**Instructor**
Justin Yates, PhD
Office: ETED 4079
Phone: 979 458 2337
Email: jtyates@tamu.edu
Office Hours: by appointment

**Writing Coach**
Jose Vazquez
Office: ETED 3030
Phone: 979 458 2385
Email: vazquez@tamu.edu
Office Hours: 1 - 2pm M-R

**TA**
Abhilasha Katariya
Email: abhilashapk@tamu.edu
Nicholas Olivieri
Email: repp@neo.tamu.edu
Jessica Rodgers
Email: jrodgers513@gmail.com

**Prerequisites**
ISEN 314 - Statistical Control of Quality
ISEN 416 - Facilities Location, Layout and Material Handling
ISEN 424 - Systems Simulation

**Course Description**
Teams will have a maximum of five students. Students will work on industry projects that are evaluated academically by the instructor/TA and professionally by a company-assigned technical point-of-contact. The emphasis of this course is on the identification of, solutions to, recommendations for, and presentation of, corporate systems improvement. **Balancing corporate desires with academic requirements is paramount for a successful project.** Group projects integrate knowledge gained from all required industrial engineering courses in the form of application to an industry sponsored system design project. The course is intended for students in their final semester of undergraduate studies.

**Course Calendar**
Classroom Availability: MW 8:00am - 12:00pm in room 1006 ETB

Weekly Meetings: IPRs¹ - M or W 8 - 11am (biweekly)
PTMs - M - F by TA appointment (biweekly)
¹ IPRs will be held in room 3024 ETB

**Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Proposal</td>
<td>20%</td>
<td>A: ≥ 90%</td>
</tr>
<tr>
<td>Weekly Meetings</td>
<td>10%</td>
<td>B: 80% - 89%</td>
</tr>
<tr>
<td>Midterm Presentation</td>
<td>15%</td>
<td>C: 70% - 79%</td>
</tr>
<tr>
<td>Final Presentation</td>
<td>20%</td>
<td>D: 60% - 69%</td>
</tr>
<tr>
<td>Final Report</td>
<td>25%</td>
<td>F: &lt; 60%</td>
</tr>
<tr>
<td>Peer/Supervisor Evaluations</td>
<td>10%</td>
<td></td>
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</tbody>
</table>

² the distribution provided is the MINIMUM numeric requirement to GUARANTEE the corresponding letter grade. The instructor reserves the right to revise this distribution as necessary. Students ARE NOT guaranteed of receiving the same grade as their respective group members.
Spring 2012 Course Schedule*

<table>
<thead>
<tr>
<th>Event/Assignment</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>First day of class</td>
<td>18 Jan</td>
</tr>
<tr>
<td>Team selection and project preferences</td>
<td>18 Jan</td>
</tr>
<tr>
<td>due</td>
<td></td>
</tr>
<tr>
<td>Project/Group pairings announced</td>
<td>19 Jan</td>
</tr>
<tr>
<td>Deadline to arrange 1st on-site sponsor</td>
<td>20 Jan</td>
</tr>
<tr>
<td>visit</td>
<td></td>
</tr>
<tr>
<td>1st on-site sponsor visit</td>
<td>Week of 23 Jan (or earlier)</td>
</tr>
<tr>
<td>Project proposal due</td>
<td>8 Feb</td>
</tr>
<tr>
<td>Return signed proposal</td>
<td>14 Feb</td>
</tr>
<tr>
<td>Mid-term project presentations</td>
<td>19, 21 Mar</td>
</tr>
<tr>
<td>Final report roundtable (optional)</td>
<td>Week of 16 Apr</td>
</tr>
<tr>
<td>Final presentation practice (optional)</td>
<td>Week of 23 Apr</td>
</tr>
<tr>
<td>Final report due</td>
<td>30 Apr</td>
</tr>
<tr>
<td>Final presentations</td>
<td>2 - 3 May</td>
</tr>
<tr>
<td>Submit final report to the client</td>
<td>8 May</td>
</tr>
</tbody>
</table>

* the deadline for turning in any required materials/documents is 5pm on the day indicated

We will conform to the University Academic Calendar:
(http://admissions.tamu.edu/Registrar/General/Calendar.aspx).

Only consideration for University Authorized Absences will be made (http://student-rules.tamu.edu)

Project Proposal
The project proposal is the written intention of the senior design group and is used both by the instructor and the corporate sponsor in evaluation of project performance. The proposal illustrates project details and discusses the proposed methods/solutions of the senior design group.

Weekly Meetings
Weekly meetings will be held to assess progress, ensure conformity to course standards and evaluate project details. Two forms of weekly meeting will be held and are referred to herein as In-Progress Reviews (IPRs) and Project Team Meetings (PTMs). All group members must be present and in attendance for the entirety of any meeting (exceptions being only for university excused absences). A letter grade reduction for any individual IPR or PTM will result from the following: failure of any member to attend, failure of any member to be punctual, failure of group to be prepared.

IPRs
These meetings will be held with the course instructor, biweekly throughout the semester. Teams will be assigned to one weekday IPR whose time will coincide with the schedule given previously. IPR discussion slides must be sent to the course instructor no later than 5pm on the day preceding the assigned IPR for the team (failure to abide by the imposed time deadline will result in a one letter-grade deduction for lack of preparedness). There will be no tolerance for canceled/missed IPRs for any reason other than a valid university excused absence.
PTMs
These meetings will be held with an assigned course TA, biweekly throughout the semester. Meetings will last 30 minutes, during which time any project aspects may be presented and discussed. Teams are expected to bring or have available all project work for PTMs (this includes simulation models, VBA code, etc). There will be no tolerance for canceled/missed PTMs for any reason other than a valid university excused absence.

