	IE 477 – IE 478 Systems Design		
	General Information and Schedule for Fall 2024		
	Effective as of September 9, 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)	**Sena Aslı Bozkurt** asli.bozkurt@bilkent.edu.tr **Kaan Çakıroğlu** kaan.cakiroglu@bilkent.edu.tr **Defne Tan** defne.tan@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 Fall Semester. 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).

PROJECT ASSIGNMENTS

In the first two weeks, you will be forming your groups and submitting forms needed for the project assignments.

- **GROUPS FORMED (Sep 18 by 17:30)**
  Each group must be composed of seven students[1], 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.** Students with no group or groups of **less than seven students** will inform the TAs via the course email.

- **TEAM INFORMATION FORM (Sep 18 by 17:30)**
  Each group must fill the online **team information form**. 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 18 at 15:30 on the course web page. Only one submission per group is needed.

- **DISCLOSURE OF INTERNSHIP AND PART-TIME WORK FORM (Sep 18 by 17:30 followed by approval on Sep 20)**
  Working part-time during the semesters is highly discouraged for all students. Additionally, students must inform the CCs about any potential conflicts of interest prior to the project assignments using the **disclosure of internship and part-time work form** available on the course web page and submit the pdf version **without signatures** to the course TAs via email on Sep 18 by 17:30. You must fill in the form electronically (No handwritten forms will be accepted). You will be reserved a time slot on **Friday, Sep 20** to sign the form with all of the group members present. Failure to correctly disclose this information will result in an FZ grade for these students.

- **WEEKLY TIME SCHEDULE** (**Sep 25 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.

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[1] Groups with fewer than seven students can only be allowed if the number of students taking the course in the first week's meeting is not divisible by seven. The coordinators will announce the number groups with members less than seven students and the corresponding group sizes permitted in this meeting.

- **PROJECT PREFERENCES LIST (Sep 25 by 17:30)**
  CPs must submit the **project preferences list** (Submission link will be sent to the CPs).

- **COVER LETTER (Sep 25 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.

- **PROJECT ASSIGNMENTS (on or about Sep 30)**
  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.

REPORTS, MEETINGS AND PRESENTATIONS

In this semester, you will submit two reports and have four meetings/presentations denoted in detail below.

All reports must be written using the $\LaTeX$ template available on the course web page and compiled using the $\LaTeX$ service on Hoboken (Links to Hoboken available on the Roadmap page of the web site). This service will provide you two links to be sent out to the parties noted below: Current version of the report you submit and a document that shows the changes you made on the previous version of this report with respect to the current version (called "Change Track" file). **Do not send pdf attachments to AA, CC and TA.** You may send a pdf attachment only to your IA, should your IA has trouble accessing the pdf documents via the link.

You are strongly advised to **use PowerPoint for your presentations** since you will submit pdf versions of the slides and there could be issues when slides prepared with other software are exported as pdf. Note that project fair presentations must be prepared using PowerPoint.

The below table contains the parties who should receive either the draft or the final version or both of these reports and presentations.

REPORT AND PRESENTATION SUBMISSION GUIDELINE	Lang	Report/Presentation Submission via Email — Report and Change Track file links for reports (Hoboken) — Original file (pptx) and pdf version for presentations									Upload to Bluesky via Link[2]
		Draft and Feedback					Final Version				
		AA	CC	TA	IA	BW[3]	AA	CC	TA	IA	
1. Kick-off Meeting	Tur										
2. Project Proposal Report	Eng	●				○	●	●	●	●	●[4]
3. Project Proposal Presentation	Tur	○									●[5]
4. First Meeting with CC	Eng	○									●[4]
5. First Progress Report	Eng	●				○	●	●	●	●	●[3]
6. Second Meeting with CC	Eng	○									●[4]

●: Required   ○: Optional

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[2] Do not upload any ZIP or RAR files to Bluesky.
[3] Submit to Bilwrite via Moodle.
[4] Upload draft with feedback only.
[5] Upload final version(s) only.

1. **KICK-OFF MEETING** (Participants: AA, IA, CC)
   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. Check out the document titled *Information on Kick-off Meeting* for details.

   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 22**. 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!

2. **PROJECT PROPOSAL REPORT**
   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).
   Feedback: You are supposed to get feedback from your AA and BW (optional) 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).

3. **PROJECT PROPOSAL MEETING AND PRESENTATION** (Participants: AA, IA, CC)
   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. **Two days before your finalized meeting date**, 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

4. **FIRST MEETING WITH COURSE COORDINATORS**
   Check out the document titled *Information on the First Coordinator Meeting and Presentation* for details.

   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 22 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.

5. **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 11 by 23:59.
   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 24 by 23:59.

6. **SECOND MEETING WITH COURSE COORDINATORS**
   Check out the document titled *Information on the Second Coordinator Meeting and Presentation* for details.

   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 20-minute meeting in English. Be prepared to answer questions as a group or individually as we might want to ask questions to specific students.

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 the optional **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 sharing, 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 19 and Dec 24)**. Please be aware that peer evaluation is a part of the assessment criteria of this course.

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.

