



ÇANKAYA UNIVERSITY

Faculty of Engineering

Department of Industrial Engineering

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COURSE SYLLABUS

Course Code : IE 499	Semester : Spring' 2018
Course Title : Seminar in IE Practice	Groups : 01
Co-requisite(s): IE 408 Systems' Design and Implementation	Students : IE
Credit : 1	Type of Course : Compulsory

Instructor: Ferda Can ÇETİNKAYA Associate Professor B.S., M.S., Ph.D. in I.E.	Office: Dept. of Ind. Eng. Faculty of Engineering, Block L, 3 rd floor, Room L-301 & L-317
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Seminar Hours: FRIDAY 11:20 – 12:10, 12:20 – 13:10 Classroom: H-125 (Blue Auditorium at Central Campus)

Course Description: Throughout this course a series of seminars will be given by invited speakers on issues of current interest to the practice of industrial engineering to introduce IE students to the work atmosphere and opportunities available in academia and various manufacturing and service systems.

Language: The language of each speech will be either English or Turkish, depending on the preference of the invited speaker.

Seminars Schedule: Will be announced later.

Seminar Notes: Students are expected to make their own seminar notes. **Students have no rights to ask the seminar notes or presentation slides from the invited speakers or the instructor. Furthermore, students are not allowed to take photos of the presentation slides of the invited speakers.**

Attendance: Students are expected to attend all seminars. **No makeup will be given for a missed seminar.** It is student's responsibility to sign the attendance in each hour, in every seminar. Attendance records will be kept by the course instructor, and will be updated and announced at the course web site before the next seminar day.

Class participation: Class participation does not mean class attendance. **Students are expected to intelligently participate in seminars by asking questions or making critics to get benefit from the seminars.**

Punctuality: **Students are expected to be in seminar room on time, and latecomers will not be admitted, as arriving late is too disruptive.**

Seminar Reports: In this course, seminar reports play crucial role in grading the performance of the students.

- For each seminar starting on February 23, 2018, each student is required to use the Microsoft Word to prepare at most one-page report, which is a summary of the seminar. **Language of the speech should be used for writing the seminar report.**
- Each student should fill out a questionnaire regarding the seminar.
- **Printed copies of the seminar report and the questionnaire filled out for each seminar** should be submitted to the **instructor no later than 11:20 a.m. in the day of following seminar.**
- Note that late submissions of seminar reports and questionnaires will **not** be accepted.
- **If a student does not attend a seminar, he/she has no right to submit a report for this seminar. Thus, his/her grades for both attendance and report will be zero.**
- It is expected that each student will submit an original report, which reflects only his/her effort. Reports should be the students' independent work which requires independent thought. If several students work together or one student prepare a report and then share his/her report with other students is not an independent work. Likewise, if several students work alone to prepare their reports, compare their reports and make same changes together is also not an independent work. Therefore, in case of a collaborative work, the followings are going to be applied:
 - For the first incidence, the score obtained for the report is going to be zero for every collaborative student.
 - For the second incidence, the score obtained for the report is going to be zero for every collaborative student.
 - For the third incidence (which means insistent copying), the score obtained for the report is going to be zero for every collaborative student, and all students having collaborative work will be treated according to the university by-laws and procedures for Disciplinary Matters.

- Each seminar report will be graded before the submission of the next seminar report.
- The instructor will keep the graded seminar reports. All graded seminar reports should be examined **within 10 days following the announcement of the results.**

Course Web Site: Course related announcement including the invited speakers' short biography, the current attendance percentages of the students, the evaluation results of the students' reports, and announcements may be accessed from the course web site:

<http://ie499.cankaya.edu.tr>

It is the students' responsibility to regularly check the course web site for updates.

Academic Integrity: Every student at Çankaya University should behave according to universally accepted norms of behavior and ethics. **The following activities are some examples for unlawful and unacceptable activities:**

- collusion (material copied from another student's report with that student's knowledge),
- purloining (material copied from another student's report or work without that student's knowledge),
- ghost writing (student's report written by third party and presented by a student as his/her own),
- verbatim copying (material copied word for word or exactly duplicated without any acknowledgement of the source),
- inappropriate/inadequate acknowledgement (material copied word for word which is acknowledged as paraphrased but should have been in quotation marks, or material paraphrased without appropriate acknowledgements of its source),
- getting someone else to sign the attendance sheet for a student,
- abusing the tolerance or breaking the discipline of the class, etc.,

Depending on the seriousness of the case, will be treated according to the university by-laws and procedures for Disciplinary Matters it can lead to temporarily suspension from the University or even permanent expulsion from the University.

Note that each student will be asked to write following honor code on the top of his/her seminar report, and sign underneath:

I hereby declare that, except where I have indicated, the work I am submitting in this report is my own work.

Mobile phones must be switched off during seminar hours.

Grading Policy: Although the student's overall grade will be based on the general assessment of the course instructor, the following percentages may give an idea about the relative importance of various assessment tools.

<i>Assessment Item</i>	<i>Quantity</i>	<i>Marked Out of</i>	<i>Weight (%)</i>
Attendance	13 (Meeting in the first week + 12 seminars)	100	40
Reports	12	100	60 (Each seminar has a weight of 5%)
TOTAL			100

Students are expected to submit at least 7 seminar reports. Grade NA will be given if this minimum limit is not satisfied. Also note that there will be neither the Recit Exam nor the Graduation Makeup Exam in this course if the end-of-semester grade is FF, FD or NA.

Grade Improvement: The grade for the course will only be based on the assessment items listed above and cannot be improved with additional work.

Objections: Any graded report, which is to be used by the course instructor as the basis of grading, will be shown to the student upon request. Students, who feel strongly that they have received grades that are improper, have the right of formal appeal. The objection to a grade of an evaluated report must be made to the course instructor **within 10 days following the announcement of the grades** by writing objections (questions or comments) on a separate sheet of paper and submitting this paper to the course instructor. Objections will be evaluated within one week of receipt of the appeal.

Course Evaluations: Çankaya University is committed to continuous improvement, and seeks students' input to that process through their participation in course evaluation process. Your response will be processed so that, unless you wish otherwise, the course instructor will not be aware of your identity. Please help us to help our future students by providing feedback on your experiences in this course. In addition to the end of semester evaluation, you may also provide your feedback at any time during the semester by writing (or typing) your comments on a small piece of paper without indicating your identity and sliding this paper under the door of the course instructor's office.

- Important Notes:
1. Please keep this course syllabus for future reference as it contains important information.
 2. You are responsible to know any changes to this course syllabus announced in seminar hours during the semester.
 3. If you have any question on the coursework, please always refer to this syllabus to obtain the answer yourself first. If the answer is in the syllabus, then **please do not insist on asking the same question to your course instructor.**