-	-	✓	-	✓ ¹
Final Report	Draft	AA	English	✓	-	-	-	-	-
	Final	AA	English	✓	✓	-	✓	-	✓ ¹
Fourth Meeting with CC		CP will use appointment link	Turkish	-	-	-	-	-	✓

¹ Upload draft(s) with feedback only

SECOND PROGRESS REPORT

You will extend the contents of your first progress report with your new work. Check out the document titled *Suggested Contents for the Second 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: Wednesday, February 23rd at 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA.

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

Second Progress Report Due: Wednesday, March 9th at 23:59. Upload your draft with feedback to the link provided. Email the $\text{\LaTeX}$ link of your final version from Hoboken to your AA and IA.

PROGRESS MEETING AND 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). **Two days before your meeting until 23:59**, 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 Progress Meeting and Presentation* for details.

Tentative Date: Any day during the period March 14th – March 31st. The TAs will schedule these meetings considering schedules of your group as well as your AA and IA and CC.

THIRD MEETING WITH COURSE COORDINATORS (April 13th – April 18th)

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 11th by 23:59** 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 a specific student. You may also be asked to present again.

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

BOOKLET REPORT

This will be included in the 2022 Projects Booklet and will be in English with a short summary in Turkish. This report will be prepared using $\text{\LaTeX}$. Check out the document titled *Information on the Booklet Report* for details.

Draft Due: Friday, April 8th at 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA, IA, TA and BW.

Feedback: You are advised to get feedback from your AA, IA, TA and BW 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.)

Booklet Report Due: Thursday, April 21st at 23:59. Submit your report to Hoboken. Upload all drafts with feedback to the link provided.

FINAL REPORT

This report should contain all the relevant work you have done for the project. Check out the document titled *Suggested Contents for the Final 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: Thursday, April 28th at 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA.

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

Final Report Due: Friday, May 13th at 23:59. Upload your draft with feedback to the link provided. Email the $\text{\LaTeX}$ link of your final version from Hoboken to your AA and IA.

FOURTH AND FINAL MEETING WITH COURSE COORDINATORS (May 23rd – May 24th)²

Presentation: For this meeting you will prepare a 5-minute presentation video and upload it along with your presentation slides on **May 18th by 23:59** to the link provided.

² Dates are subject to change depending on the final exam schedules. Requirements may be revised for the groups qualified to participate in project fair and competition.

Meeting: This will be a 15-minute meeting **in Turkish**. 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.

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

DELIVERABLES: Final version of all deliverables must be submitted to and usable by the company by May 13th. Confirmation will be asked from the company.

LANGUAGE OF COMMUNICATION: All reports will be in English except the abstract of the booklet report. Third meeting with course coordinators will be in English. However, presentations for the company officials and fourth meeting with course coordinators and the project fair presentations will be in Turkish.

UPLOAD FILE NAME FORMAT: Make sure your file names contain your group number and your project's short code.

PEER EVALUATIONS: Two peer evaluations will be performed with deadlines April 4th and May 13th. 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, meetings 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.

OTHER IMPORTANT DATES (*Shown as items on the schedule next page*):

(All submissions below must be made to the TAs)

Item No	Date	Explanation
1	April 1 st	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) 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)
2	April 15 th	Last day to finalize the list of company officials to be invited to the project fair and competition. Names along with the postal and email addresses should be submitted.
3	May 6 th	Submit the one-page PowerPoint slide describing the project. Sample slide will be on the course web page. Submit the draft of the poster
4	May 14 th	The groups pre-qualified to participate in the project fair and competition announced Submit the final version of the poster
5	May 25 th	The groups qualified to participate in the project fair and competition announced
6	May 30 th	Project Fair Rehearsal
7	May 31 st	Project Fair

Month	Monday	Tuesday	Wednesday	Thursday	Friday	Sat.	Sun.
Jan 2022	31	1	2	3	4 ★	5	6
Feb 2022	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	22	23 Second Progress Report Draft Due	24	25	26	27
	28	1	2	3	4	5	6
Mar 2022	7	8	9 Second Progress Report Due				13
	14 Progress Presentations Begin	15	16	17	18	19	20
	21	22	23	24	25	26	27
	28	29	30	31 Progress Presentations End	1 (<i>Item No. 1</i>)	2	3
Apr 2022	4	5	6	7	8 Booklet Report Draft Due	9	10
	11 Upload CC Pres. Peer Eval. 1 Due	12	13 Third Meeting with CC	14	15 (<i>Item No. 2</i>) Third Meeting with CC	16	17
	18 Third Meeting with CC	19	20	21 Booklet Report Due	22 ★	23	24
	25	26	27	28 Final Rpt. Dft. Due	29	30	1
May 2022				5	6 (<i>Item No. 3</i>)	7	8
	9	10	11	12	13 Final Report Due Deliverables Due Peer Eval. 2 Due	14 (<i>Item No. 4</i>)	15
	16	17	18 Upload CC Presentation	19	20	21	22
	23 Fourth Meeting with CC	24 Fourth Meeting with CC	25 (<i>Item No. 5</i>)	26	27	28	29
	30 (<i>Item No. 6</i>) Project Fair Rehearsal	31 (<i>Item No. 7</i>) Project Fair					

★: Scheduled general meeting at the lecture hours.