



IE 477 – IE 478 Systems Design

General Information and Schedule for Spring 2023

Effective as of January 30, 2023

Course Coordinators (CC)	Dr. Savaş Dayanık Office: EA 210, Ext: x3029 sdayanik@bilkent.edu.tr Dr. Ayşe Selin Kocaman Office: EA 208, Ext: x3386 selin.kocaman@bilkent.edu.tr Dr. Emre Uzun Office: EA 328, Ext: x3484 emreu@bilkent.edu.tr	Administrative Coordinator	Yeşim Gülseren Office: EA 308 Ext: x8017 yesime@bilkent.edu.tr	Teaching Assistants (TA)	Atahan Bayır atahan.bayir@bilkent.edu.tr Yunus Emre Çakır emre.cakir@bilkent.edu.tr Aslı Eroğlu asli.eroglu@bilkent.edu.tr
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 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), Bilwrite (BW).

REQUIREMENTS In this semester, you will submit three reports, you will have three meetings/presentations and additionally, you will submit two peer evaluations filled individually, submit a poster, a one-page powerpoint slide, and other required documents needed for the project fair.

SUMMARY OF REPORTS AND PRESENTATIONS		Meeting Arrangement	Lang.	Email Latex Link (Hoboken)				Submit to BW via Moodle	Upload to Bluesky ¹
				AA	CC	TA	IA		
Second Progress Report	Draft	AA	English	✓	-	-	-	-	-
	Final	AA	English	✓	✓	-	✓	-	✓ ²
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	-	-	-	✓	-	✓ ²
Final Report	Draft	AA	English	✓	-	-	-	-	-
	Final	AA	English	✓	✓	✓	✓	-	✓ ²
Fourth Meeting with CC		CP will use appointment link	Turkish	-	-	-	-	-	✓

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 20th at 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA.

¹ Do not upload any ZIP files to Bluesky!

² Upload draft(s) with feedback only

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

Second Progress Report Due: Wednesday, March 3rd 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 (Participants: AA, IA, CC) 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 13th – 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

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 10th 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 2023 Projects Booklet and will be in English with a cover page 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 7th at 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA, IA, TA. Submit your report to 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: Monday, April 24th 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, May 4th 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 12th 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 COORDINATORS³

Presentation: For this meeting you will prepare a 5-minute presentation video and upload it along with your presentation slides on **May 16th by 23:59** to the link provided.

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 12th. Confirmation will be asked from the company.

PEER EVALUATIONS Two peer evaluations will be performed with deadlines April 10th and May 12th. Please be aware that peer evaluation is a part of the assessment criteria of this course.

³ Dates and times will be set based on the final exam schedules. Requirements may be revised for the groups pre-qualified to participate in project fair and competition.

LANGUAGE OF COMMUNICATION All reports will be in English except for the cover page 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 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 478) and your project's short-code for your reservation.

PROJECT MANAGEMENT SYSTEM All project related tasks, task assignments, meeting minutes must be entered into the project management system. Check out the document titled *Information on the Project Management System* for details. (Project Management System is available at <https://project.ie.bilkent.edu.tr>)

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.

PART-TIME JOBS, INTERNSHIPS Working part-time during the semesters is highly discouraged for all students. In addition, due to potential conflicts of interest, students cannot be assigned to an IE 477 - IE 478 project received from a company where they work part-time or do internship. This also applies to students who plan to work part-time or do internship later in Fall and Spring semesters. Students must inform the CC about any potential conflict prior to the project assignments. Failure to adhere to this rule will result in an FZ grade for these students.

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 3 rd	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) 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.
2	May 5 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
3	May 13 th	The groups pre-qualified to participate in the project fair and competition announced Submit the final version of the poster
4	May 25 th	The groups qualified to participate in the project fair and competition announced
5	May 31 st	Project Fair Rehearsal
6	June 1 st	Project Fair

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 2023	30	31	1	2	3 ★	4	5
Feb 2023	6	7	8	9	10	11	12
	13	14	15	16	17	18	19
	20 Second Progress Report Draft Due	21	22	23	24	25	26
	27	28	1	2	3 Second Progress Report Due	4	5
Mar 2023	6	7	8	9	10	11	12
	13 Progress Presentations Begin	14	15	16	17	18	19
	20	21	22	23	24	25	26
	27	28	29	30	31 Progress Presentations End	1	2
Apr 2023	3 <i>Item 1</i>	4	5	6	7 Booklet Report Draft Due	8	9
	10 Upload CC Pres. Peer Eval. 1 Due	11	12 Third Meeting with CC	13	14 Third Meeting with CC	15	16
	17 Third Meeting with CC	18	19	20	21	22	23
	24 Booklet Report Due	25	26	27	28 ★	29	30
May 2023	1	2 Final Rpt. Dft. Due	3	4	5 <i>Item 2</i>	6	7
	8	9	10	11	12 Final Report Due Deliverables Due Peer Eval. 2 Due	13 <i>Item 3</i>	14
	15	16	17	18	19	20	21
	22	23	24	25 <i>Item 4</i>	26	27	28
	29	30	31 <i>Item 5</i> Project Fair Rehearsal	1 <i>Item 6</i> Project Fair	2	3	4

★: Scheduled general meeting at the lecture hours.