ÇANKAYA UNIVERSITY
Faculty of Engineering
Department of Industrial Engineering
Eskişehir Yolu 29. km., Ankara, Turkey
Tel: +90 – 312 – 233 13 60

COURSE SYLLABUS

Course Code :	**IE 499**	Semester :	**Fall' 2024**
Course Title :	**Seminar in IE Practice**	Groups :	01
Co-requisite(s):	IE 407 Systems' Analysis	Students :	IE
Credit :	2 (ECTS: 3)	Type of Course :	Compulsory

Instructor:	Orhan KARASAKAL	T. Assistant:	None
	Prof. Dr.		Research Assistant
Office:	Dept. of Ind. Eng.	Office:	Dept. of Ind. Eng.
	Faculty of Engineering,		Faculty of Engineering,
	Block L, 3rd floor, Room L-318/301		Block L, 3rd floor, Room L-3xx
E-mail:	okarasakal@cankaya.edu.tr	E-mail:	xxx@cankaya.edu.tr
Office Tel:	+90 – 312 – 233 13 74	Office Tel:	+90 – 312 – 233 13xx

Seminar Hours: FRIDAY 10:20 – 11:10 & 11:20 – 12:10   Classroom: H-125 (Blue Auditorium)

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 in a seminar will be either English or Turkish, depending on the preference of the invited speaker.

Seminars Schedule: In the first two weeks, we are going to introduce IE 407 and IE 499 courses respectively. 12 seminars will be given by the invited speakers in the following weeks. Seminar announcements will be made in due time.

Punctuality: **Students are expected to be in the seminar auditorium on time. Latecomers will not be admitted,** as arriving late is too disruptive for the speakers and attendees. There will be normally 10-minutes break between two consecutive hours in the same day; thus, students who are late will have to wait outside the class until the break is given.

Seminar Notes: Students are expected to take 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 <u>not allowed</u> to take <u>photos of the slides</u> and are not allowed to <u>record the seminar in audio</u> or video format.**

Attendance: Students are expected to attend <u>**all**</u> meetings and seminars.
- **No makeup will be given for a missed seminar**.
- <u>**If a student attend only one hour of a seminar although the seminar is given in two hours, then his/her attendance will be counted as one hour.**</u>
- Attendance records (in hardcopy, online self-attendance check or both) will be kept by the course instructor and will be updated and announced at the course web site.
- <u>**Students must attend at least 7 seminars and submit reports and questionnaires of these seminars**</u>. <u>**Grade NA will be given if this minimum limit is not satisfied**</u>.
- <u>**Also note that there will be neither the Recitation Exam nor the Graduation Makeup Exam if the end-of-semester grade in this course is FF, FD or NA.**</u>

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.**

Seminar Reports: In this course, seminar reports play a crucial role in grading the performance of the students.
- **For each seminar**, each student is required to use Microsoft Word to prepare at most one-page report, which should be a summary of the whole seminar, not a part of it.
- <u>**The language of the speech should be used for writing the seminar report.**</u>

- **If a student does not attend two hours of a seminar although the seminar is given in two hours, then he/she has no right to submit a report for this seminar. Thus, his/her attendance and report grades will be zero.**
- **If a student attend only one hour of a seminar although the seminar is given in two hours, then he/she has right to submit a report for this seminar, but his/her attendance and report grades will be penalized by dividing the grades by two.**
- It is expected that each student will submit an original report, which reflects only his/her effort. A seminar report should be the output of a student's independent work. 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 the 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 with Turnitin result greater than 50 % and half of the normal grade if Turnitin result is greater than 30 %.
  - For the second incidence, the score obtained for the report is going to be zero for every collaborative student with Turnitin result greater than 30 %.
  - 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 should be saved in a WORD file having a name including the student and seminar numbers (e.g., 202112001-SEMINAR5)
- Each student should upload his/her **seminar report** to the Turnitin assignment on the webonline site of the course **no later than 10:00 a.m. in the day of the next seminar**. The hard copy version of the report should be submitted to the department secretary between **09:30-10:00 a.m. in the day of the next seminar. Uploding the report on the webonine site only or submitting the hard copy version of the report will be considered as NO submission.**
- **Late submissions of seminar reports and questionnaires will NOT be accepted.**
- **For each of the following cases** observed in a seminar report, **10 points will be deducted** from the report grade:
  - C1: The report is more than one page.
  - C2: The report does not contain at least 20 lines. **May be applied multiple times depending on the missing lines.**
  - C3: The report is not typed on the computer.
  - C4: Student name and surname, Student ID, Seminar number or title of the speech is missing/wrong in the report file.
  - C5: The report has not been written according to Turkish/English spelling and punctuation rules. **May be applied multiple times.**
  - C6: The font and/or its size is different than the described in the seminar template that will be uploaded to the webonline (moodle) site of the course.
  - C7: Word file name does not include the student or seminar number.
  - C8: Report should include an introduction, a body of the text and a conclusion. The content of the report does not cover the whole seminar in adequate detail level. **May be applied multiple times.**
  - C9: The questionnaire of the seminar is not filled out.
- Each seminar report will be graded and announced.

Questionnaires: Each student must fill out an online questionnaire for each seminar speaker. If more than one speaker gives a seminar in the same session, a questionnaire must be filled in for each speaker separately. **The questionnaire should be filled in properly on the webonline site of the course no later than 10:00 a.m. in the day of the next seminar.** Student specific information will be collected automatically for identifying the respondent's identity. This information will only be used for checking the completion of the task by the respondent. Thus, students are expected to provide honest and objective responses to the questions posed in the questionnaires.

Course Web Site: Seminar posters and photos will be uploaded to the course web site **http://ie499.cankaya.edu.tr**. However, students will upload/fill the course related materials including the seminar reports, questionnaires to the webonline (moodle) site of the course on the link **http://webonline.cankaya.edu.tr**.

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),
- 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.

- **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. **Semester letter grades will be assigned using the standard (catalog) scales for the letter grades in the university by-laws**. Semester letter grades will be announced by the Registrar's Office.

Assessment Item	Quantity	Marked Out of	Weight (%)
Attendance	14 weeks (2 Meetings + 12 seminars)	100	40
Reports	12	100	60
		TOTAL	100

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. **However, students are firstly expected to find their own mistakes in their report by applying rules explained in the Seminar Reports section.** Students who fail to convince themselves and 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 7 days following the announcement of the grades** by writing objections (questions or comments) in an e-mail. 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. It will also be available on the course and department web sites.
2. You are responsible to know any changes to this course syllabus announced in the course web site and lectures during the semester.
3. If you have any questions 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 instructor.