Corporate Sponsor
Weekly meetings are required with the corporate sponsor’s technical point-of-contact. These meetings will occur either in the form of a conference phone call, web conference, or on-site company visit (e-mail correspondence does not qualify as a weekly meeting with the point-of-contact). All group members must be present with exceptions being made only for valid university excused absences. Meeting times will be arranged between the ISEN 459 team leader and the corporate sponsor’s technical point-of-contact. There will be no tolerance for missed or canceled meetings that are not at the company’s request.

MidTerm Presentation (PPT Format)
Mid-semester project updates will be given by each team as a formal report on the current status and remaining plans/goals of the project. Students are expected to attend half of the presentations (your own team presentation counts toward this total). The attendance policy will be announced and procedures will be announced prior to the MidTerm presentations.

Final Presentation (PPT Format)
Final presentations will describe the teams’ project as well as their solution approach and any resulting financial or societal impacts. Final presentations are open to all students and company representatives as well as the general public. Students are expected to attend half of the presentations (your own team presentation counts towards this total). Attendance will be taken at the start of each presentation. Teams are also expected to offer and conduct an on-site final presentation for the sponsoring company.

Final Report (DOC/DOCX Format and PDF)
The final report will have two main sections: Executive Summary and Appendices. The Executive Summary describes the project and its results without requiring ISE-specific knowledge and such that the reader will know: (a) what problem(s) were identified, (b) how they were validated and addressed, (c) what recommendations/solutions resulted (d) how they improved corporate operations and (e) what value they brought to the corporate sponsor. Appendices will provide all technical documentation to support understanding and implementation of the project solutions and deliverables and will be ISE-specific.

Peer/Supervisor Evaluations
As your final assignment, each team member will evaluate the productivity, contribution and responsibility demonstrated throughout the semester by their teammates. Team members will also be given the opportunity to evaluate themselves. The instructor and TAs will evaluate overall team performance, team efficacy, and professionalism as demonstrated in the MidTerm, Final Presentation/Report and Weekly Meetings. Corporate feedback will also be considered.
Travel
All teams are required to abide by the travel guidelines set forth by the university as well as those prescribed by the department and this course. A detailed discussion of the ISEN 459 travel policy and related documentation is presented at the end of this syllabus. Students will only be reimbursed for course-related travel if ALL steps are followed. Failure to abide by these rules will result in the forfeiture of any reimbursement privileges.

Attendance
Students enrolled in ISEN 459 are expected to attend all lectures, Weekly Meetings and meet the aforementioned requirements for MidTerm and Final Presentation attendance. Poor attendance will be reflected in both the Weekly Meeting and Peer/Supervisor Evaluation portions of the final grade.

Aggie Honor Code:
"An Aggie does not lie, cheat or steal or tolerate those who do."

Turning in the Proposal and/or Final Report and giving the MidTerm and/or Final Presentation represents each teams’ certification that the entirety of the presented material and all approaches, techniques, and applications utilized resulted from the individual team members, the instructor/TAs and the corporate technical point-of-contact only. There is absolutely no “outsourcing” of any duty tasked to the team. Any knowledge obtained from an individual or reference outside of the team must be cited and referenced within any presentation or report to which it contributes. There will be absolutely no tolerance extended to teams found in violation of this policy.

Academic Integrity
It is the responsibility of students and instructor to help maintain scholastic integrity at the university by refusing to participate in or tolerate scholastic dishonesty. (For the Honor Council rules and procedures, see the web site http://aggiehonor.tamu.edu)

Americans with Disabilities Act Statement
The ADA is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Service for Students with Disabilities in Cain Hall, Rm. B118, or call 845-1637. (For additional information visit http://disability.tamu.edu.)
All student travelers MUST DO the following when traveling for ISEN 459

You must submit the following required documentation:

1. CIRT Notification Form
   a. Can be found at https://studentactivities.tamu.edu/online/forms/cirt
   b. Must be submitted by driver BEFORE EACH trip
   c. Jaime Vyukukal should be listed under Advisor Name, NOT Dr. Yates

2. ISEN Student Driver Form
   a. Can be found at G:\ISEN 459\Travel Forms
   b. ONE TIME ONLY submission by the driver BEFORE FIRST trip
   c. Return in-person to Dr. Yates

3. ISEN Student Mileage Form
   a. Can be found at G:\ISEN 459\Travel Forms
   b. Driver must submit AFTER EACH trip
   c. Return in-person to Dr. Yates

All students should review the university policy for student travel to show they understand the accepted risks involved when participating in travel activity. This information can be accessed online at http://rules-saps.tamu.edu/PDFs/13.04.99.M1.01.pdf

Students will be reimbursed for actual mileage (no meals). A new CIRT Notification Form must be filled out for each trip (do not update old CIRT forms to reflect new travel plans). Students driving privately owned vehicles for organized student travel must have a valid Texas or other state driver’s license and have current personal automobile insurance coverage as mandated by the State of Texas, and their vehicle must have a current state inspection and registration. **Proof of these items must be made available for the course instructor’s review upon request.** Students who drive their own vehicle must document the actual odometer readings before departure and upon return of their trip.

For additional information or questions on the reimbursement process please contact the course instructor. For specific questions or concerns related to travel and qualifications for reimbursement, contact:

Jaime Vyukukal
Business Coordinator II
4021 ETB
979 458 2377
jmv@tamu.edu

You will not be reimbursed unless you follow these specific guidelines. Any submissions to the Student Affairs Critical Incident Response Team (CIRT) after your trip will render that trip ineligible for reimbursement and may also result in unwanted absence as such travel will not be recognized as excused.