



IE 477 – IE 478 Systems Design

General Information and Schedule for Spring 2024

Effective as of January 24, 2024

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 Zeynep Şahin zeynep.sahin@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. All reports must be written using the $\text{\LaTeX}$ template of the course and complied using the $\text{\LaTeX}$ server on Hoboken. You must adhere to this report format.

SUMMARY OF REPORTS AND PRESENTATIONS	Lang	Report/Presentation Submission								Upload to Bluesky via Link ¹	
		Report and Change Track file links for reports (Hoboken) Original file (pptx) and pdf version for presentations									
		Draft and Feedback					Final Version				
		AA	CC	TA	IA	BW ²	AA	CC	TA		IA
Second Progress Report	Eng	●				○	●	●		●	● ³
Progress Meeting and Presentation	Tur	○									● ⁴
Third Meeting with CC	Eng	○									● ⁴
Booklet Report	Eng	●		●	●	○				●	● ³
Final Report	Eng	●					●	●	●	●	● ³
Fourth Meeting with CC	Tur	○									● ⁴

●: Required ○: Optional

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.

Draft Due: February 19 at 23:59. Email the $\text{\LaTeX}$ links (draft and change track) from Hoboken to your AA. Submit your report to BW (optional).

¹ Do not upload any ZIP files to Bluesky.

² Submit to Bilwrite via Moodle.

³ Upload draft(s) with feedback only.

⁴ Upload final version(s) only.

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

Second Progress Report Due: March 1 at 23:59. Upload your draft with feedback to the link provided. Email the $\text{\LaTeX}$ links (final version and change track) 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 11 – March 29. 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 5 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 2024 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: April 16 by 23:59. Email the $\text{\LaTeX}$ link of your draft from Hoboken to your AA, IA, TA. Submit your report to BW (optional).

Feedback: You are advised to get feedback from your AA, IA, TA and BW within 10 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: April 30 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: May 6 at 23:59. Email the $\text{\LaTeX}$ links (draft and change track) from Hoboken to your AA.

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

Final Report Due: May 17 at 23:59. Upload your draft with feedback to the link provided. Email the $\text{\LaTeX}$ links (draft and change track) from Hoboken to your AA, TA, and IA.

FOURTH AND FINAL MEETING WITH COURSE COORDINATORS⁵

Presentation: For this meeting you will prepare a 5-minute presentation video and upload it along with your presentation slides on **May 21 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 17. Confirmation will be asked from the company.

PEER EVALUATIONS Two peer evaluations will be performed with deadlines April 5 and May 17. Please be aware that peer evaluation is a part of the assessment criteria of this course.

⁵ 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 optional 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, there might be potential conflicts of interest. In order to prevent any such conflict, students must consult to the CC if they plan to work part-time during the semesters. 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 5	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 10	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 18	The groups pre-qualified to participate in the project fair and competition announced Submit the final version of the poster
4	May 30	The groups qualified to participate in the project fair and competition announced

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 <i>Item 1</i> Upload CC Pres. Peer Eval. 1 Due	6	7
	8 Wk. 11	9	10	11	12	13	14
	15 Wk. 12 Third Meeting with CC	16 Booklet Report Draft Due	17 Third Meeting with CC	18	19 Third Meeting with CC	20	21
	22 Wk. 13	23	24 ★	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 <i>Item 2</i>	11	12
	13 Wk. 16	14	15	16	17 Final Report Due Deliverables Due Peer Eval. 2 Due	18 <i>Item 3</i>	19
	20 Wk. 17	21 Upload CC Pres.	22	23	24	25	26
	27 Wk. 18	28	29	30 <i>Item 4</i>	31	1	2
June 2024	3 Wk. 19 Project Fair Rehearsal	4 Project Fair	5	6	7	8	9

★: Scheduled general meeting or workshop at the course hours.