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Student Elective Term (SET) Educational Grant Requirements and Timeline

The following is a guide for planning, applying for funding, and carrying out a Student Elective Term. Up to five grants of \$2,000 are awarded by Menonite Healthcare Fellowship (MHF) each spring for the following academic year for students in graduate level healthcare-related programs to study and serve for four or more weeks in an underserved, cross-cultural setting. MHF believes that such experiences are extremely valuable toward MHF's mission to help members integrate their Anabaptist Christian faith with their professional life. At the same time, such experiences usually require additional funds for travel and living expenses beyond the student's typical academic fees. Thus, SET educational grants are intended to encourage and enable students to participate in these experiences. See below for more details or use the contact information at the top.

Preparation Phase: December – February of previous academic year.

1. **Join MHF.** SET educational grants are open to members of Menonite Healthcare Fellowship. See the membership section of the MHF website for membership requirements. Students who are not already MHF members should complete an application form and make a membership contribution at the time of application. Membership categories start with Budget Membership for \$25/year. If you meet the membership requirements but the membership contribution is a hardship, please contact the MHF Office.
2. **Determine setting.** Begin the process to find a suitable international location where you will carry out your SET. This will include finding a preceptor or clinical instructor. Start with the resources provided by your university or educational program so that you meet their guidelines for an approved educational placement. For consideration for an educational grant, SET locations should be in an underserved cross-cultural setting whose values are compatible with those of MHF. Preference will be given to settings in a developing country and within a healthcare institution that has a Christian connection.
3. **Find a Mentor Sponsor.** Students are strongly encouraged to make contact with a Mentor Sponsor. A Mentor Sponsor should be an MHF member who has had international experience and can help guide you through the rest of the process and offer encouragement and support. Contact the MHF Office for help and additional ideas for Mentor Sponsors and/or placement locations.

Application Phase: Mid-February to May 15 of previous academic year.

4. **Fill out application.** Application forms are online or available through the MHF Office. As part of the application process, you will submit three references. One reference should be from your academic advisor, one from an MHF member (your Mentor Sponsor), and one from your pastor.

5. **If you are married**, you may be accompanied by your spouse. If your spouse is also a student in a healthcare profession, he/she is encouraged to also make application for a SET grant via a separate application form. If the spouse is not a healthcare professional or does not wish to apply for a separate grant, an extra \$250 grant is available for the spouse to accompany the student to the SET location. A participating spouse is encouraged to participate in some way in the life of the placement setting community and, if possible, be involved in some service in that community.
6. **MHF Guidelines for Educational Grant Funding**
 -) **Applicant** shall be a member of Mennonite Healthcare Fellowship and a graduate student (master's level or above) in any healthcare professional program.
 -) **Placement setting** shall be in an underserved cross-cultural setting whose values are compatible with those of MHF. Preference is given to settings in a developing country outside of North America in a program or institution affiliated with a Christian church or mission. Any exceptions need to be reviewed by MHF's Global Services Group.
 -) **Educational grants** of up to \$2,000 will be awarded to **up to five applicants**. \$250 of the grant is withheld until the student returns and submits an evaluation and narrative report of the experience.
 -) **Deadline for applications** is May 15. Applicants will be notified by June 15 as to whether they have been accepted or not.

Preparation Phase: June 15 until departure. Upon acceptance as a grant recipient in the SET program, the following steps should be carried out.

7. **Finalize location plans.** Secure an acceptance letter showing the program or healthcare institution, location, dates of service, and name of preceptor or clinical instructor. Forward a copy of the letter to the MHF Office.
8. **Make travel and living arrangements.** Draw up a simple budget for travel and living expenses associated with your SET placement. Obtain airline tickets and make arrangements for any ground passage necessary from the airport. MHF has suggestions for travel agents if you need them. When ticket is purchased, submit a copy of your ticket payment receipt along with your estimated budget that includes other expenses to the MHF Office. Upon approval, MHF will reimburse you for up to \$1750. Upon your return and when MHF receives your SET Report and SET Evaluation form, you will receive the final \$250. If you do not need the full \$2,000 for your expenses, you are encouraged to make a donation in the setting in which you serve.
9. **Make final arrangements.** Work with your clinical instructor and the administration of your SET location to make final arrangements including living arrangements with your host institution. Your Mentor Sponsor and/or the MHF Office can assist you in planning for your particular location. MHF has additional documents with general advice and a policy for emergency situations.

Participation Phase:

10. **Carry out your SET experience.** Travel, experience, learn, and enjoy! You will want to keep a personal journal of your experiences. This will be extremely helpful in your evaluation and reporting. Students who are able and so inclined are encouraged to maintain a blog which

will be publicized by MHF. You may use your own blog site or work with the MHF Office to set up a blog directly on the MHF site.

11. **Participate in the life of the church.** SET participants are strongly encouraged to connect in some way with the local Christian community. This may happen naturally in contexts where the hospital or clinic has a Christian support base. In other settings, particularly where the SET location is not connected with a Christian church or mission, students are encouraged to seek out a local worshipping community of Christians nearby.

Post-SET Phase:

12. **Report on your experience.** Upon return to North America, each SET participant is expected to submit a written Report and an Evaluation form.
 - a. The **Report** should be appropriate for the general public, have a generally positive tone, and should not include material that would be harmful to relationships between yourself, MHF, and persons or institutions in your SET location. Reports may be published in *Mennonite Health Journal* and/or the MHF website. Upon MHF Office approval, a blog may serve as the Report.
 - b. The **Evaluation** is a confidential document within MHF using a standard set of questions and can contain expressions of both affirmation and concern in your experience.
 - c. Upon receipt of both the Report and the Evaluation, the previously withheld \$250 will be released for payment.
13. **Report more on your experience.** SET participants are encouraged to share oral presentations with pictures in various settings: MHF Annual Gathering, MHF Regional Meetings, extended family settings, congregational settings, etc. Some funds may be available for travel expenses. Contact MHF Office for details.
14. **Continue to participate in MHF.** Having had a Student Elective Term experience, you are now in a position to participate in giving ongoing counsel as MHF continues to shape the program. You might also be called upon to be a Mentor Sponsor to another student in the future. Most of all, MHF hopes that you will keep your membership active and continue to support the mission of MHF in whatever way you are able.