

References: The following useful reference books are available in the University Library:

- F.E. Meyers and M.P. Stephens, "Manufacturing Facilities Design and Material Handling", 3rd edition, Pearson Education, (2005), ISBN 0-13-112535-4.
- A. Garcia-Diaz and J.M. Smith, "Facilities Planning and Design", Pearson International Edition, Pearson Education, Inc., (2008), ISBN 0-13-235043-2.
- D.R. Sule, "Manufacturing Facilities: Location, Planning and Design", 2nd ed., PWS Publishing Company, (1994), ISBN 0-53493-435-8.
- Sunderesh Heragu, "Facilities Design", PWS Publishing Company, (1994), ISBN 0-53495-183-X.
- R.G. Askin and C. R. Standridge, "Modeling and Analysis of Manufacturing Systems", John Wiley & Sons, Inc., (1993), ISBN 0-471-51418-7.

Teaching Method: Teaching will be based on enabling the students to understand the concepts and procedures in each topic section and to be able to apply them. To do this the course will be organized into two modules: Lectures and real-life application sessions.

Lectures: In lectures the instructor will attempt to summarize and explain only selected important concepts and points as clearly as possible. To be familiar with the material presented in lectures and participate in class discussions, students are expected to read the material covered in the previous lectures prior to the class meeting. Students will then find the lectures more interesting, and will benefit from the discussion if they come well prepared.

Lecture Notes: Students are expected to make their own notes. Lecture notes and/or overheads used in class will be made available for copying.

Reading Assignments: Besides the textbook material, there will be some reading assignments, which will support the lectures. For any type of examination, students are also responsible from studying all assigned readings, even if they might not be discussed in class.

Project Study: Students should form groups of **3 students** (exactly, otherwise there should be a valid excuse well documented), should submit a single project report for the assignments. Unfortunately, a penalty for late submissions will be applied if the project report is not submitted on the due date.

Exams: All examinations will be based on lectures, assigned readings, project study or other work. To pass these exams students will need to have studied the material well in advance in order to understand the concepts, procedures and techniques. To discourage last minute cramming, the instructor will not answer any question from students on the day of an examination. Exam results will be announced on the notice boards as soon as the exam papers have been evaluated. Descriptions of these examinations are as follows:

Pop Quizzes: There will be a plenty of pop-up quizzes that are not announced and two lab quizzes that will be announced in advance. They will be of closed-book/closed-notes type but all required material will be supplied.

Midterm Exams: There will be two midterm examinations that cover all the material up to the date of the examination. The midterm exams will consist of two sections: a standardized question section (multiple-choice, true/false, matching, etc.), and a section which includes problem type questions. The midterm exams can be open book/closed notes type.

Final Exam: The Final Examination will cover all the material studied throughout the semester and has the same structure as in the midterm examinations. It will also be used to determine letter grades. The final exam will be scheduled for a day in the designated final exams week. The final exam can be open book/closed notes type.

Note: The students need a calculator so they should bring their calculators to all lecture/exam hours.

Make-up Exam: **No make-up examination will be given to students who miss quizzes.** Make-up examination will only be offered (at the end of the semester) to students who missed the final examination or any midterm exam and provided adequate documentations.

Attendance: Regular attendance is necessary and it will be taken every lecture hour.

Academic Dishonesty: Any act not suitable for a university student will not be tolerated and may lead to formal disciplinary action. Example of this are: getting someone else to take the examinations for you, misrepresentation of your own answer sheet as another's work, cheating, knowingly assisting other students to cheat, abusing the tolerance or breaking the discipline of the class.

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

Project Study	15 %
Pop Quizzes	15 %
Midterm Exam I	10 %
Midterm Exam II	25 %
<u>Final Exam</u>	<u>35 %</u>
TOTAL	100 points

Note that the instructor reserves the right to modify these percentages in case he finds it necessary.

Objections: Any form of document concerning work that is to be used by the instructor as the basis of grading will be shown to the student upon request, **within a week following the announcement of the grade**. The objection to any grade must be made to the assistants within that period. If, after an exam has been graded, you think an error was made in grading or you have questions about the grading of the material, please examine the exam solutions first, and then write your questions or comments on a separate sheet of paper and turn this paper to the assistants.

Office Hours: The students' timetables will be a base for determining appropriate time slots with zero clash (or minimum number of clashes) as much as possible. If students have difficulty in understanding any material after they have tried their best, they should consult their assistants and instructor during their office hours only. However, if you wish to meet the instructor outside of their office hours, please call him by phone or send an e-mail first to make an appointment.