



IE 477 – IE 478 Systems Design

General Information and Schedule for Spring 2025

Effective as of January 21, 2025

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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 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 $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ template of the course and complied using the $\text{L}^{\text{A}}\text{T}_{\text{E}}\text{X}$ server on Hoboken. You must adhere to this report format.

SUMMARY OF REPORTS AND PRESENTATIONS	Lang	Report/Presentation Submission via Email								Upload to Bluesky via Link ¹	
		Draft					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

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.

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 17 at 23:59.

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

Second Progress Report Due: February 28 at 23:59.

PROGRESS MEETING AND PRESENTATION (Participants: AA, IA, CC)

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

Tentative Date: Any day during the period March 3 – March 26. The TAs will schedule these meetings considering schedules of your group as well as your AA and IA and CC. **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.

THIRD MEETING WITH COURSE COORDINATORS

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

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 2 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.

BOOKLET REPORT

This will be included in the 2025 Projects Booklet and will be in English with a cover page in Turkish. This report will be prepared using \LaTeX . Check out the document titled *Information on the Booklet Report* for details.

Draft Due: April 8 by 23:59.

Feedback: You are advised to get feedback from your AA, IA and BW (optional) 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 22 at 23:59.

FINAL REPORT

Check out the document titled *Suggested Contents for the Final Report*.

Draft Due: April 29 at 23:59.

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

Final Report Due: May 13 at 23:59.

FOURTH AND FINAL MEETING WITH COURSE COORDINATORS⁵

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

Presentation: For this meeting you will prepare a 5-minute presentation video and upload it along with your presentation slides on **May 16 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.

⁵ Dates and times will be set based on the final exam schedules. Requirements may be revised for the groups pre-qualified to present in project fair and competition.

DELIVERABLES

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

PEER EVALUATIONS

Two peer evaluations will be performed with deadlines April 2 and May 13. Please be aware that peer evaluation is a part of the assessment criteria of this course.

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>)

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 semester⁶.
- **FX** grade will be granted to groups/students with unsatisfactory progress during the semester **AND** any of the following:
 - groups not submitting the *First Progress Report* for IE 477 or *Final Report* for IE 478
OR
 - students not attending *Second Meeting with Course Coordinators* for IE 477 or *Fourth Meeting with Course Coordinators* for IE 478 with no valid excuse⁷
OR
 - groups not submitting their updated report if they received an Incomplete grade⁸
- **FZ** grade will be granted in IE 477 or IE 478 to students with:
 - issues related to attendance to the periodic meetings with Academic Advisor and/or Industrial Advisor
OR
 - issues related to contribution to the project
OR
 - no group of seven members⁹
OR
 - no project assigned
OR
 - incorrect or incomplete part-time work or internship disclosure

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.

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.

PART-TIME JOBS, INTERNSHIPS

Working part-time during the semesters is highly discouraged to all students. In addition, there might be potential conflicts of interest. To prevent any such conflict, students must follow the following procedure before starting to work part-time during the semesters. ("*Project company*": The company the students have been doing their systems design project. "*Part-time Work company*": The company the students wish to start working part-time)

1. Students must get a letter from the "part-time work company" containing their duties and responsibilities along with an approval from their manager to do their systems design project at the "project company".
2. Students should send this letter to their industrial advisor at the "project company" and get an approval letter from the industrial advisor.
3. Students should fill in the Disclosure of Part-Time Work and Internship form again attaching the letters from (1) and (2) to it and submit it to the course coordinators.

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	March 26	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	May 5	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 14	The groups pre-qualified to participate in the project fair and competition announced Submit the final version of the poster
4	May 23	The groups qualified to participate in the project fair and competition announced

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
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 <i>Item 1</i> 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 <i>Item 2</i>	6	7	8	9	10	11
	12 Wk. 16	13 Final Report Due Deliverables Due Peer Eval. 2 Due	14 <i>Item 3</i>	15	16 Upload CC Pres.	17	18
	19 Wk. 17	20	21	22	23 <i>Item 4</i>	24	25
	26 Wk. 18	27	28	29 Project Fair Rehearsal	30 Project Fair	31	1

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