

JESSICA POLLOCK SIMON

3501 Sansom Street • Philadelphia, PA 19104 • (215) 898-0167 • jsimon@law.upenn.edu

EXPERIENCE

University of Pennsylvania Law School, Philadelphia, PA

Senior Lecturer in Law and Associate Director of Legal Practice Skills

August 2007-Present

Teach Legal Practice Skills to first-year law students and third-year legal writing instructors. Prepare lesson plans and present interactive lectures on legal analysis, writing, and oral advocacy. Direct third-year legal writing instructors on teaching legal writing and critiquing assignments. Develop new curriculum for first-year program, including modules on client interviewing, client counseling, negotiation, and contract drafting.

Teach Civil-Pretrial Litigation to second and third-year law students, focusing on pre-trial drafting and litigation strategy. Create simulated litigation of employment discrimination case. Evaluate, critique, and grade student assignments, including complaints, answers, discovery documents, and motion briefs.

Director of the Academic Support Program

August 2008-Present

Create and present a series of lectures and workshops to first-year law students on reading cases, taking notes, outlining for exams, taking exams, and writing essay exams. Consult one-on-one with academically challenged students on studying and exam-taking skills.

Simon Consulting, Philadelphia, PA

Consultant to National and Regional Law Firms

August 2007-Present

Create and conduct presentations to law firm associates and partners on legal research and writing topics. Coach individual associates on all aspects of writing.

Drexel University College of Law, Philadelphia, PA

Visiting Assistant Professor

January-August 2007

Taught first-year law school students in Legal Methods II: Introduction to Persuasion, Legal Methods III: Oral Argument, and Introduction to Interviewing, Negotiations and Counseling. Taught Employment Litigation from a Drafting Perspective to upper-level students. Prepared lesson plans and presented interactive lectures on legal analysis, writing, and oral advocacy. Provided counsel and progressive feedback to students. Researched and created final graded motion problem for Employment Litigation Drafting course. Evaluated, marked, and graded student briefs and oral arguments.

Villanova University School of Law, Villanova, PA

Visiting Assistant Professor

August 2006-January 2007

Taught two sections of first-year law school students in Legal Analysis, Writing & Oral Advocacy. Prepared lesson plans and presented interactive lectures on legal analysis and writing. Researched and created assignments for memoranda assignments. Provided counsel and progressive feedback to students and teaching assistants. Evaluated, marked and graded student memoranda.

Fox Rothschild LLP, Philadelphia, PA

Associate, Labor & Employment Department

September 1999-December 2006

Project/Hourly Contract Attorney

December 2006 – August 2007

Participated in all aspects of employment litigation and labor disputes arising under federal and state employment and labor statutes. Conducted discovery, took depositions, drafted procedural and substantive motions, second-chaired trials, and negotiated settlements. Counseled clients on employment issues, including compliance with employment discrimination and wage and hour laws.

Conducted seminars and led continuing legal education classes. Provided training on preventing and investigating harassment and general managerial conduct. Supervised paralegals and junior associates.

House Government Reform and Oversight Committee, Washington, DC

Investigative Assistant for Campaign Finance Investigations

May-December 1997

Researched and wrote legal memoranda on the Hatch Act to prepare staff counsel for depositions.

Reported to staff counsel on Senate campaign finance investigation hearings.

The American Political Network, Alexandria, VA

Staff Writer, American Health Line

September 1995-August 1996

Researched, wrote, and edited daily newsletter on health care legislation, policy, and reform, specializing in health care news related to the 1996 Presidential Election. Co-authored and edited the 50-State Report on Health Care Reform Activities, a quarterly report.

EDUCATION

The George Washington University Law School, Washington, DC

J.D. with Honors, May 1999; Honors in Oral Advocacy; Staff Writer, *The Environmental Lawyer*

University of Pennsylvania, Philadelphia, PA

B.A., cum laude, with Honors, History and American Civilization, May 1995

BAR AND COURT ADMISSIONS

Pennsylvania and New Jersey, 1999; The Supreme Court of the United States; United States Court of Appeals for the Third Circuit; United States District Court for the Eastern District of Pennsylvania; United States District Court for the District of New Jersey

PUBLICATIONS AND ACKNOWLEDGEMENTS

Jeffrey P. Scarpello and Jessica L. Pollock, *Can Union Waive Member's Right to Judicial Forum?* The Legal Intelligencer, April 17, 2000, at 9.

Marvin L. Weinberg and Jessica L. Pollock, *U.S. Supreme Court Rules in Favor of Arbitration of Employment Disputes*, Route 422 Business Advisor, July 2001 Issue.

Marvin L. Weinberg and Jessica L. Pollock, *Employers Beware: Misclassifying Employees Could be a Costly Mistake*, www.shrm.org (Society for Human Resource Management Web Page), May, 2001. Honored by Pennsylvania Super Lawyers in *Philadelphia Magazine* as a Pennsylvania Rising Star, December 2006

PRESENTATIONS AND COMMUNITY INVOLVEMENT

Yale Law School, Twice Annual Guest Speaker: *Reading Cases Like an Expert; Outlining Your Classes and Other Exam Preparations*

Philadelphia Diversity Law Group Fellows Program, Fall and Summer Programs: *How to Prepare for Law School Classes; How to Prepare for Law School Exams*

Legal Writing Institute One-Day Workshop, December 2017, *So You (Might) Want to be a Transactional Lawyer?*

Legal Writing Institute Bi-Annual Conference, July 2016, *It Takes Three to Tango: Introducing a Mediator-Facilitated Settlement Negotiations Exercise in the 1L Writing Course*

Promotions Site-Visit Committee, University of Michigan Law School Promotion Committee for Howard Bromberg, November 2015.

Association of Legal Writing Directors, July 2015, *Helping Hands: How Legal Writing Professors Can Add Value and Thus Become Integral to the Heart of the Law School Community*

Legal Writing Institute One-Day Workshop, December 2014, *The Professor/Fellow Partnership; How to Effectively Use Teaching Assistants in the 1L Legal Writing Course*

Legal Writing Institute Bi-Annual Conference, July, 2014, *Getting the Story Straight: Teaching Students to Gather, Report, and Persuade with Facts as an Integral Part of Effective Legal Analysis*

Practical Applications in Forensic Psychiatry, Forensic Psychiatry Fellows Program, Guest Lecturer, March, 2014, *The Skeptic, Pessimist, and Cynic: How Experts Can Speak More Effectively to Lawyers*

Legal Writing Institute One-Day Workshop, December 2013, *Bringing It All Together: How Penn Law's Legal Practice Skills 1L writing class introduces oral communications, electronic communications, fact development, client interviewing, negotiating, contract drafting, and predictive writing, all in the context of one adapted real-life business transaction*

Association of Legal Writing Directors, July 2013, *A Realistic Simulation to Integrate Interviewing, Counseling, Negotiation, and Drafting into the First-Year Course*

Legal Recruitment Administrators of Philadelphia and Philadelphia Professional Development Group, February and March 2012, *The Skeptic, Pessimist, and Cynic: Speaking More Effectively to Lawyers*

Academic Support Programs, New York Regional Conference, April 2011, *Using Teaching Assistants in Academic Support Programs*

Association of Legal Writing Directors, July 2009, *Professionalizing the Teaching of Student Instructors*