



# IE 477 – IE 478 Systems Design

## General Information and Schedule for Fall 2025

Effective as of September 16, 2025

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<b>Course Web Page</b>		<a href="https://courses.ie.bilkent.edu.tr/ie477">https://courses.ie.bilkent.edu.tr/ie477</a>			
<b>Course E-mail</b>		ie477@ie.bilkent.edu.tr (Will be distributed to TAs)			

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 17 by 23:59)

Each group must be composed of seven students<sup>1</sup>, 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 through the course email.

### TEAM INFORMATION FORM (Sep 17 by 23:59)

Each group must fill in 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 17 at 10:30 on the course web page. Only one submission per group is needed.

### DISCLOSURE OF INTERNSHIP AND PART-TIME WORK FORM (Sep 17 by 23:59 followed by approval on Sep 19)

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 17 by 23:59. Your group number may be announced by then, so you may write down your group number if announced or leave it empty otherwise along with the project code. You must fill in the form electronically (No handwritten forms will be accepted). You will be reserved a time slot on **Friday, Sep 19** 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 24 by 23:59)

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 is available on the course web page). Note that internships, part-time jobs and other social activities are not counted as a reason for being busy.

<sup>1</sup> 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 of groups with members less than seven students and the corresponding group sizes permitted in this meeting.



▪ **PROJECT PREFERENCES LIST (Sep 24 by 23:59)**

CPs must submit the **project preferences list** (Submission link will be sent to the CPs). You are strongly advised to delay your submission until the general meeting on Sep 24 as further information will be provided for the projects.

▪ **COVER LETTER (Sep 24 by 23:59)**

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  $\text{\LaTeX}$  template available on the course web page and compiled using the  $\text{\LaTeX}$  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 <sup>2</sup>
		Draft and Feedback					Final Version				
		AA	CC	TA	IA	BW <sup>3</sup>	AA	CC	TA	IA	
1. Kick-off Meeting	Tur										
2. Project Proposal Report	Eng	●				○	●	●	●	●	● <sup>4</sup>
3. Project Proposal Presentation	Tur	○									● <sup>5</sup>
4. First Meeting with CC	Eng	○									● <sup>4</sup>
5. First Progress Report	Eng	●				○	●	●	●	●	● <sup>3</sup>
6. Second Meeting with CC	Eng	○									● <sup>4</sup>

●: Required    ○: Optional

<sup>2</sup> Do not upload any ZIP or RAR files to Bluesky.

<sup>3</sup> Submit to Bilwrite via Moodle.

<sup>4</sup> Upload draft with feedback only.

<sup>5</sup> 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 1 and not later than Oct 21**. 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 7 days (recommended) after submitting your draft (including Saturdays and Sundays). **Be prompt to make necessary arrangements in advance!**

**Project Proposal Report Due:** 26 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 28 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 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.

## 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 10 by 23:59.

**Feedback:** You are supposed to get feedback from your AA and BW within 7 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 2 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.



## 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. The grading percentages are as follows:

Course Component	Grade Percentage
Proposal Report	15%
Proposal Meeting and Presentation	10%
First Meeting with Course Coordinators	15%
First Progress Report	15%
Second Meeting with Course Coordinators	15%
Peer Evaluation <sup>6</sup>	10%
Attendance <sup>6</sup>	10%
Advisor and Coordinator Evaluation <sup>6</sup>	10%

- **F** grade will be granted to groups/students with unsatisfactory progress during the semester<sup>7</sup>.
- **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 excuse<sup>8</sup>  
**OR**
  - groups not submitting their updated report if they received an Incomplete grade<sup>9</sup>
- **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 members<sup>10</sup>  
**OR**
  - no project assigned  
**OR**
  - incorrect or incomplete part-time work or internship disclosure  
**OR**
  - not attending the project fair and not presenting their group's poster at the project fair

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<sup>6</sup> See the related component on page 5.

<sup>7</sup> Students may also receive letter grade F if they do not follow the additional requirements announced to them at the beginning of the semester.

<sup>8</sup> Students must consult to their Course Coordinator in advance.

<sup>9</sup> See the document named *Details on Letter Grades* on the course web page for detailed information.

<sup>10</sup> See Footnote 1.



## OTHER DETAILS

### ATTENDANCE

It is mandatory to attend all general meetings and workshops held at Mithat Çoruh Amphi. Not attending to these events will have an effect to your individual letter grade under *Attendance*.

### 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.

### PEER EVALUATIONS

Two detailed 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. The evaluations will be kept confidential, however Course Coordinators may investigate and question the details written in these forms to make justifications whenever needed. Failure to submit peer evaluation will result in no credits for the corresponding peer evaluation.

### 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.

### PROFESSIONALISM

Being organized and punctual are among the key success factors in this course. A sloppy report or presentation; being late or not attending without prior notification and a valid reason to a meeting with AA, CC, or IA; 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 under *Advisor and Coordinator Evaluation*.

### 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>)

### 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.



## SCHEDULE FOR THE ACADEMIC YEAR (TENTATIVE)

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



<b>Dec 2025</b>	29	30	31	1	2 Upload CC Presentation	3	4
<b>Jan 2026</b>	5	6	7 Second Meeting with CC	8 Second Meeting with CC	9	10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28 ★	29	30	31	1
<b>Feb 2026</b>	2	3	4	5	6	7	8
	9 Second Progress Report Draft Due	10	11	12	13	14	15
	16	17	18	19	20 Second Progress Report Due	21	22
	23 Progress Presentations Begin	24	25	26	27	28	1
<b>Mar 2026</b>	2	3	4	5	6	7	8
	9	10	11	12	13 Progress Presentations End	14	15
	16	17	18	19	20	21	22
	23 Upload CC Pres. Peer Eval. 1 Due	24	25 Third Meeting with CC	26	27 Third Meeting with CC	28	29
	30 Third Meeting with CC	31 Booklet Report Draft Due	1 ★ Photoshoot Day for Booklet	2	3	4	5
<b>Apr 2026</b>	6	7	8	9	10 Booklet Report Due	11	12
	13 Final Rpt. Dft. Due	14	15	16	17	18	19
	20	21	22	23	24 Final Report Due Deliverables Due Peer Eval. 2 Due	25	26
	27 Fourth Meeting with CC	28	29 Fourth Meeting with CC	30	1	2	3



May 2026	4	5	6	7 Project Fair Rehearsal	8 Project Fair	9	10
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31