

*The company built on breakthroughs.*  
**Join us.**

CORNING

**Summer Internship Kick-Off: Charlotte (area) NC Region**

**Locations include Charlotte, Concord, Hickory, Trivium, Newton, Winston-Salem**

**Please read & save this**

**Day 1:** 8:30 – 5:00. The social event should conclude around 5pm. ***Arrive no earlier than 8:15.***

**Address:** 4200 Corning Place, Charlotte, NC 28216

**Parking:** You do not need a parking pass or designated area. Parking is plentiful in front of our building. Maps provided in Summer Internship site

**Meals:** Breakfast & Lunch provided at our office. You will have the option to purchase food and drinks at District 57.

**Dress:** Business casual. You will receive a t-shirt when you arrive that you can choose to wear for the day. The size provided is from your Intern Survey in early April.

**Social Event: District 57: 1526 Alleghany Street, Unit B, Charlotte, NC 28208** / We encourage you to bring clothes to change into as it's an active social event. / Transportation to the event is not provided.

**What to bring on Wednesday:** Your Government-issued picture ID for your badge & change of clothes (optional).

**What to bring on Thursday to your work site:** any information your supervisor requested + pen and paper (we do not allow electronic notetaking outside of a corning device), your laptop, your badge, information to complete an electronic direct deposit including W4 form. *(Please seek a trusted advisor on what to complete for your tax withholding; we are unable to advise you on tax matters)*

**Wednesday Contact:** Stef Kysor: 540-250-5257

**Thursday & on contact:** Your Supervisor

**Reminders:**

- Our office is closed on Monday, May 26 in observance of Memorial Day. Emails ([internship@cornig.com](mailto:internship@cornig.com)) and voicemails will not be monitored.
- No videos or photos inside/outside our building.

## Summer Internship Kick-Off: Charlotte, NC Region

*Locations include Charlotte, Hickory, Trivium, Newton, Concord, Winston-Salem*

Monday, 5/26



Tuesday, 5/27



Wednesday, 5/28

8:30-5:00pm  
Summer 2025  
Internship  
Kick-Off  
Charlotte, HQ  
& District 57

Thursday, 5/29

Time: See  
Supervisor  
Report to your  
work location

1:00-3:30pm  
Intern  
Orientation  
(Mandatory;  
Virtual)

Friday, 5/30

Time: See  
Supervisor  
Report to your  
work location

1:00-2:30pm  
Intern Safety &  
Security  
(Mandatory;  
Virtual)

## Summer 2025 Intern Kick-Off Agenda: Charlotte, NC

*Locations include Charlotte, Concord, Hickory, Trivium, Newton, Winston-Salem*

### Day 1: Wednesday, May 28, 2025

8:15-8:30am **Arrival**  
4200 Corning Place, Charlotte, NC 28216

8:30-10:00am **Breakfast, Badging, & Networking**

10:00-11:00am **IT Office Hours & Laptop  
Distribution**

11:00-11:30am **Break**

11:30-12:00pm **Welcome to Corning**  
with Mike O'Day, Senior Vice President &  
General Manager, Optical Communications

12:00-1:00pm **Lunch & Networking**

1:00-1:15pm **Group Photo**  
Stairs

1:30-2:00pm **Activity**

2:30-5:00pm **District 57**  
Social Activity

### Day 2: Thursday, May 29, 2025

TBD **Report to work location**  
See Supervisor for exact arrival time

1:00-3:30pm **Corporate Orientation**  
Livestream from Corning, NY