

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

CORNING

**Summer Internship Kick-Off: Corning, NY**

***Locations include HQ, Sullivan Park, ZV, Decker, Diesel, Erwin, Erwin Park***

***Please read & save***

**Day 1:** 8:30 – 5:00. The social event should conclude around 5pm.

- Purple Group: 8:00am arrival/*arrive no earlier than 7:50 am/ First Names A-J*
- Blue Group: 8:30am arrival/*arrive no earlier than 8:20 am/ First Names: K-Z*

**Address:** 1 Riverfront Plaza, Corning, NY

**Parking:** You do not need a parking pass or designated area. Parking is available in the garage and the arm will be up with signage. You can park anywhere.

**Meals:** Breakfast & Lunch provided at our office. Pizza is offered at the social event.

**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:** Crystal Lanes Bowling: 11749 East Corning Rd, Corning, NY 14830 / 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:** Yourself & a change of clothes (optional), Government-Issued ID for badging

**What to bring on Thursday:** pen & paper, 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)*

**What to bring on Friday 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.

**Wednesday & Thursday Contact:** Emily Glennon, 704-534-1334

**Friday & 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: Corning, NY

*Locations include HQ, Sullivan Park, ZV, Decker, Diesel, Erwin, Erwin Park*

Monday, 5/26

Tuesday, 5/27

Wednesday, 5/28

Thursday, 5/29

Friday, 5/30



8:30a-5:00pm  
Summer 2025  
Internship  
Kick-Off  
Corning HQ  
(3Rivers)  
&  
Crystal Lanes

9:00a-3:30pm  
Summer 2025  
Intern  
Orientation  
Corning HQ  
(3Rivers)

Time: See  
Supervisor  
Report to your  
work location

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

## Summer 2025 Intern Kick-Off Agenda: Corning, NY

*Locations include Corning HQ, Painted Post, Diesel, Erwin, ZV, Sullivan Park*

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

8:00-8:30am **Arrival**  
1 Riverfront Plaza, Corning, NY

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

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

11:00-11:30pm **Welcome to Corning**  
with Mike Kunigonis, Vice President & GM,  
Auto Glass Solutions

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

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

2:00-2:15pm **Group Photo**  
Outside

2:30-5:00pm **Crystal City Lanes & Pizza**  
Social Activity

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

9:00am **Arrival**  
1 Riverfront Plaza, Corning, NY

9:00-10:45am **Onboarding, Overview & Activity**

11:00-11:30am **Group Activity:**  
Design Your Own Ice Cream Flavor

11:30-12:30pm **Lunch**  
HQ Café (on your own)

12:45pm **Seated for Orientation**  
HQ Auditorium

1:00-3:30pm **Corporate Orientation**  
HQ Auditorium

3:30pm **Workday concludes**