



# IE 477 – IE 478 Systems Design

## General Information and Schedule for Spring 2026

Effective as of January 29, 2026

<b>Course Coordinators (CC)</b>	<b>Dr. Savaş Dayanık</b> Office: EA 210, Ext: x3029 sdayanik@bilkent.edu.tr <b>Dr. Emre Nadar</b> Office: EA 204, Ext: x3406 emre.nadar@bilkent.edu.tr <b>Dr. Emre Uzun</b> Office: EA 328, Ext: x3484 emreu@bilkent.edu.tr	<b>Administrative Coordinator</b>	<b>Yeşim Güleren</b> Office: EA 308 Ext: x8017 yesime@bilkent.edu.tr	<b>Teaching Assistants (TA)</b>	<b>Semra Selin Eraslan</b> selin.eraslan@bilkent.edu.tr <b>Fatih Selim Erdem</b> selim.erdem@bilkent.edu.tr <b>Ece Kuşdemir</b> ece.kusdemir@bilkent.edu.tr
<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)			

### 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.

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

●: Required    ○: Optional

<sup>1</sup> Do not upload any ZIP files to Bluesky.

<sup>2</sup> Submit to Bilwrite via Moodle.

<sup>3</sup> Upload draft(s) with feedback only.

<sup>4</sup> 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 9 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 20 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 **February 23 – March 13**. 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 **March 23 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 2026 Projects Booklet and will be in English with a cover page in Turkish. This report will be prepared using L<sup>A</sup>T<sub>E</sub>X. Check out the document titled *Information on the Booklet Report* for details.

**Draft Due:** March 26 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 10 at 23:59.

## FINAL REPORT

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

**Draft Due:** April 17 at 23:59.

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

**Final Report Due:** April 27 at 23:59.

## FOURTH AND FINAL MEETING WITH COURSE COORDINATORS

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 **April 27 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.

## 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
Second Progress Report	15%
Progress Meeting and Presentation	10%
Third Meeting with Course Coordinators	15%
Final Report	15%
Fourth Meeting with Course Coordinators	15%
Peer Evaluation <sup>5</sup>	10%
Attendance <sup>5</sup>	10%
Advisor and Coordinator Evaluation <sup>5</sup>	10%

- **F** grade will be granted to groups/students with unsatisfactory progress during the semester<sup>6</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>7</sup>  
**OR**
  - groups not submitting their updated report if they received an Incomplete grade<sup>8</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>9</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

<sup>5</sup> See the related components on page 4.

<sup>6</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>7</sup> Students must consult to their Course Coordinator in advance.

<sup>8</sup> See the document named *Details on Letter Grades* on the course web page for detailed information.

<sup>9</sup> Based on the number of students taking the IE 477 course in the preceding semester, Course Coordinators would have announced the permitted group sizes during that semester.

## OTHER DETAILS

### ATTENDANCE

It is mandatory to attend all general meetings and workshops held at Mithat Çoruh Amphi and the project fair at the end of the semester. Not attending or attending late to these events will have an effect to your individual letter grade under *Attendance*. The effect of the project fair to this grade is much greater than the general meetings at Mithat Çoruh.

### DELIVERABLES

Final version of all deliverables must be submitted to and usable by the company by **April 27**. Confirmation will be asked from the company.

### GENERATIVE AI

The use of generative AI tools is permitted; however, students are fully responsible for the correctness, completeness, and details of any generated material and must be able to defend it and answer questions related to it.

### 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.

### 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.

### PEER EVALUATIONS

Two detailed peer evaluations will be performed during Fall semester (**March 23 and April 27**). 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 Gülsen or to your CC. Do not wait until the end of the semester.

### PHOTOSHOOT DAY

There will be a photoshoot held in front of the EA building. These photos will be used in the booklet and shown during the project fair. We ask all group members to be present wearing appropriate attire for the event. The photoshoot will be on the morning of **April 8** right after the general meeting. However, in case of inclement weather, it may be postponed to afternoon of April 10.

## 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; not submitting the requirements on time; 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*. Not attending the Project Fair at the end of the semester also affects this grade.

## 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 PROPOSED SOLUTION STRATEGY

You will upload your code/prototype to Hoboken no later than **February 9 at 23:59**. You may be asked certain questions on, or run your code during the third meeting with course coordinators.

## 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.

## 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 13	Last day to finalize the project title (English and Turkish). <b>You must obtain approval from AA and IA.</b> (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. <b>(Obtain approval from IA)</b>
2	Apr 17	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	Apr 28	The groups pre-qualified to participate in the project fair and competition announced Submit the final version of the poster
4	May 8	The groups qualified to present in the project fair and competition announced

Month	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Jan 2026	26	27	28 ★	29	30	31	1
Feb 2026	2	3	4	5	6	7	8
	9	10	11	12	13	14	15
	Second Progress Report Draft Due Upl. Prop. Sln. Str.						
	16	17	18	19	20	21	22
	23	24	25	26	27	28	1
	Progress Presentations Begin						
Mar 2026	2	3	4	5	6	7	8
	9	10	11	12	13 <i>Item 1</i> Progress Presentations End	14	15
	16	17	18	19	20	21	22
	23	24	25	26	27	28	29
	Upload CC Pres. Peer Eval. 1 Due			Booklet Report Draft Due	Third Meeting with CC		
	30	31	1	2	3	4	5
	Third Meeting with CC						
Apr 2026	6	7	8 ★ Photoshoot Day for Booklet	9	10	11	12
	13	14	15	16	17 <i>Item 2</i> Final Report Draft Due	18	19
	20	21	22	23	24	25	26
	27	28 <i>Item 3</i>	29	30	1	2	3
	Final Report Due Deliverables Due Upload CC Pres. Peer Eval. 2 Due		Fourth Meeting with CC				
May 2026	4	5	6	7	8 <i>Item 4</i>	9	10
	Fourth Meeting with CC		Fourth Meeting with CC				
	11	12	13	14	15	16	17
	18	19	20	21	22	23	24
	25	26	27	28	29	30	31

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