



IE 477 – IE 478 Systems Design

General Information and Schedule for Fall 2023

Effective as of August 15, 2023

Course Coordinators (CC)	Dr. Savaş Dayanık Office: EA 210, Ext: x3029 sdayanik@bilkent.edu.tr Dr. Nesim Erkip Office: EA 320, Ext: x1032 nesim@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)	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 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 on a repeated fashion.**

- Sep 15 by 17:30:** 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. Form will be available online on Sep 16 at 15:30 on the course web page.
- Sep 15 by 17:30:** Students must fill and sign the **disclosure of internship and part-time work form** available on the course web page.
- Sep 22 by 17:30:** CPs must send a **weekly time schedule** that shows the time slots of the university (from 8:30 to 22:00), and for each time slot, the number of group members that are available. (Form on the course web page.) Note that internships, part-time jobs and other social activities are not counted as a reason for being busy.
- Sep 22 by 17:30:** CPs must submit the **project preferences list** (will be sent to the CPs).
- Sep 22 by 17:30:** 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. Email this letter and weekly time schedule to the TAs.

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. The company providing the project will assign an Industrial Advisor (IA) overseeing the project at the company. 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.

PEER EVALUATIONS Two peer evaluations will be performed during Fall semester (**Nov 17 and Dec 20**). Please be aware that peer evaluation is a part of the assessment criteria of this course.

REPORTS, MEETINGS AND PRESENTATIONS

In this semester, you will submit two reports that must be written using the $\text{\LaTeX}$ template available on the course web page. These reports are: **Project Proposal Report** and **First Progress Report**.

Also, you will have four meetings/presentations:

1. **Kick-off Meeting** (Oct 2 – Oct 20) Participants: AA, IA, CC
2. **Project Proposal Meeting and Presentation** (Oct 30 – Nov 17) Participants: AA, IA, CC
3. **First Coordinator Meeting** (Nov 24 – Nov 29) Participants: All CCs
4. **Second Coordinator Meeting** (Jan 8 – Jan 9, 2024) 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 2 and not later than Oct 20**. 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.

Draft Due: 14 days after your Kick-off Meeting (including Saturdays and Sundays). Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA. Submit your report to 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). Email the $\text{\LaTeX}$ link of your final version from Hoboken to your AA, CC, TA and IA. Upload 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 21 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 specific students.

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

FIRST PROGRESS REPORT 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.

Draft Due: Dec 6. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA. Submit your report to 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 20. Email the $\text{\LaTeX}$ link of your final version from Hoboken to your AA, CC, TA and IA. Upload 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 3 by 23:59** to the link provided. Check the suggested content on the course web page. You will present this presentation live during your meeting.

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 Latex Link from Hoboken				Submit to BW via Moodle	Upload to Bluesky ¹
				AA	CC	TA	IA		
Kick-off Meeting		TA will contact CP	Turkish	-	-	-	-	-	-
Project Proposal Report	Draft	AA	English	✓	-	-	-	✓	-
	Final	AA	English	✓	✓	-	✓	-	✓ ²
Project Proposal Presentation		TA will contact CP	Turkish	-	-	-	-	-	✓
First Meeting with Course Coordinators		CP will use appointment link	English	-	-	-	-	-	✓
First Progress Report	Draft	AA	English	✓	-	-	-	✓	-
	Final	AA	English	✓	✓	✓	✓	-	✓ ²
Second Meeting with Course Coordinators		CP will use appointment link	English	-	-	-	-	-	✓

LANGUAGE OF COMMUNICATION All reports (except the cover pages 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. Therefore, 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.

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 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 or to your individual 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.

PART-TIME JOBS, INTERNSHIPS Working part-time during the semesters is highly discouraged for all students. In addition, students must inform the CC about any potential conflicts of interest prior to the project assignments using the *Disclosure of Internships and Part-time Work Form* available on the course web page. Failure to correctly disclose this information will result in an FZ grade for these students.

¹ Do not upload any ZIP files to Bluesky!

² Upload draft(s) with feedback only

FALL SEMESTER SCHEDULE

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 2023	11 Wk. 1	12	13	14	15 ★ Team Info Form	16	17
	18 Wk. 2	19	20	21	22 ★ Project Pref. Cover Letter Time Schedule	23	24
	25 Wk. 3	26	27	28	29 ★	30	1
Oct 2023	2 Wk. 4 Kick-offs Start	3	4	5	6	7	8
	9 Wk. 5	10	11	12	13	14	15
	16 Wk. 6	17	18	19	20 Kick-offs End	21	22
	23 Wk. 7	24	25	26	27 ★ (Workshop)	28	29
	30 Wk. 8 Proposal Pres. Start	31	1	2	3	4	5
Nov 2023	6 Wk. 9	7	8	9	10	11	12
	13 Wk. 10	14	15	16	17 Proposal Pres. End Peer Eval. 1 Due	18	19
	20 Wk. 11	21 Upload CC Presentation	22	23	24 First Meeting with CC	25	26
	27 Wk. 12 First Meeting with CC	28	29 First Meeting with CC	30	1 ★ (General Feedback)	2	3
Dec 2023	4 Wk. 13	5	6 First Progress Report Draft	7	8 ★ (Workshop)	9	10
	11 Wk. 14	12	13	14	15	16	17
	18 Wk. 15	19	20 First Progress Report Due Peer Eval. 2 Due	21	22	23	24
	25 Wk. 16	26	27	28	29	30	31
Jan 2024	1 Wk. 17	2	3 Upload CC Presentation	4	5	6	7
	8 Wk. 18 Second Meeting with CC	9 Second Meeting with CC	10	11	12	13	14

★: Scheduled general meeting or seminar at the lecture hours.

SPRING SEMESTER SCHEDULE (TENTATIVE)

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 2024	29 Wk. 1	30	31	1	2 ★	3	4
Feb 2024	5 Wk. 2	6	7	8	9	10	11
	12 Wk. 3	13	14	15	16	17	18
	19 Wk. 4 Second Progress Report Draft Due	20	21	22	23	24	25
	26 Wk. 5	27	28	29	1 Second Progress Report Due	2	3
Mar 2024	4 Wk. 6	5	6	7	8	9	10
	11 Wk. 7 Progress Presentations Begin	12	13	14	15	16	17
	18 Wk. 8	19	20	21	22	23	24
	25 Wk. 9	26	27	28	29 Progress Presentations End	30	31
Apr 2024	1 Wk. 10	2	3	4	5	6	7
	8 Wk. 11	9	10	11	12	13	14
	15 Wk. 12 Booklet Report Draft Due	16 Upload CC Pres. Peer Eval. 1 Due	17	18	19 Third Meeting with CC	20	21
	22 Wk. 13 Third Meeting with CC	23	24 Third Meeting with CC	25	26 ★ Photoshoot Day for Booklet	27	28
	29 Wk. 14	30 Booklet Report Due	1	2	3	4	5
May 2024	6 Wk. 15 Final Rpt. Dft. Due	7	8	9	10	11	12
	13 Wk. 16	14	15	16	17 Final Report Due Deliverables Due Peer Eval. 2 Due	18	19
	20 Wk. 17	21 Upload CC Pres.	22	23	24	25	26
	27 Wk. 18	28	29	30	31	1	2
June 2024	3 Wk. 19 Project Fair Rehearsal	4 Project Fair	5	6	7	8	9