- **F** grade will be granted to groups/students with unsatisfactory progress during the semester[6].
- **FX** grade will be granted to groups/students with unsatisfactory progress during the semester
  AND any of the following:
  o groups not submitting the *First Progress Report* for IE 477 or *Final Report* for IE 478
    OR
  o students not attending *Second Meeting with Course Coordinators* for IE 477 or *Fourth Meeting with Course Coordinators* for IE 478 with no valid excuse[7]
    OR
  o groups not submitting their updated report if they received an Incomplete grade[8]
- **FZ** grade will be granted in IE 477 or IE 478 to students with:
  o issues related to attendance to the periodic meetings with Academic Advisor and/or Industrial Advisor
    OR
  o issues related to contribution to the project
    OR
  o no group of seven members[9]
    OR
  o no project assigned
    OR
  o incorrect or incomplete part-time work or internship disclosure

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[6] Students may also receive letter grade F if they do not follow the additional requirements announced to them in the beginning of the semester.
[7] Students must consult to their Course Coordinator in advance.
[8] See the document named *Details on Letter Grades* on the course web page for detailed information.
[9] See Footnote 1.

FALL SEMESTER SCHEDULE

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Sep 2024	**16** Wk. 1	**17**	**18** ★ Team Info Form	**19**	**20** Part-time work form approvals	**21**	**22**
	23 Wk. 2	**24**	**25** ★ Project Pref. Cover Letter Time Schedule	**26**	**27**	**28**	**29**
	30 Wk. 3	**1**	**2** ★ Kick-offs Start	**3**	**4**	**5**	**6**
Oct 2024	**7** Wk. 4	**8**	**9**	**10**	**11**	**12**	**13**
	14 Wk. 5	**15**	**16**	**17**	**18**	**19**	**20**
	21 Wk. 6	**22** Kick-offs End	**23** ★ (Workshop)	**24**	**25**	**26**	**27**
	28 Wk. 7	**29**	**30** Proposal Pres. Start	**31**	**1**	**2**	**3**
Nov 2024	**4** Wk. 8	**5**	**6**	**7**	**8**	**9**	**10**
	11 Wk. 9	**12**	**13**	**14**	**15**	**16**	**17**
	18 Wk. 10	**19** Proposal Pres. End Peer Eval. 1 Due	**20**	**21**	**22** Upload CC Presentation	**23**	**24**
	25 Wk. 11	**26**	**27** First Meeting with CC	**28**	**29** First Meeting with CC	**30**	**1**
Dec 2024	**2** Wk. 12 First Meeting with CC	**3**	**4** ★ (General Feedback)	**5**	**6**	**7**	**8**
	9 Wk. 13	**10**	**11** ★ (Workshop) First Progress Report Draft	**12**	**13**	**14**	**15**
	16 Wk. 14	**17**	**18**	**19**	**20**	**21**	**22**
	23 Wk. 15	**24** First Progress Report Due Peer Eval. 2 Due	**25**	**26**	**27**	**28**	**29**
	30 Wk. 16	**31**	**1**	**2**	**3** Upload CC Presentation	**4**	**5**
Jan 2025	**6** Wk. 17	**7**	**8**	**9** Second Meeting with CC	**10** Second Meeting with CC	**11**	**12**

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

SPRING SEMESTER SCHEDULE (TENTATIVE)

Jan 2025	**27** Wk. 1	**28**	**29** ★	**30**	**31**	**1** | **2**
Feb 2025	**3** Wk. 2	**4**	**5**	**6**	**7**	**8** | **9**
	10 Wk. 3	**11**	**12**	**13**	**14**	**15** | **16**
	17 Wk. 4 Second Progress Report Draft Due	**18**	**19**	**20**	**21**	**22** | **23**
	24 Wk. 5	**25**	**26**	**27**	**28** Second Progress Report Due	**1** | **2**
Mar 2025	**3** Wk. 6 Progress Presentations Begin	**4**	**5**	**6**	**7**	**8** | **9**
	10 Wk. 7	**11**	**12**	**13**	**14**	**15** | **16**
	17 Wk. 8	**18**	**19**	**20**	**21**	**22** | **23**
	24 Wk. 9	**25**	**26** Progress Presentations End	**27**	**28**	**29** | **30**
	31 Wk. 10	**1**	**2** Upload CC Pres. Peer Eval. 1 Due	**3**	**4**	**5** | **6**
Apr 2025	**7** Wk. 11 Third Meeting with CC	**8** Booklet Report Draft Due	**9** Third Meeting with CC	**10**	**11** Third Meeting with CC	**12** | **13**
	14 Wk. 12	**15**	**16** ★ Photoshoot Day for Booklet	**17**	**18**	**19** | **20**
	21 Wk. 13	**22** Booklet Report Due	**23**	**24**	**25**	**26** | **27**
	28 Wk. 14	**29** Final Rpt. Dft. Due	**30**	**1**	**2**	**3** | **4**
May 2025	**5** Wk. 15	**6**	**7**	**8**	**9**	**10** | **11**
	12 Wk. 16	**13** Final Report Due Deliverables Due Peer Eval. 2 Due	**14**	**15** Upload CC Pres.	**16**	**17** | **18**
	19 Wk. 17	**20**	**21**	**22**	**23**	**24** | **25**
	26 Wk. 18	**27**	**28**	**29** Project Fair Rehearsal	**30** Project Fair	**31** | **1**